

**ST. MARY'S CHURCH OF ENGLAND
PRIMARY SCHOOL
(DAVYHULME)**



**School Prospectus
and
Information for Parents/Carers**



Faith Family Future

Building a positive future for all as part of God's loving family

ST. MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL

Cornhill Road
Davyhulme
Manchester
M4I 5TJ

Tel. 0161 912 2728

Fax. 0161 749 7719

E-mail: stmarysdavy.admin@trafford.gov.uk

Website: www.stmarysprimarydavyhulme.co.uk/

Headteacher	Mrs A Daniel
Deputy Headteacher	Mrs C Looker
Office Manager	Mrs H Smith
Chair of Governors	Mr A Jarman
Classification	Voluntary Aided

St. Mary's is a Church of England, Aided, Primary School, in the Diocese of Manchester. We are funded by Trafford Local Education Authority

WELCOME TO OUR SCHOOL

We have a great deal of information to share with you here and hope you enjoy finding out about our school, its organisation, curriculum and its place in the Church and local community.

Here at St Mary's we work hard to create a welcoming, caring, well-disciplined and stimulating school environment in which children can fulfill their potential. We plan a wide range of learning opportunities in order to deliver a broad, balanced curriculum.

We believe that creating a successful partnership between committed staff, a supportive governing body, caring families and well-motivated pupils is the key to our success.

This prospectus provides an outline of what our school can offer your child. If you have not yet had the opportunity to do so, you are very welcome to contact the school to make an appointment to view our school in action.

We look forward to meeting you.

Mrs Alison Daniel

(Headteacher)



Mission Statement

St Mary's CE Primary School

FAITH FAMILY FUTURE

Building a positive future for all, as part of God's loving family

Values

Our St Mary's Values are:



POLICY FOR ADMISSIONS

This policy was written after consultation with Governors and representation from Manchester Diocese, using Manchester Diocese Primary Admissions Guidance 2010.

Statement of religious affiliation:

As Christians we believe that, as well as their physical, intellectual and emotional needs, children ought to grow up with some insight into the spiritual dimension of life. Our school has a Christian ethos with a concern for the children in our care.

Admissions to an Aided School are the responsibility of the Governing Body and this policy lays down the criteria for admissions and the admissions procedure. The governors will admit all children who have a statement of special educational needs in which the school is named. In the event of over subscription for the remaining places they will be allocated by use of the following criteria in order:

The following are our Criteria for Admission:

1. Looked after children and previously looked after children.
2. The child being considered for admission has a sibling or siblings already on role at the school at the time of admission.

A sibling is defined as a brother or sister, or step-brother or step-sister living at the same address as the child for whom the application is being made.

Sibling priority will not be given where the brother/sister or step-brother/step-sister lives at a different address to the child for whom the application is being made.

No sibling priority is given to cousins, regardless of their address.

3. Child has been admitted to the Christian faith by infant baptism or infant dedication. A certificate or other record should be submitted with the application.

3. All other children

Should the number of applicants in any of the above criteria be greater than the number of available vacancies, places will be offered to those children living nearest the school geographical distance is defined as straight line distance from the School's front entrance.

Home address is defined as the resident home address of the person with legal responsibility for the child for whom application is being made.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the autumn term only.

Appeals

Where the governors are unable to offer a place because the school is over-subscribed, parents/carers have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents/carers should notify the chair of governors at the school within 14 days of receiving the letter refusing a place. Parents/carers will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Deferred Admissions

Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday. Parents/carers may request that their school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents/carers can also request that their child attends on a part time basis until the child reaches compulsory school age.

Please give details of the points you wish to be taken into consideration regarding your child's qualifications for entry under the above criteria, either on the school's supplementary information form or in a covering letter.
Please keep this copy of the Admissions Policy for your own information.

Published Admissions Number:

The maximum number of children that the Governors' Admission Panel is allowed to admit is 30 in the Foundation Stage and KS1
The Governing Body has set a limit of 30 per year group in KS2.

Admission to Reception

How do I apply for a reception place for admission in September?

Common application forms (CAFs) will be available to all parents/carers applying for a place during the Autumn term before they start school the following September. In the case of Reception age children who have registered an interest in a place, the school will contact you by letter and send a Common Application Form during the Autumn term before admission. The forms will be also available from Trafford nurseries and primary schools and by telephoning the Trafford School Admissions Team. In accordance with the co-ordinated scheme an application for a place at St Mary's must be made on Trafford's common application form which should be received by Trafford School Admissions in accordance with the published timetable which is available on Trafford's website. Applications received after the closing deadline will only be considered after all other applications received on time have been processed.

School's own Supplementary Information Form must also be completed and handed into the school office. This form also applies in the case of older children.

When will I know if my child has been offered a place?

A list of all applications for reception intake in September received by Trafford will be sent to the school to rank in accordance with the published over-subscription criteria. This list will be returned to the School Admissions Team and all potential offers compared. The School Admissions Team will determine, in accordance with the order of preferences expressed by the parent and school's admissions criteria, what offer will be made. Decisions regarding the allocation of reception places for September will be made and posted to parents/carers by the Trafford School Admissions Team on 15 April.

Where we have more applications than places, the admission criteria will be used. Children who are not admitted can apply to have their name placed on a waiting list. The names on this list will be in the order resulting from the application of the admissions criteria. Since date of application cannot be a criterion for the order of the names on the waiting list, late applicants will be inserted into the order according to the extent to which they meet the admissions criteria.

All applications received before the Governors have established their list of pupils to be admitted will be considered by following the criteria contained in this policy. Otherwise, applications received after this date will be considered after all the others.

Having registered your child for Reception admission the following process will be followed:

Where the governors are unable to offer a place because the School is oversubscribed, Parents/carers have the right to appeal within 20 days of the letter date informing them that a place has been refused. In the first instance, they should write to the Chair of Governors.

Nursery 2025

From September 2024, St Mary's is pleased to be able to offer nursery provision for pupils as part of a mixed EYFS class. Initially, places will be allocated to pupils already aged three on 1st September 2025, obtaining a place in the St Mary's nursery does not guarantee a place in the Reception class and parents/carers should follow the usual process for school applications.

In order to be compliant with staff ratios, the school will initially be able to offer places to no more than 13 pupils for 2025/26. If school receives more applicants than 13 by the deadline for applications, the school's oversubscription criteria will be used to decide places.

Details of sessions available and associated charges over and above the eligibility for free childcare are included in the school's Nursery Policy.

PRE-SCHOOL VISITS

Parents/carers are welcome to look around the school at any time by prior arrangement with the Headteacher. Children's names may be placed on our school's admission list following completion of the admission form. An official Trafford LA Primary/Infant Application Form must also be completed and sent off before a given date in February for a place in that year. Copies can be obtained from school or Trafford School Admissions. Inform us of any changes so that we have correct information at time of admission process.

STARTING SCHOOL

We aim to make every child's introduction to school as happy and useful as possible. Pre-school visits are arranged before every intake and parents/carers are given details of the arrangements for their individual child well in advance. Parents/carers are invited to induction meetings.

CONTACT FORMS

All parents/carers are asked to complete a Contact Form giving details of their child and who to contact in cases of illness or emergency. Please complete the form carefully and always notify us of change of address, telephone number, work place, etc.

PARENTS/CARERS IN SCHOOL

Parents/carers are welcome to help in school in a variety of ways. If you have any special skills which could be used for the children's benefit please do not hesitate in telling us. Help on special occasions and with school trips, etc., will be asked for on each individual occasion.

Fund raising, social and educational events are organised by our Parent Teachers' Association. All parents/carers of children in school automatically become members.

PUPIL LEARNING MEETINGS

We hold induction meetings for new Reception parents/carers in the Summer Term before the child starts school. In September, Open House meetings are held for all year groups. During the Autumn Term there will be an opportunity to meet with your child's teacher. A second evening is arranged in the Spring Term. Parents/carers will receive a full written report on their child's progress towards the end of the Summer Term. A school Open Day is held during the second half of the Summer Term.

CHARGING FOR SCHOOL ACTIVITIES

The Governors have adopted Trafford's charging Policy for school visits and activities. Please see the school website for further details in our charging and Remissions policy.

THE CURRICULUM AT ST MARY'S

ORGANISATION

We are a one-form entry primary school. At present our children are organised into seven classes, according to age. Our classes are set within three phases:-

Nursery/Reception: Early Years Foundation Stage

Years 1 and 2: Key Stage One

Years 3 to 6: Key Stage Two

Our classroom organisation includes class, group and individual teaching. It reflects the aims of the teaching and makes the most efficient use of pupil and teacher time. Children are encouraged to develop independence in learning and classrooms throughout school are organised in a way which facilitates this.

THE CONTENT OF THE CURRICULUM

Using the National Curriculum, we aim to provide a broad, well-balanced curriculum at all stages through which all children will realise their potential and develop individual talents, interests and skills.

At St Mary's our Nursery/Reception children enjoy a strong play based curriculum in an exciting indoor/outdoor environment as we believe children learn best through leading their own play as well as being guided by adults. Teaching and learning follows the statutory guidance of the Early Years Foundation Stage Framework. Each half term we plan activities and experiences for the children which address the seven areas of learning.

The three prime areas -

- Communication and Language Development
- Physical Development
- Personal, Social and Emotional Development.



Also, the four specific areas -

- Literacy
- Mathematics
- Understanding the world
- Expressive Arts and Design.

Each area of learning and development is planned through a mix of child initiated and adult led activities and experiences. These may change depending on individual needs and interests and the rate of progress children make.

The following characteristics of learning are actively promoted in all our areas of learning and these are considered in the observation, assessment and planning cycle.

Playing and exploring – engagement

- Finding out and exploring
- Playing with what they know
- Being willing to 'have a go'

Active learning – motivation

- Being involved and concentrating
- Keeping trying
- Enjoying achieving what they set out to do

Creating and thinking critically – thinking

- Having their own ideas
- Making links
- Choosing ways to do things

In Key Stage One and Two, the National Curriculum forms part of our curriculum and divides subject areas into:

Core Subjects

English
Mathematics
Science
Computing
R.E.

Foundation Subjects

Design and Technology
History
Geography
Music
P.E.
Citizenship/PSHE
Art and Design
Spanish



We make links wherever possible between subjects to help children to connect their thinking. Therefore, we have a cross curricular, topic based approach to learning but also teach individual subjects as appropriate.

ENGLISH

English extends across the whole curriculum and we aim to enable all children to speak, listen, read and write effectively. We have three main objectives:

- To develop the ability to read, understand and respond to all types of writing, as well as the development of information retrieval strategies for the purpose of study.
- To develop an ability to construct and convey meaning in written language for the various purposes and audiences.
- To develop the understanding of the spoken word and the capacity to express themselves effectively.



Our method of teaching and learning is through specific daily lessons and a cross-curricular approach.

MATHEMATICS



Our aims in Mathematics are:

- To foster an appreciation of, and a positive attitude to, Mathematics and its patterns.
 - To equip each child with mathematical skills which enable them to deal with problems in everyday life.
 - To enable a child to be flexible in their thinking and approach to a task.
- To provide experiences which will match a child's developing understanding at each stage.
 - To develop the attitudes of co-operation, perseverance and independence.

Mathematics is taught through specific daily lessons which incorporate investigative and problem solving approaches and through cross-curricular opportunities.

SCIENCE

Science is taught as a specific subject and through cross-curricular themes, when appropriate. Whole school planning for Science ensures continuity and progression for all children.

COMPUTING



We have mobile computing capability after the purchase of 30 Chrome Books and 15 Ipads which are used throughout the school. One mini-suite shared by Years 1 and 2 and one mini-suite shared by Key Stage 2. We also have computers in the classrooms. All teachers and teaching assistants have use of personal laptops and iPads. There is an interactive whiteboard in every class and one in the hall.

The key skills of computing are taught as a separate subject across the curriculum and these are embedded through cross-curricular opportunities.

FOUNDATION SUBJECTS

Foundation subjects are carefully planned in line with the requirements of the National Curriculum. The children are given as many opportunities as possible for direct, first hand experiences in their learning. Teaching is through topics and connected curriculum projects.

PHYSICAL EDUCATION

Our school has a structured programme in order to ensure the development of skills and the understanding of the importance of physical activity to long term health and wellbeing. All children access two hours of P.E. per week.



RELIGIOUS EDUCATION

Religious Education is timetabled weekly for each class or in a block of work and connected curriculum opportunities are used to support and enhance learning. Religious Education is carefully planned in line with the Blackburn Agreed Syllabus and related resources. The emphasis is upon Christianity, but children also learn about other major world faiths and belief systems.

Parents/carers have the right to withdraw their children from Religious Education and the Act of Worship. Please discuss this with the Headteacher.

COLLECTIVE WORSHIP

As a Church of England School, we are committed to sharing the Christian Faith with all our children. The School attends Church for services, e.g. Harvest and Christingle. The Clergy team and Lay Reader visit school on a regular basis to lead worship. There is an act of worship in school every day as part of a whole school or phase assembly.

HEALTH EDUCATION

Our school has a Health Education Policy and Drugs Awareness and Sex and Relationships Policies which ensure coverage of all aspects of health, including lifestyles and health, self-esteem and confidence, safety, drugs and sex education. The key ideas and concepts have been planned in a spiral so that development is structured throughout the primary years. The Governing Body supports the L.A.'s curricular policy which states that; "Sex Education should take place within a carefully structured and co-ordinated programme of personal, social and health education." All Health education is age appropriate. To deliver learning in this area we use a scheme called Jigsaw. You can find out more about it on our website.

SCHOOL NURSE

Our school nurse visits school regularly. After gaining parental consent when your child enters school, she offers the School Nursing Programme provided by Trafford NHS Healthcare Trust which involves routine health checks of vision, hearing, height and weight. In addition she is involved with the teachers in the delivery of health related topics in the classroom. Our nurse is pleased to help with any health enquiries. Please telephone Cornhill Clinic if you wish to speak with her.

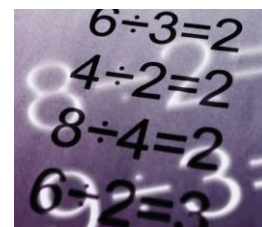
SPECIAL EDUCATIONAL NEEDS

St Mary's has fully implemented the current Special Needs Code of Practice on the identification and assessment of special educational needs. A nominated member of staff (Special Educational Needs Co-ordinator - SENCO) is responsible for co-ordinating our work in this area. St Mary's is a highly inclusive school and we aim to meet the needs of all of our learners, whatever their level of need.

We believe that children with special talents or significant ability in curriculum subjects should also be challenged and plan lessons accordingly.

ASSESSMENT

Children are assessed continuously throughout their time in school, both against National Curriculum expectations and in other areas. We have a whole school policy on assessment and each member of staff works within the same systems. The school carries out Statutory National Curriculum Tasks and Tests



PASTORAL CARE

Each class teacher has the day to day responsibility for the care of your child. As children learn best when they feel happy and secure, please let the teacher know of any issues which could affect your child's performance in school. We will inform you if we have any concerns. Please feel free to come into school to discuss significant problems or concerns. We also have in school a Teaching Assistant with responsibility for Pastoral Care, they are both trained as Emotional Literacy Support Assistants.

At lunchtime the children are cared for by a team of lunchtime assistants, under the overall direction of the Headteacher.

SAFEGUARDING CHILDREN (CHILD PROTECTION)

Parents/carers should be aware that the school will take any reasonable action necessary to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow the Local Authority Child Safeguarding Procedures, and inform the Social Services Department of their concerns. For Further Information, please see our Safeguarding Policy.



Behaviour and Relationships Policy

At St. Mary's we operate a whole school Behaviour and Relationships policy. This seeks to acknowledge and reward good behaviour, promote self-discipline and raise self-esteem, requiring children to be 'Ready, Respectful and Safe' at all times. Close co-operation with parents/carers is sought as this is vital for our policy to be successful. Class Dojo is an online app which we use to award behaviour points and also communicate directly with parents/carers.

WORKING TOGETHER IN PARTNERSHIP AGREEMENT

Our Working Together in Partnership Agreement is based upon the premise that an active and co-operative partnership between home and school is the key to success. It is rooted in our school values, Faith Family Future – Building a positive future for all as part of God's loving family.

HOMEWORK

Homework is set each week, increasing in scope and time allocation as children progress through school and following our Homework Policy. Half termly overviews with suggestions for supportive/extension work at home.



At St Mary's, homework supports, consolidates and extends what is learnt in school and so a range of tasks and activities will be set for your child. Details will be sent to parents/carers at the beginning of each school year and supplemented by half termly information. We ask for your co-operation in this matter.

COMPLAINTS PROCEDURE

Parents/carers and pupils are encouraged to share their views on what happens in our school so that we receive early warning of potential difficulties. Certain underlying principles are observed whenever concerns or complaints are raised. Your first point of contact is usually the class teacher.

The school's complaints procedure is accessible to all by enquiry with the Headteacher and a full copy is available on the school website. Copies are given to all new parents/carers on admission. If parents/carers contact the L.A. with concerns when the school's internal procedures have not been fully exhausted, they will be referred back to school.

Procedures are consistent to ensure that everyone is dealt with fairly. Each stage of the procedure has a known time limit and where it is not possible to meet this, information about progress will be given to the complainant. Every care will be taken so that issues are not dragged out unnecessarily.

As part of the general publicity about the school's complaint procedure, parents/carers will be informed where they can go for information, advice and advocacy, if required. Parents/carers raising concerns or complaints may be accompanied by a friend at all stages of the procedure.

THE SCHOOL YEAR

For the dates of holidays and other closures, please refer to the School Calendar (available from the school office or on the school website).

THE SCHOOL DAY

Key Stage 1

8.45 am Registration
3.25 pm Finish

Key Stage 2

8.45 am Registration
3.30 pm Finish

The playground gate will be opened at 8.40am and children can access start of the day tasks in their classroom from 8.45am.

POLICY DOCUMENTS

Copies of all the School policies and documents may be seen at school by appointment. Some policies are accessible through the school website.

SCHOOL UNIFORM

It is St. Mary's policy that all children should wear uniform and be fully equipped for P.E.

Winter Uniform

Grey skirt or pinafore, grey tailored trousers or shorts
Maroon V-neck sweatshirt or sweat cardigan embroidered with school badge
Children may wear a knitted maroon V-neck pullover or cardigan
White, formal shirt or blouse, worn with school tie or white polo shirt
(Polo shirts do not need a tie)
Maroon and gold striped tie
White or grey socks
Black, sensible school shoes – no trainers, boots or flat ballet-style pumps
Warm, waterproof coat

Summer Term

Red and white checked school dress.
Plain white shirt/blouse with tie or polo shirt without tie.

P.E. Kit

Children come to school in their P.E. kit on their P.E. day – your child's class teacher will advise you of which day this is.
Black shorts (Black leggings or joggers may be worn in winter)
Short-sleeved plain white t-shirt
Trainers (not boot type) for outdoor P.E.

Nursery Uniform

Black tracksuit bottoms/leggings
Short-sleeved plain white t-shirt
School jumper/cardigan
Trainers

Sweatshirts, cardigans and ties are available from <https://www.stitchdesign.co.uk/>.
Ties and school bags are available to purchase from the school office.

School Bags

Children in Reception, Year 1, Year 2 and Year 3 need a reading bag. They do not need a back pack.

In Years 4 to 6, pupils will need a small back pack or reading bag.

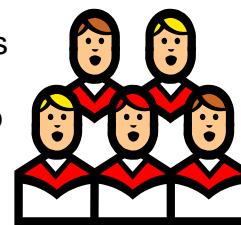
Hair

Hair below shoulder length should be tied up, with school coloured bobbles (red, white or black) or ribbons.

Please label all items of school uniform and P.E. Kit.

EXTRA CURRICULAR ACTIVITIES

A range of activities are offered throughout the year e.g. choir, sports clubs, skittleball, cheerleading, athletics, History Club, Playleaders and Values Ambassadors. It is expected that children who choose to take part will show commitment and responsibility



STAFF LIST

Headteacher

Mrs Daniel

Deputy Headteacher

Mrs Looker

Teaching Staff

Mrs Allen

Mrs Randles

Mrs McAllister

Miss Thwaite

Mrs Lee-Manford

Mrs Butler

Mrs Buckley

Mr Collingwood

Teaching Assistants

Mrs Phillips

Mrs Taylor

Mrs Gadsby-Westlake

Mrs Wali

Mrs Thirsk (HLTA)

Mrs McVeigh

Miss Chadwick

Mrs O'Leary

Office Manager
Office Assistant
Caretaker
Cleaner

Mrs Smith
Miss Samulewska
Mr James
Mrs Heginbotham

Mid-day Assistants

Mrs O'Leary
Mrs Bunting
Mr Scott
Mrs Saddoo
Miss O'Sullivan
Mrs West

Kitchen Staff

Mrs Ashcroft (Cook)
Mrs Doran

Governors: Chair

Mr Jarman(Foundation Governor)

Vice Chair

Mrs de la Hoyde (Co-opted Governor)

Headteacher

Mrs Daniel

Ex Officio

Revd. Carlisle

Staff Representative

Mrs Looker

Diocesan Governor

Mrs Mackereth

Foundation Governor
Foundation Governor
Foundation Governor
Foundation Governor
Foundation Governor

Mr Boxford
Mrs Carmichael
Mrs Iddon
Mrs Jones
Mrs Sach

Parent Governor

Mrs Wood
Mr Saville

LA Governor

Mr Stubbs

BREAKFAST CLUB/AFTER SCHOOL CLUB

St Mary's Breakfast and After School Club provide breakfast and after school sessions for pupils from Reception to Year 6.

The club is an extension of the school and reflects the ethos and aims of the school. Both clubs will be housed in the school hall. If extra-curricular activities are operating in the hall, the after school club operates in the Library until 4:30pm and then move to the hall. The After School Club will also have the use of the playground in good weather.

Parents/carers can relax in the knowledge that their children are safe and well cared for within the same family ethos as the school. It is run by a management committee comprising the Club Manager, the Headteacher (Mrs A Daniel) and the Office Assistant (Miss Samulewska).

Breakfast and After School Club are both open during term-time only. Booking forms are available from the school office. For term dates, please refer to the school website or ask for a copy in the school office.

AMENDMENTS

At the time of writing the information contained in this document is accurate, but occasionally some details may be subject to change.

ADDITIONAL INFORMATION FOR PARENTS/CARERS

The staff of St. Mary's would like to welcome your child to our School. We hope that the information below will be of interest to you and will help to ensure your child has a safe, happy and successful time with us.

Address and Telephone Number of Parents/Carers

Please notify the school office in writing, of any change of address, telephone number or daytime contact number so that we are able to contact you in an emergency. If you have given us a relative or friend as an emergency contact please make sure these are kept up to date.

Visits to the Doctor, Dentist, Hospital

Routine visits should not take place during the school day. If your child has to attend a medical appointment during school hours, please send a copy of the appointment card/letter to the School Office/ Class Teacher in advance. If your child is to leave school early for any reason please indicate whether or not they are being collected. We cannot permit a child to leave school unescorted without your permission.

Absence from School

If your child is absent through illness, we are required to have an explanation. This could be a note to the Class Teacher, a telephone call to the School Office Manager or a personal call to school. Without this contact, absences will be classed as unauthorised.

Holidays

Please be aware that parents/carers do not have the legal right to authorised absence for holidays during term time.

Requests for holidays during term time will not be authorised unless there are exceptional circumstances.

Requests for absences during term time should be made directly to the Headteacher using the form available on the school website.

A copy of the school's Attendance Policy is available on request or is accessible through the website.

Medicines in School

Medication can only be administered in school with written agreement from school. A Personal Health Plan (PHP) may have to be complete, along with a request for school to administer the medication, so that each request can be personally considered.

Similarly, if you wish your child to self-administer medication a written request form must be completed. Whenever possible, you should ask your G.P. to prescribe medicine that can be taken outside the school day, e.g. short-term antibiotics. Over the counter medicines, e.g. Calpol, will not be administered in school without prior agreement, and, due to health and safety implications, throat/cold lozenges must not be brought into school at all. A copy of the school's Administration of Medicine

Policy is available on request and is accessible through the website.

Children with Asthma

Parents/carers of children with Asthma should complete the Asthma reply slip and School Asthma Card. An asthma management plan form the G.P. should be provided Children who use inhalers should have them in school at all times. They should be clearly marked with the child's name and handed to the Class Teacher during all P.E. swimming and games lessons.

Please let school know of any medical, emotional or family problem that you feel may affect your child's performance and happiness in school.

School Dinners:

Dinner Money/Parent Pay

All payments for dinner money and trips are paid through ParentPay. This is an online service. When your child starts school, you will receive an activation letter from the school office to set up your personal account.

School also sends emails and text message correspondence via ParentPay. Further details are available from the school office.

Under the Government's programme of Universal Free Infant School Meals, all children in Reception, Year 1 and year 2 are entitled to a free meal at lunchtime. Information on how to register or apply for free school meals is available from the school office. Even if your child is in the Reception or KS1, we would urge you to apply for free school meals if you believe you are eligible as this can bring additional funding into school which will benefit your child.

Payment for school dinners must be made in advance to ensure your child receives dinners weekly.

Please give at least one full week's written notice if you wish your child to change from school dinners to sandwiches or vice versa, as all food is ordered in advance.

Menus

School lunches are provided in a four week cycle. They all contain nutritional food following regulations compulsorily adhered to by all Trafford schools. These are closely monitored by the LA Catering Supervisors.



"Balance of Good Health" is based on the five food groups:

- Fresh fruit and vegetables
- Starchy foods
- Meat, fish and other non-dairy sources of protein
- Milk and dairy foods
- Foods containing low fat, low sugar and low salt.

Any special diet requirements must be put in writing to the School Office.

Packed Lunches

Children may bring packed lunches to school. We encourage children to eat healthily and ask parents/carers to support us by providing a healthy, balanced packed lunch. Regrettably we are unable to provide plates or beakers, etc. Please send packed lunches in a labelled container or bag. Please help to avoid spillage and breakages by sending drinks in a non-spill, unbreakable and preferably screw top container. Fizzy and canned drinks are not suitable. Water is recommended following Department of Health guidelines. We strongly recommend you use an insulated bag or box and put an ice pack in your child's lunchbox during warm weather as we do not have chilled storage areas in school.

Break time snacks

All infant children are provided, at each morning break, with a free piece of fruit or vegetable as part of the National Fruit and Vegetable scheme. If you wish to withdraw your child from the scheme you need to discuss it with the class teacher. No other snack is allowed. Juniors are asked to bring a healthy snack for their morning break, e.g. fruit, vegetable, breadsticks etc.

Jewellery

For your child's safety and for security reasons, we ask that jewellery except for stud earrings is not worn in school. All jewellery, including stud earrings, must be removed for P.E., games and swimming lessons. Please note that if a child's ears are newly pierced and they cannot remove the earrings for six weeks then they will be unable to take part in P.E. or swimming. We do, therefore, ask that such ear piercing is carried out at the beginning of the summer holidays.

P.E. and Swimming

Physical Education is a compulsory part of the school curriculum and children will be expected to take part unless there is a request from the parent that the child be excused for medical reasons. Children should come to school in their P.E. kit on designated P.E. days.

A swimming costume, trunks (not shorts), hat, goggles (if allowed) and towel should be provided for swimming lessons. Requests for long-term withdrawal from P.E. must be supported by a medical letter.

Please ensure that all items of school uniform are clearly marked with your child's name.

Lost Property

If clothing is named, it will be returned to your child. Unmarked items are collected and stored for a limited period. Children may check lost property at 3.20 pm each day.

Appointments with Class Teachers or Headteacher

Parents/carers are always welcome to see their child's class teacher. All staff members can be contacted directly via Class Dojo. In emergencies we will see you as soon as we possibly can, at other times an appointment should be made. All teachers come onto the playground at the end of the school day.

TERMS OF ACCESS BY PARENTS/CARERS TO SCHOOL PREMISES

1. Parents/carers have a right to attend functions at the school/elsewhere arranged which involve their child e.g. parents/carers evenings, sports events; psychological or other assessment in the context of an existing or proposed Statement of Special Educational Needs or where a formal assessment of capability is being undertaken by the L.A. or agencies acting on its request; obtaining results of external tests; other specified occasions identified by the school.
2. Parents/carers have a right to make an appointment with the Headteacher (or, with the Headteacher's permission, another employee of the School) at a mutually agreed time to discuss matters material to their child's education
3. Parents/carers have a right to deliver and collect their child from a place agreed by the school at the beginning and end of the published school session or day or at other arranged times, for example after extra-curricular activities, for a medical appointment, private assessment or other legitimate reason.
4. Parents/carers have a right to be on school premises where agreement has been reached regarding assistance e.g. as a volunteer in class or at extra-curricular activities
5. In cases of unacceptable parental conduct (refer above) the Headteacher will issue a written instruction that the parent(s) should not enter the school site. The Headteacher will record the reason(s) for the instruction and will communicate these to the parent(s) within the written instruction. In such an instance, the parent(s) will be given the opportunity to state why they should not be banned from the school premises by making written representation to the Chair of Governors within five working days of receiving the written instruction not to enter school premises.

** When the term 'parent' is used it is taken to mean parent, carer or those with legal parental responsibility.*

Safety - Parking

For the safety of all our children we ask for your co-operation when dropping off or picking up your child. Parents/carers are asked to observe the restrictions concerning parking or waiting and to show courtesy to the residents of Cornhill Road. As Cornhill Road is a major bus route and is easily congested by double parking, you are asked to park away from Cornhill Road, preferably in the church car park:

St. Mary's Church is just round the corner on Davyhulme Road and has a roomy car park. Parents/carers are invited to use it at peak times. This is the safest place to park for both your child and your vehicle.

First Aid

Should it be necessary to administer first aid, this will be done in line with approved procedures. Parents/Carers who decide to refuse treatment must put their wishes in writing.

Volunteering in school

Any parents/carers who can help in any way in school will be made most welcome e.g. swimming escort duty, hearing reading, library and resources, cookery, art and craft and sewing. All volunteers are asked to complete a DBS form available from the School Office.

Educational Visits

Classes will, from time to time, be taken on educational visits to support their work in school. At other times we may invite visitors into school to work with the children. Obviously costs are incurred with such activities. Letters will normally ask for a voluntary contribution for the event. In cases of genuine hardship or difficulty the Headteacher should be contacted. Such matters will be treated with sensitivity and in confidence. Full costs will be met for children who are eligible for Pupil Premium Funding.

St. Mary's Parent Teachers' Association

We have an active P.T.A. Various events are organised throughout the year including social and fund raising events. We hope you will support our activities and if anyone would like to be a more active member please come along to the meetings. Details of dates and times are sent out in newsletters.

Newsletter/Website

Regular Newsletters will keep you informed of what is happening in school, future events, dates, etc. They are also posted on our website and Class Dojo, our main communication system.

Thank you for taking the time to read this prospectus. It is essential that your child is happy at St. Mary's and that school and home support each other and work together. We thank you for your co-operation. If there are ever any problems that a phone call to school might solve, please do not hesitate to ring, email or message us directly via Class Dojo.

