



WELCOME TO ST MARY'S C.E. PRIMARY SCHOOL

Head teacher's Welcome

I am delighted to welcome you to our school. St Mary's is a very friendly school with a dedicated and caring staff. We strive to develop each child to his/her full potential. We pride ourselves on treating every child as a special and valued member of our school family.

Our Church of England Primary School is situated in the village of Mucklestone, which is just outside Loggerheads. Pupils at our school live in the surrounding villages of Loggerheads, Woore, Norton in Hales and Hales. Some children come from nearby Market Drayton.

St Mary's has 3 classes: Class 1 - Reception and Year 1; Class 2 - Years 2 and 3; Class 3 - Y4, 5 and 6. We have 58 pupils on roll.

Here at St Mary's we **inspire** our children to learn through an exciting curriculum so our children are excited about learning. We employ specialist French and Music teachers plus sports coaches to deliver our enhanced curriculum.

We **care** for our children in small classes so we can meet their needs.

We **support** those children who need that little extra help and support and have trained SEN staff to deliver intervention schemes.

We **challenge** the more able by giving them opportunities for independent learning, problem solving and opportunities to perform and lead. Our more able pupils attend gifted and talented classes at our local high school.

Our children **achieve** well and our pupils consistently achieve above the National averages in every subject.

We thoroughly **track** each child's progress so we know where they are now in their learning and can guide them to their next steps through individual targets.

We are **committed** to developing the whole child so they become confident, socially and environmentally aware so they become well rounded individuals.

The school is able to offer each child a very special start to school life. Our beautiful and extensive grounds provide a safe and peaceful oasis to grow physically, academically and emotionally. Our two classrooms are modern and well equipped. We also have a school hall; library and newly refurbished Early Years outdoor learning space. Our grounds include a vegetable garden, pond and sports field.

If you haven't been to see St Mary's, and you have a child about to start school just ring the school any morning to make an appointment, it would give me great pleasure to show you around our delightful school – Everyday is an open day!

Jane M Hughes

Mrs Jane Hughes – Head teacher

School Details



Address: St Mary's CE (A) Primary School
Mucklestone
Market Drayton
Shropshire TF9 4DN

Tel/Fax: 01630 672126

Email: headteacher@st-marys-mucklestone.staffs.sch.uk
office@st-marys-mucklestone.staffs.sch.uk

Website: www.st-marys-mucklestone.staffs.sch.uk

Governing Body

Chair of Governors

Mr Stephen Bayfield (Parent)

Vice-Chair of Governors

Mrs Sally-Ann Shotton (Foundation Governor and Parent)

Foundation Governors

Rev. Preb. Jonathan Eades

Mrs Denise Keen

Mrs Elizabeth Vallings

Mrs Amanda Montandon (Parent)

Mrs Emma Furnival (Parent)

Parent Governors

Mr Steve Bayfield and Mr David Darlington

Staff Governor

Mrs Hilary Dicks

LEA Governor

Mr John Pimlott

Associate Member (H&S)

Mr Ed Martin

School Staff

Headteacher

Mrs Jane Hughes
Teaches in Class 2 (2 days)

Teaching Staff

Mrs Jill Turner
Class 1 – Full-Time
Mrs Susan Doran
Class 2 - 3 days per week
Miss Louise Manley
Class 3 – Full-Time

Classroom Support Staff

Mrs Helena Moffatt (Class 1)
Mrs Sarah Goodwin (Class 2)
Mrs Hilary Dicks (Class 3)

Office Services Manager

Mrs Jane Sellman

Catering Supervisor

Mrs Helen Cartwright

Supervisory Assistants

Mrs Hilary Dicks
Mrs Abi Jackson



Whilst every attempt has been made to ensure that the details within this prospectus are correct at the time of publication, it cannot be assumed that there will be no change in its content before or during publication of this prospectus.

The Aims of Our School

The following aims have been discussed and agreed by the staff and school governors. They are based on the five outcomes of 'Every Child Matters'.



Every Child Matters

At St Mary's Church of England Primary School we want our children to:

- Be healthy and have an understanding of how to live healthy lifestyles and continue to make informed choices that will impact on their well-being.
- Stay safe within the school environment and to learn skills that will keep them safe as they grow and enter the wider world.
- Be stimulated and interested so they enjoy learning about the ever-changing world and develop the skills that they will need to achieve their personal goals. To value our diverse world and become responsible citizens who care for the environment.
- Develop the skills in listening, speech, reading, writing, mathematics, science and technology to enable them to make full use of each stage of their education and of their position in an increasingly technological society.
- Make a positive contribution to school and understand and appreciate Christian values and spirituality that are promoted and respected.
- Appreciate the multi-cultural nature of our society.
- Achieve economic well-being when they are older and gain an understanding of career choices.
- Foster a happy and purposeful atmosphere where everyone feels able to play an active role and develop citizenship.
- Develop lively, enquiring minds and the ability to question and argue rationally.
- Learn to live and work together in a variety of ways; to have respect for themselves and the people around them by providing a caring environment which recognises the needs of everyone, including disabled and disadvantaged persons.
- Have equal opportunities in all aspects of their school life.
- Develop and awaken an aesthetic awareness and creative skills in technology, art, craft and music.

The Governors' Mission Statement

St. Mary's CE (A) Primary School, with the active involvement of governors and local clergy, aims to enable all pupils to develop their full potential within a caring Christian School.

The school attaches high priority to fostering links between school, home, church and community and nurturing an aesthetic awareness and an appreciation of the world in which we live.

Admissions

The school's Admission Policy can be found on the school website at:
www.st-marys-muckleston.staffs.sch.uk

Closing Date for Reception Class Admissions

The closing date for admissions to Reception class is January 2016, for the academic year 2016/17. Staffordshire Local Authority has one intake per academic year which takes place in September. Further information regarding the Staffordshire admissions procedure can be found at:

<http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/primary/home.aspx>

If any extra documentation is required to support the application, it must be submitted at the time of application. If applications are not submitted by the published deadline, this could jeopardise the position applied for.

Admission numbers

The school is able to take a maximum of 10 Reception pupils per year. The number of pupils entering our school for Reception varies from year to year depending on local demand.

Date of application	Admission number	Number of 1 st choice applications
2012/13	8	5
2013/14	10	10
2014/15	12	10
2015/6	12	11

Arrangements for Parental Visits

Parents who are considering sending their children to the school should contact the Headteacher who will be pleased to explain admission arrangements show them the school and also invite them to school functions.

All children registered to enter the school are invited, with their parents, to visit the school at a pre-arranged time during the preceding term. Shortly before entry they are also invited to attend for several half days and one full day session to join in activities, which helps to ensure a happy transition from home to school. One of these days involves staying to enjoy a school dinner!

Opportunities to discuss children's progress will be offered on Parents' Evenings.

The Headteacher and members of the teaching staff will be available to meet parents at other mutually agreed times. We have an open door policy at St Mary's and encourage all parents and carers to discuss any concerns no matter how small when they arise.

Breakfast Club

The school has a Breakfast and Early Bird Club that operate from 7.45am. We offer a breakfast of toast, cereal, fruit and a drink plus a range of activities to keep the children entertained should parents need an earlier start to their day.

Times: Breakfast Club (includes breakfast) – 7.45am (£3.50) or 8am (£3.00)
Early Bird (no breakfast) – 8.15am (£2.50) or 8.30am (£2.00)

At 8.45am the children are all taken to their class bases to start their day.



After School Clubs

We offer after school clubs on five nights per week from after school until 4.15pm. The type of club varies from term to term. The clubs are run by outside sports clubs, dance schools and the church. We currently offer – street dance, JAFFA, sport, learning zone, drama and archery.

School Organisation

The School Day

Parents of children in reception are encouraged to come into school with their children first thing in the morning, however as soon as your child is settled and feeling confident to enter school independently we ask that parents leave as soon as possible.

As children move up the school we expect children to become more independent and enter the school by themselves and settle down to start of the day learning activities independently. Parents are still welcome to pop in to see the class teacher or have a look at a special piece of work.

Parents and children may go into class at 8.45 am. We ask is that parents leave at 8.55 am when registration takes place.

School teaching hours: 9.00 am to 12.00 noon
1.00 pm to 3.15 pm

The children have a break of 15 minutes mid-morning; lunchtime is from 12.00 noon until 1.00pm.

School meals, cooked on the premises are available. These are provided through a cafeteria system and the children are given an excellent choice, menus being given out on a termly basis.

At the end of the school day children should be collected from the front of the school building at 3.15 pm. Staff will hand children over to you within the corale area so you can safely take your child to your car. We request that parents leave as soon as possible to create parking spaces. Parking is limited and we ask parents to drop and go in the morning and collect and leave asap.

Rules and Behaviour

It is the aim of the school to foster and develop the child's self-discipline, self-respect and consideration for others. The method of achieving this is through a friendly, but well ordered and busy school life.

- We always try our best
- We are gentle – we don't hurt others
- We are kind and helpful – we don't hurt anybody's feelings
- We listen – we don't interrupt
- We are honest – we don't cover up the truth
- We work hard – we don't waste our own or others' time
- We look after property – we don't waste or damage things
- We come to school on time, organised and ready to learn
- We are kind and polite to everyone we meet



Children are reminded of these simple rules regularly and the support of parents in maintaining discipline is invaluable. Parents will be invited in to discuss any behaviour issues if any arise. Incidents of poor behaviour are rare at St Mary's; in fact we pride ourselves on excellent behaviour based on good relationships and mutual respect.

Absence from School

Once a child is in school, they should not leave the school premises until the end of the school day, unless given permission to do so. A register is taken at the beginning of the morning (9.00 am) and afternoon session (1.00 pm). Unauthorised absences and latecomers are marked on this register. (The register is checked at regular intervals by the local authority). It is vitally important that you let us know either by phone or email if your child is not coming to school due to illness. This is a safety precaution to ensure that we know where your child is. If we have not heard from you by registration we will attempt to contact you by 10 am.

We have an attendance policy on our school website which sets out the criteria for having holiday or other days out of school. The school follows the County guidance and will only sanction time out of school in exceptional circumstances. If there is a family wedding or special event parents need to write to the Headteacher outlining the reason for the application for time out of school. The Headteacher will then look to see whether the application meets our criteria and sanction or not sanction the time out of school.

Details of your child's attendance record are available from the school office.

School Security and Safeguarding

All visitors should report to reception. Entrance to the school is through a secure door. We take safeguarding seriously; so all visitors to the school are required to sign in and out and to wear a named badge whilst on site. The school site is secured by fencing; the access gate next to the office is opened at 8.45am and locked at 9am. Any visitor to school who will have access to our children must have an enhanced DBS, their number, name and other personal information is recorded on our single central record, which is held in school.

The school aims to help parents/carers understand that the school, like others has a duty to safeguard and promote the welfare of all pupils.

The school may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. A full copy of the school's safeguarding/child protection policy is available in school. The safeguarding leads for the school are Mrs Jane Hughes and Mrs Jill Turner.

[Pupils with disabilities](#)

The school complies with the Disability Discrimination Act which defines a disabled person as: "someone who has a physical or mental impairment which has an effect on his ability to carry out normal day to day activities." Pupils may have either a disability or special educational need or both, and the act is designed to prevent discrimination against children in their access to education.

The school will not discriminate:

- in relation to admissions
- in relation to education and associated services
- by excluding a pupil for a reason related to their disability The school will do this by:
- Treating a disabled pupil as favourably as others
- Making reasonable adjustments, including anticipatory ones, to allow full participation in school life
- Training staff about relevant disabilities

[Home links](#)

During the autumn and summer terms parents are invited into school to share in their children's work and to discuss their progress with the class teacher.

We have an open door policy at St Mary's and actively encourage all parents/carers to come into school at either the beginning or end of the school day to discuss anything that is causing you concern with your child's class teacher. Teachers are busy preparing for the day ahead in the mornings so if you need longer than a quick work please make an appointment through the office.

Parents/carers of children on the SEN register are invited into school in addition to discuss the progress of their child at the beginning of every term. Classes also invite their parents into school for special afternoons, school lunch or assemblies. We also have subject mornings and church services to which parents and carers are warmly invited. Parental involvement in the school is valued and encouraged.

The **Mail on Monday** is published every week to keep parents/carers informed of general school activities and reminders of events. The Mail On Monday is emailed to all parents/carers homes and is available on our school website.

School Curriculum, Organisation and Pastoral Care

The school's aim is to create a happy, secure and stimulating environment in which children may develop the confidence and good working habits which should enable each individual to realise his/her potential.

The school presents a balanced and broadly based curriculum which aims to:

- promote the spiritual, moral, cultural, mental and physical development of pupils at the school and society, and
- prepare pupils for the opportunities, responsibilities and experience of adult life.

Classes, teaching and support staff

The school comprises of three classes

Class 1 Reception and Year 1	Class 2 Year 2 and year 3	Class 3 Year 4 , 5 and 6
Teacher - Mrs Jill Turner TA - Mrs Helena Moffatt	Teachers - Mrs Doran and Mrs Hughes TA - Mrs Sarah Goodwin	Teacher – Miss Manley TA - Mrs Hilary Dicks

Additional teaching staff

Mrs Lynn Norcliffe

1 afternoon per week to teach music

Mrs Wendy Hadfield – French

Two hours per week.

Sports coaches deliver P.E. – one afternoon per week

Lunchtime support

Mrs Hilary Dicks

Mrs Abigail Jackson

We currently have 58 children on roll.

Curriculum

The school is using the New 2014 National Curriculum. Each class works around a topic theme and the subjects are interwoven into the theme. In this way learning is relevant and exciting. However there is also some distinct teaching for example in science and French.

In Reception and Key Stage 1 (Years 1 and 2), considerable emphasis is placed on the acquisition of the concepts and skills of reading and writing, mathematics, science, ICT and RE which are the core subjects of the National Curriculum. Children are encouraged to listen carefully and to speak clearly, thoughtfully and confidently about their work. The reception children work on the Foundation Stage Curriculum, they are observed and assessed at play. Within the first few weeks in school children are tested using the NFER Baseline Assessment, these first assessments are used to plan the learning needs of our reception children. At the end of their reception year they are assessed against the foundation stage profile criteria. These assessments are shared with parents in the Summer term.

Reading

Our children follow a daily phonics scheme called "Letters and Sounds". Through fun activities children learn how to spell and write words. The school uses book banded books to teach reading. Books are banded by level so children progress through the colour banded books. The school has a variety of schemes including Rigby Star and Oxford reading tree. Children have an individual reading book which is changed several times per week. Children are encouraged to choose their own books from their band. In addition reading is also taught through guided reading sessions twice a week. Our classrooms are vocabulary rich and there are several boxes of free choice reading books for children to access in addition to their banded reading book. These free choice books are for sharing with an adult at home.



An interest in the world about them is stimulated as the children experiment with materials, explore the local environment or go out for visits further afield. Encouragement is also given to the children's personal talents and interests in the work they do across the curriculum in Geography, History, Music, Physical Education, Dance, Drama, Art, Technology and Information Communication Technology.

We have a Music specialist who works in school for one afternoon per week. She teaches the children to sing and KS2 children to play the recorder. We also offer French lessons to all children (Y2 -6) supported by a specialist French teacher. Children are able to learn the guitar with our guitar teacher. Mrs Hollingshead – Bland invoices parents individually for guitar lessons.

In Key Stage 2, which includes Years 3,4, 5 and 6, further progress is made with reading, oral language and creative writing. A greater emphasis is placed on independent and group reading in this key stage. Language and literature experiences are widened through project and research work. Pupils are encouraged to use their developing mathematical and scientific concepts and skills in investigative activities. History, Geography, Design and Technology, Information Technology, Music, Art and Physical Education provide important elements of the curriculum and are taught either discretely or interwoven as part of a topic theme.

At present the school has 16 computers, a laptop trolley containing 6 laptops and three Interactive Whiteboards, which are used throughout the age range to support work done across the curriculum.

R.E and Collective Worship



In accordance with the Education Reform Act 1944, Religious Education is provided as part of the basic curriculum. There is a daily act of collective worship. Religious Education in the school is determined by the Trust Deed and is in accordance with the Diocesan Guidelines.

Parents have the right to ask for their child to be excused religious education or worship but before exercising that right, we would ask the parents to discuss with us the full implications of withdrawal from this important part of the curriculum. Any pupil withdrawn will be provided with alternative curricular work.

Relationship and Sex Education

Relationship and Sex education is taught on a two year rolling programme as part of our PHSE lessons or science lessons. The concept of social development, moral attitudes, sex and reproduction will be developed within a range of subject and curricular areas and a general programme of health education. It is recognised that certain aspects may need to be addressed in a manner to meet the needs of groups of children as they develop and mature.

Parents' views will be treated with sympathy and consideration. Any concerns may be discussed with the Headteacher. Parents are informed in advance of any lessons taking place and parents will have the opportunity to view any resources including DVDs that will be shown to their children. Parents have the right to withdraw their children from some elements of the Sex Education lessons after discussion with the Headteacher.

Each class teacher is responsible for pupils' welfare. Staff are caring in their attitude to pupils and do their best to ensure that pupils are happy in the school environment. A close link between parents and staff is considered essential.

Special Educational Needs – see school website for the schools SEN Information Report 2014

Progress is carefully monitored to ensure early identification of Special Educational Need. Parents are involved in decisions regarding extra support. If school based strategies prove inadequate to address needs, external experts and agencies will be consulted. Governors have adopted the LEA guidelines for the identification and support of children with Special Educational Needs within mainstream schools and have produced a School Policy for Special Educational Needs.

The school holds Level 1 Dyslexia Friendly Status which acknowledges the work it has done and is doing to support children with these additional needs.

Long term plans for each class are published on the website.

Homework



It is hoped that parents will encourage and assist their children's progress by regularly reading with them, for example, and by talking with them about their work.

They are also given a range of work, which is to be completed on a regular basis. Further homework is only given when it complements and reinforces work going on in school. It is expected that all children will complete their homework.

Children in Reception and Year 1 should not take more than 20 minutes on their homework. Years 2 and 3 – about ½ hour and Years 4, 5 and 6 – between ¾ - 1 hour.

The school has a well-stocked library and children are encouraged to extend learning into their free time. Opportunities exist for pupils to practise basic skills outside normal school hours. The Headteacher and teaching staff will be pleased to give advice about the most helpful methods of working. Children are allowed to take library books home. Lost or damaged books must be paid for.

School Dress

Children are expected to wear the school uniform, which is grey trousers or skirt, blue sweatshirt or cardigan, white shirts and a school tie. The sweatshirts, cardigans and ties are available from the school office. Sizes range from age 4 – 11.

To participate fully in Physical Education children will need:

Pumps

Football Boots/Trainers

Shorts – blue or black

T-shirt – plain white round necked cotton T shirt

Track-suit – navy or black

Key Stage 1 and 2 will require swimming kit: Towel, Swimming Trunks/Costume, Bathing Cap (for any child with long hair).

For Art and Craft protective clothing such as an old shirt, adult sized t-shirt is recommended.

It is essential for all clothing to be clearly marked with the child's name.

PE kit should be kept in a drawstring bag, which is hung on a peg at school. PE kits are brought to school each Monday morning and should remain in school until Friday. Children will at times participate in activities that are messy, and, although we encourage them to wear protective overalls, we cannot guarantee that they will return home in a pristine condition.

Jewellery of any sort is limited to stud earrings in school due to the health and safety risks involved. The wearing of analogue watches is encouraged due to their education value, (although no responsibility for their loss or damage can be accepted by the school).[Sporting](#)

Aims and Provision for Sport

As a school we aim for all children to achieve their full sporting potential through the provision of a wide range of sporting opportunities.

The range of sports currently on offer are Athletics, Cricket, Football, Gymnastics, Netball, Rounders, Short Tennis, Tag Rugby and Swimming. The school uses its Sports Grant to provide a sports coach every Friday to deliver P.E/games to each class. In addition the school buys in specialist sports men and women to deliver dance, cricket, golf and other sports. The school has links with our local cluster of schools and attend football events. In addition to this the older children have the opportunity to take part in an annual residential week at an outdoor education centre where they can gain experience in a further range of sports including Archery, Bouldering, Canoeing, Caving, Climbing, Mountain Biking and Skiing.

During the past year many children have achieved high standards in sport especially in swimming. For the past 5 years all children have been able to swim at least 25m before the end of Key Stage 2.

All children are encouraged to take part in our sports day in the summer, which involves many athletic activities. Inter-School matches have been a regular event and we hope to develop this further in both the range of competition and the frequency.

The School Council

The children vote for fellow class members to represent them on the school council. The school council discusses issues which affect their school life. The council decided on playground rules and organised play equipment for break times.



Houses



We have three houses at our school which the children rename annually. Children are allocated into houses when they join the school. We have house captains who are appointed annually and house points are given for good work, being helpful, kind or trying hard. The house captains collect the house points each week and the winning house is rewarded with a star on the house achievement chart. At the end of each term all members of the winning house choose a treat for the school e.g. a disco, party games, extra playtime, picnic or a film.

Clubs, Societies and Parental Support

Extra Curricular Activities

At St. Mary's CE (A) Primary we aim to meet the needs and interests of our children. Whenever possible we extend the children's experiences beyond the classroom by taking them on visits, by inviting visitors into school and by arranging after school clubs.

Clubs

Clubs will be organised by teachers when their workload and meetings commitment allows. We also hold after-school clubs using external agencies with specialised expertise e.g. gymnastics, writing and music clubs. These clubs may incur a nominal charge. Children and parents are informed of club nights and the times for collection of children at the beginning of each half-term. If a club is not running every effort will be made to inform parents of the changes. If a club is cancelled at short notice due to unforeseen circumstances, e.g. staff absence, the children will be informed and we will endeavour to contact all parents. If we cannot get hold of parents, the child will remain in school to be supervised by staff until parents arrive.



JAFFA Club (Jesus And Friends Fun Activities)

JAFFA Club runs after school on a Monday and is open to all children (Reception, Key Stage 1 and 2) from St Mary's. It is led by Mrs Denise Keen assisted by various members of St Mary's Church. JAFFA was set up with a view to building on the links between St Mary's School and Church and encouraging the church of the future. Children from JAFFA Club usually take part in the monthly Church Family Services.

Visitors

We invite various people into school to deliver elements of the curriculum, safety talks, entertainment activities and presentations. Generally, talks and presentations are linked to current curriculum practice. Visitors will be invited into school as a result of sound recommendations or prior knowledge of the quality experiences.

Friends of St Mary's School

There is a Social and Fund Raising Committee, which all parents are invited to join. This committee organises a programme of events throughout the year, which support and further enhance the atmosphere of co-operation. Details of the appointed officers are obtainable, on request, from school.

Helping in School

There are ways that you, as parents, can help in school. Most important is establishing a link with the school so that your child feels that school is an extension of the home. Your child will learn and work well in the secure and happy environment that such a link will provide.

Close contact between home and school makes our understanding of your child much easier and helps us provide a programme of work suited to the needs of your child. Any problems, which may arise in the child's learning situation, can be solved much more easily if the school and the home are able to take joint action.

You can always help with the activities, which take place in school. For example art and craft, cookery, sharing a story, language activities or joining us on an education visit are things which spring to mind. If you have any special skills you can offer when helping in school please let us know about it. We want you! If you can offer regular support to a class please let us know. A CRB will need to be completed before you can support school on a regular basis.

Health and Medicines Administered in School

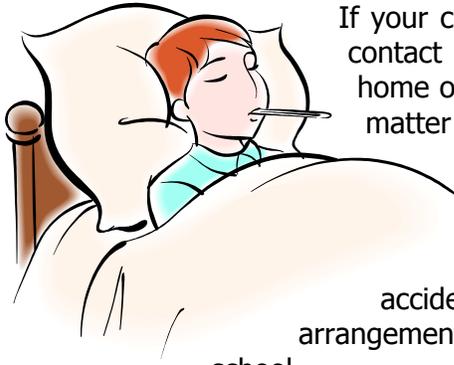
Please make sure that you notify us if your child has an ongoing condition that may require medication (diabetes, epilepsy, asthma etc.). There is a specific form in the office which must be filled in if your child has to receive medication in school or if your child suffers from asthma – please request one of these from the school office.

If your child is unwell please keep him or her at home. Generally, if a child is receiving medicine he/she is not fit to be at school. However, sometimes doctors prescribe medicines whilst saying that the child is fit to return to school. If you wish the school to administer a dose of medicine:

YOU MUST OBTAIN A FORM FROM THE OFFICE WHICH GIVES WRITTEN PERMISSION FOR THE ADMINISTRATION OF ALL MEDICINES. PLEASE HAND THE MEDICINE INTO THE OFFICE YOURSELF – DO NOT ALLOW YOUR CHILD TO KEEP MEDICINE IN HIS/HER BAG.

We do not administer non-prescription medicines such as Calpol. Please see our Pupil Illness Policy for further details. This is available from the school office or on the school website.

We also need to know if a child has any allergies etc. When the child enters School, you complete a form to let us know all this information, but sometimes things develop at a later date. We always need the information in writing.



If your child becomes unwell or has an accident at school, we will contact you. Where possible we will ask you to take your child home or to a doctor or hospital. If we cannot contact you and the matter is urgent, we will of course take the child ourselves to a casualty unit and you will be informed as soon as possible.

Parents are reminded that the LA does not take out accident insurance for pupils. You may wish to make individual arrangements to cover your children in the event of accidental injury at school.

Early Release from School

Unless you yourself are collecting your child from the classroom, a written request must be made if a child is to be released from school early. We will not allow a child to go home with one of his or her friends unless we have heard from you and both sets of parents have agreed. If collecting your child from school during the school day for example a hospital appointment you will be asked to sign your child out.

Please note that access to the school in the afternoons is limited as the office is not manned in the afternoons at the end of the week. Please make prior arrangements to collect your child from school during the afternoon session before midday.

Food Brought into School

We are naturally concerned about the health and fitness of children. Hence we aim for a balanced diet at school lunchtime. Children in KS1 are offered free fruit every day and any that is left over is offered to KS2 children. Reception children are given free milk every day.

The school discourages unhealthy snacks being brought into school. In order to support this, the school kitchen offers a variety of warm, healthy snacks at morning break.

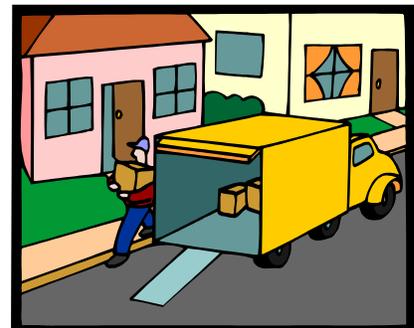
We are currently offering: pancakes, toast, oatcakes with cheese, crumpets and teacakes – all of which can purchased at a small cost. We have a system which allows parents to pre-order snacks at the beginning of each half-term.

Valuables

Toys, games and other valuables should be left at home. They are easily lost or broken and we do not have sufficient space to store them in school.

Change in Home Circumstances

In the event of an emergency at the school it may be necessary to make contact with you at home or at work. It is necessary therefore, that you inform the school of any change of address, telephone number, place of work or family doctor as soon as possible. All parents are required to fill in a form when the child first enters the school stating how they may be contacted during the school day. The same form is used as a general indemnity and medical consent form.



Insurance (for information)

As far as insurance is concerned the Education Authority (Staffordshire County Council) has cover to meet all its liabilities, but does not have cover for the 'pure' accident where no one is to blame. Parents may like to investigate the possibility of taking out personal accident cover for their children, which would protect them, both inside and outside school (when they are supervised) and outside school hours (when they are sometimes not supervised.). More information is available from the Headteacher.

Complaints Procedure

The Governing Body will deal with parental complaints according to the recommended procedure of Staffordshire Education Authority. In the case of complaints relating to Religious Education, Collective Worship and Church School Ethos the procedure recommended by the Diocese of Lichfield will be followed. If you have any complaints regarding your child's progress or have a specific concern please speak to your child's class teacher in the first instance, then the head. The school has a formal complaints procedure which is available on the policy section of the school's website.

Access to Documents

Copies of all documents referred to under Paragraph 5 and 6 of the Education (School Curriculum and Related Information) Regulations 1989, may be inspected or obtained (except those which are copyright) at the school upon request to the Headteacher. In some instances the Headteacher may make a charge not exceeding the cost of production in respect of any copies supplied.

Special Educational Needs Policy Policy Objectives

All children at St. Mary's Primary School will be considered in terms of their individual educational needs. The requirements of all pupils who may have special educational needs either throughout, or at any time during their school career will be addressed. All children are of equal worth and every child should be given:

- Equal opportunity of access to a broad and balanced education including the National Curriculum.
- Assurances that the child's needs are met.
- Assurance that there is no educational disadvantage to the other children with whom the child is being educated.
- An education which is compatible with the school's resources.

Admissions

A child with Special Educational Needs will be integrated socially and academically within their own neighbourhood school, provided that:

- There is no educational disadvantage to the other children with whom the child is to be educated.
- It is compatible with effective use of the school's resources.

Identification and Assessment Procedures

A child has Special Educational Needs if he or she has a learning difficulty which:

Is significantly greater than the majority of children of the same age; or
has a disability which either prevents or hinders the child from making use of the educational facilities provided for children of the same age in schools within the local education authority;
or
is under five and falls within the definitions listed above

- A child may have a general learning difficulty resulting in Special Educational Need.
- A child may have a specific learning difficulty resulting in Special Educational Need.
- A child may have a behavioural difficulty resulting in Special Educational Need.
- A child may have a physical disability resulting in Special Educational Need.
- A child may have sensory impairment resulting in Special Educational Need.
- A child may present short term or long term needs.
- A child's behavioural difficulty may impact on his learning in class.

School Support Plan

Class Teacher:

- Identifies the needs and consults both the SENCO and parents.
- Collates information about the child.
- Provides the child with relevant differentiated work.
- Progress reviewed termly.

Children whose needs cannot be met after initial intervention will then have a School Support Plan drawn up. At this stage, consultations with outside agencies may be necessary. Review meetings will take place regularly with parents.

The Role of the Special Needs Co-ordinator – Our SENCO is the Headteacher

- The day to day supervision of the Special Educational Needs Policy.
- Advising and liaising with staff both teaching and non-teaching and meeting the identified needs of pupils at School Action and School Action Plus.
- Maintaining the Special Needs Register and developing effective record keeping.
- Co-ordinating the three schools based stages of assessment.
- Identifying pupils eligible for Earmarked Pupil Funding.
- Ensuring parental involvement in decision making about pupils with Special Educational Needs.
- Liaising with other agencies.

Partnership with Parents

Parents are seen as partners in the education of their child. Their involvement is welcome and encouraged in all aspects of school life. Any concerns are shared as they arise.

Resources

Within the normal budget of the school, resources are available e.g. differentiated work and specialised reading schemes, SENSS materials etc.

Integration

All children will be educated within the normal working environment and will benefit from the social integration of a mainstream school. If a child is entitled to extra support, it will be used at times that are most suited to the child's needs and circumstances. (This is not necessarily one to one.)

Criteria of Success

- Identify those in need.
- Follow the LA's procedure.
- Involve support agencies when appropriate.
- Keep accurate records with well-defined and realistic School Support Plans.
- Create a school atmosphere in which pupils' individual differences are recognised and valued.
- Keep parents fully involved at all times.

In-service training

Staff receive regular updates and training to enable them to support children with special needs. In addition there is regular access to the Local Authorities Special Educational Needs teacher who supports the class teacher, to whom reference can be made with respect to individual pupils.

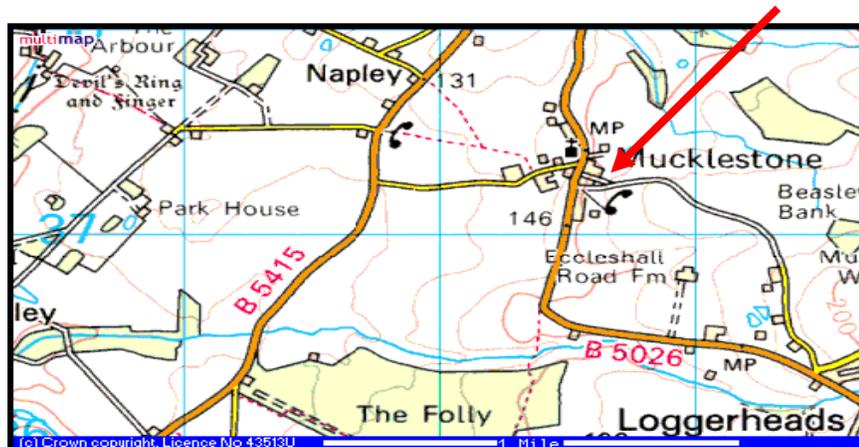
- SENCO Special Educational Needs Co-ordinator
- SENSS The Special Educational Needs Support Service

Holidays in Term Time

St Mary's follows Government and Staffordshire guidance with regard to sanctioning holidays in term time only in exceptional circumstances. If leave of absence is requested parents must write a letter to the head teacher outlining the reasons why time away from school is required. The head teacher will then decide whether the leave may be sanctioned based on set criteria –please see our Attendance policy, which is available on our website.

Where are we?

St Mary's C.E. (A) Primary School is situated in the village of Muckleston which lies between Loggerheads and Woore on the B5026. Muckleston is a small village, lying in beautiful countryside on the borders of Staffordshire and Shropshire.



The school itself lies next to the church within an old walled orchard which used to belong to the vicarage but is now in trust to the school.

Attendance Records 2014/2015

Average Number on Roll:	58
Authorised absence:	2.4%
Unauthorised absence:	0.0%
Attendance	97.6%

Every parent is given a summary of the child's attendance at the end of each term. However if the school is concerned about a child's level of attendance the Headteacher will contact the parent directly to discuss the implications of absence on your child's education.

Results of National Curriculum Assessments of 7 and 11 Year Olds

Key Stage 1 SAT results 2015 – number of pupils 5

	Reading		Writing		Maths	
	school	LA	school	LA	school	LA
% achieving 2B+	100	85	100	77	100	84
% achieving level 3	60	33	40	19	60	27

Key Stage 2 SATs – only 6 pupils

	Reading		Writing		Maths	
	school	LA	school	LA	school	LA
% achieving 4B+	100	89.1	100	87.5	100	86.8
% achieving level 5	50	48.8	66.7	36.9	50	41.1

As you can see from the chart above the school regularly exceeds Local Authority and National levels of achievement.

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

SCHOOL HOLIDAYS AND TERM DATES - 2014 to 2016

Autumn Term 2014:

Staff: Monday 1 September - Tuesday 2 September (Inset Days)

Pupils: Wednesday 3 September – Friday 24 October

Holiday: Monday 27 October – Friday 31 October

Staff Only: Monday 3 November (Inset Day)

Staff & Pupils: Tuesday 4 November – Friday 19 December

Holiday: Monday 22 December – Friday 2 January

Spring Term 2015:

Staff & Pupils: Monday 5 January – Friday 13 February

Holiday: Monday 16 February – Friday 20 February

Staff & Pupils: Monday 23 February – Wednesday 1 April

Staff Only: Thursday 2 April (Inset Day)

Holiday: Friday 3 April – Wednesday 15 April

Easter Sunday: Sunday 5 April

Summer Term 2015:

Staff & Pupils: Thursday 16 April – Friday 22 May

May Day: Monday 4 May

Holiday: Monday 25 May – Friday 29 May

Staff & Pupils: Monday 1 June – Friday 17 July (**Staff Only: Monday 6th July – Inset Day**)

Holiday: Monday 20 July – Friday 4 September

Autumn Term 2015:

Staff Only: Monday 7 September (Inset Day)

Staff & Pupils: Tuesday 8 September – Friday 23 October

Half Term: Monday 26 October – Friday 30 October

Staff Only: Monday 2 November (Inset Day)

Staff & Pupils: Tuesday 3 November – Friday 18 December

Holiday: Monday 21 December – Friday 1 January

Spring Term 2016:

Staff Only: Monday 4 January (Inset Day)

Staff & Pupils: Tuesday 5 January – Friday 12 February

Half-Term: Monday 15 February – Friday 19 February

Staff & Pupils: Monday 22 February - Thursday 24 March

Easter Holiday: Friday 25 March – Wednesday 6 April

Summer Term 2016:

Staff & Pupils: Thursday 7 April – Friday 27 May

May Day: Monday 2 May

Half Term: Monday 30 May – Friday 3 June

Staff Only: Monday 6 June (Inset Day)

Staff & Pupils: Tuesday 7 June – Friday 22 July (**Staff Only: Monday 4th July - Inset Day**)

Holiday: Monday 25 July - Friday 2 September