

Welcome to St Mary's RC Primary School Richmond



St Mary's Roman Catholic Primary School has been located on this site in Richmond, North Yorkshire since 1984 and has been in Richmond since the St Joseph and St Francis Xavier Catholic Church was built in 1886.

We currently have just over 170 pupils in 7 classes from Reception to Year 6.

January 2017



**ST MARY'S ROMAN CATHOLIC PRIMARY SCHOOL
RICHMOND**

Cross Lanes
Richmond
North Yorkshire
DL10 7DZ

Phone: 01748 822365

Fax: 01748 821124

E-mail: admin@st-marysrc-pri.n-yorks.sch.uk

Website: www.st-marysrc-pri.n-yorks.sch.uk

Headteacher: Mrs K Whitehead

Dear Parents and Carers

We would like to welcome you to our school and hope you find this prospectus a preliminary informative guide. Please also check out the school website at:
www.st-marysrc-pri.n-yorks.sch.uk

St Mary's offers a friendly primary school community for your child to live, learn and grow in God's love in the heart of a Yorkshire Dales market town.

Situated in the Middlesbrough Diocese St Mary's has a wide catchment area across Richmond, Catterick, Wycliffe and Leyburn.

If you would like to make an appointment to view the school please telephone the number above, we would be delighted to show you around.

Yours faithfully

Mrs K Whitehead
Headteacher

‘Learning with fun, friends, family and faith’



St Mary's RC Primary, Richmond

Vision Statement

We want St Mary's to provide a positive, happy experience for all learners to be able to make progress in their learning, acquire basic skills and become confident, successful individuals who want to make a positive contribution to the world around them.

We have a shared responsibility to provide learning for all people in the school community to achieve their full potential.



"learning with fun, friends, family and faith"

Mission Statement

“Jesus is the heart of our school.”

At St. Mary's our mission is...

- To encourage each child to be a good Christian.
- To make sure everyone is safe and happy in school.
- To provide good teaching, so that children have improved opportunities when they are older.
- To have a creative curriculum, providing an enjoyable environment in which each child achieves their full potential.
- To have a good connection between Church, home and school.
- We learn how God's love is reflected in the future of each child.
- Everyone holds onto this mission, and passes it on in their journey through life.

“We are all God's Children. The spirit of the Gospel is reflected in our school community.”



St Mary's Roman Catholic Primary School Richmond



Reception children enjoy working outside

The Skip 2 Be Fit Workshop is always popular



Diocese of Middlesbrough

St Mary's RC Primary School is within Middlesbrough Diocese. Foundation Governors are appointed by Middlesbrough Diocese to preserve and develop the religious characteristics of the school. The Governing Body consists of Foundation Governors, an Associate Governor, Parent Governor, Staff Governors and the Headteacher.

Governors work together with school to promote the best outcomes for children. Meetings are held once per term and all Governors are also members of one of the sub committees of Resources and School Improvement.

Joint Chair of Governors Foundation Governor	Mrs A Kane
Joint Chair of Governors Foundation Governor	Mrs A White
Foundation Governor	Father D O'Neill
Foundation Governor	Mrs D King
Foundation Governor	Mr P Bennett
Headteacher	Mrs K Whitehead
Parent Governor	Mrs S Cox
Parent Governor	Mrs K Jessop
Staff Governor	Miss S Fautley



As a Roman Catholic School the Catholic faith is taught and followed, it permeates throughout every aspect of school life. Children take part in prayers, Acts of Worship and/or assembly every day. The weekly Celebration Assembly on a Friday afternoon is led in prayer by the children and also celebrates their achievements. Parents/carers and friends are invited along to join the children in this faith celebration at the end of every week.

Admissions

Children are admitted into school in the year they have their fifth birthday. There is a single entry in to school in September which is staggered over 2 weeks to allow the children to settle in and spend time with their teachers in their new school environment.

The Admissions Policy can be found on the website.

School Staff February 2017

Class Teachers	
Deputy Head	Mr A McGeeney
Reception	Mrs W Withington
Year 1	Mrs L Brown
Year 2	Mrs Tucker
Year 3	Miss Fautley
Year 4	Mrs Walker/ Mrs O'Reilly
Year 5	Miss Poulter/Mrs Jackson
Year 6	Mrs England

Support Staff	
Higher Level Teaching Assistant	Mrs Roberts
Advanced Teaching Assistant	Mrs Boath
General Teaching Assistant	Mrs Jones
General Teaching Assistant	Mrs Madgwick
General Teaching Assistant	Mrs McCormack
Midday Supervisory Assistant	
General Teaching Assistant	Mrs Yuill
General Teaching Assistant	Miss Howard
Midday Supervisory Assistant	
General Teaching Assistant	Mrs Lambert
Midday Supervisory Assistant	
Midday Supervisory Assistant	Miss Davies
Midday Supervisory Assistant	Miss Samways

School Administrator	Mrs Finn
Cook	Mrs Stanley
Assistant cook	Mrs Martin
Assistant Cook	Mrs Sartini

General Organisation of the School Day

<u>Time</u>		
8.55am	Start of the school day	
9.00	Registration closes	
10.30	First Playtime	
10.45	End of Playtime	
12.00	Lunchtime KS1	
12.10	Lunchtime KS2	
1.00pm	Afternoon registration	
1.05	End of registration	
2.20– 2.30pm	Afternoon Play for KS1	
3.20pm	School classes finish	

Children arriving on the school buses from Catterick and surrounding areas will be met by a member of staff at the bus drop off point, at SFX and either escorted to the playground or asked to make their way in to the playground, depending on their arrival time.

The member of staff will then be available to supervise in the playground from approximately 8.45am. The arrival into the playground is a time for children to get ready to go into school and join their class lines, it is not a time for play. Children need to be able to line up independently ready for the start of the school day.

At 8.55am the children line up in their classes in the playground ready to be collected by their class teacher to go in to school. Please note that no child should be left in the school playground unsupervised before 8.45am as there is no school supervision before this time.

In the Autumn term parents of children in Reception class will be able to accompany their child into class to help them put their coat and school bag away and help them to settle into their new school day.

If children are late for school, after registration is closed, they must enter school through the main reception area of school in order to be registered for the day at the Admin Office. All lates are recorded by school and will be used for reporting attendance data back to parents and Ofsted.

Please keep scooters and bicycles etc out of the playground, these may be left beside the bicycle rack just outside the gate. Dogs must be kept outside of the school grounds on a leash. There is no smoking allowed on the school site.

Parking

Please park considerately at all times. There is some parking in the turning circle and this is a limited waiting time area. Please do not park on the yellow lines or on the zig zag lines as this creates a very dangerous area for our children entering and leaving the school site. The community police do advise school regularly to ensure parents are aware of the parking restrictions and are not causing any unnecessary hazards. Parking fines will be issued by the Highways Agency. The staff car park is for school staff and visiting staff only.

Curriculum

The school offers a broad and varied curriculum well matched to meet the needs of all our children. As a Catholic School RE is taught 10% of the curriculum time and offers an excellent foundation for the children's continuing journey into faith. Following the DfE guidance in the National Curriculum Programmes of Study children are taught English, Maths, RE and science as core subjects together with foundation subjects in History, Geography, Art, Music, PE, DT, a Modern Foreign Language, Computing and Personal Social Health, Education (PSHE). The core subjects are taught discretely to maximise the learning potential for all children. The foundation subjects are taught in a more creative topic based way.

The Learning Challenge curriculum offers a way of learning subjects through topic work and invites the children to choose some of the questions they would like to answer about their chosen topic. This way of working presents lots of opportunity for creativity in the curriculum to learn in fun and exciting ways often

getting the children to use their knowledge to present their findings in a creative way which can culminate in topic activity days like an Egyptian feast, a saxon battle, a Café or an open afternoon.



Homework

Homework, as recommended by the department for Education, is set every week for children and is appropriate to age level. There is always reading to do at home which is added to with spellings and mental arithmetic practise of number bonds and tables. There may also be some topic research work to find out. Homework is a way of children sharing their work with parents/carers. Research shows that children who do their homework can work more independently and can bring their learning skills into the classroom to improve their progress. Practise at home can give children confidence and create more resilient learners. Teachers will give out topic information letters at the beginning of half term so that parents/carers can give their children help and support on the work which will be covered during the term.

Music Lessons

Children can learn to play a musical instrument in school through the NYCC Music Service. There is a charge for the peripatetic music service for individual and group lessons. Presently in school we have children learning the guitar, violin, piano and flute.

Special Educational Needs

Children sometimes need support with different aspects of their learning at different times in their development. This support is mainly from the class teacher but may also be from teaching assistants and other adults in school. Children might be offered an intervention programme to support them in a particular area and will be encouraged to follow this work up at home. Specialised agencies outside school may also offer advice, support and intervention where necessary. Any extra support will be discussed with parents.

School Buses

Children who live in the catchment area more than two miles away from school and have chosen St Mary's RC Primary School in Richmond for denominational reasons may be entitled to use the school bus service. Please contact Integrated Passenger Services on 01609 533693 for more information.

School Lunches

Children can have a healthy school lunch which is cooked in the school kitchen. Lunch menus are based on a healthy balanced nutritional diet devised by NYCC Catering Department. Children can have a choice of a main meal or a vegetarian option. During the summer months there is also the option of a packed lunch provided by the kitchen. Parents need to pay for school lunches through Parent Pay.

All Key Stage 1 children are entitled to a free school meal through government funding. However if you are already entitled to Free School Meals you still need to let the school know for funding purposes. The school receives Pupil Premium funding which is determined by how many children are entitled to Free School Meals and additional criteria and it is important that this data is still available for schools to collect even if you do not want to use this service.

If you do not want your child in Key Stage 1 to have a Free School Meal then you may send them with a packed lunch from home. The school lunch menu is available on the school website and is displayed in the notice board outside the school office.

Parent Pay

Parent Pay is a means of paying for all school expenditure by way of the internet. This means that parents can keep track of their payments and pay for lunches and also school trips using a debit card online. You can also use the service to consent to school trips. To sign up you need to create an account with Parentpay, please log on to www.parentpay.com for further details.

Cool Milk

This is a national scheme to enable young children to have their daily recommended amount of calcium intake during the day. Milk is free for all children under five and subsidised for children aged five and over. www.coolmilk.com

The Schools National Fruit and Vegetable Scheme

This is a government run scheme to provide all Reception and KS1 children with a free piece of fruit or vegetable every day. Children usually eat this around morning playtime as a snack.

Healthy School Snacks

Key Stage 2 children may bring a healthy snack to school for morning playtime. This may be a piece of fruit or vegetable. There is also a Healthy Snack tuck shop available for Key Stage 2 children where children may buy a piece of fruit or a healthy snack and/or a drink for 30p each. Children are allowed one snack, one piece of fruit and a drink.

Water

Children must bring their own labelled water bottle into school. There is a fresh water dispenser available in school and children may replenish their water bottle at break time and lunchtime. There are no cups available for children to use as this reduces the spread of germs. The water bottles are kept in class and children may have access to their water during the day. The water bottles should be taken home at the end of the week to be cleaned and refreshed.

There is a water drinking fountain available for Reception and Key Stage 1 children however they are encouraged to bring their own water bottle as again this cuts down on the spread of germs.

Sun Cream

In warmer weather children may need protection from the sun. Please apply sun cream to your child before you come to school. Children can apply their own sun cream but this can be difficult for younger children. Please send your child to school with a hat to help protect them from the sun. Please also remember that our British weather can be very changeable and children will still need cardigans, jumpers and rain coats in the summer months.



The different school uniform options

Uniform Policy

Boys:

Grey/black trousers (or grey shorts);

Royal blue school sweatshirt, available with the school crest through school;

White or sky blue polo shirt with collar, or ordinary white or sky blue shirt;

Black or grey socks;

Sensible flat black school shoes or dark coloured flat sandals with socks in summer.

Girls:

Grey/black pinafore dress, skirt, culottes, or trousers;

White or sky blue blouse, shirt or polo shirt;

Royal blue school sweatshirt with school crest (order through school), or Royal blue cardigan;

An alternative summer uniform for girls is a blue checked gingham dress; or school style grey shorts;

White or grey socks,

Grey or blue wool tights or neutral coloured tights in winter months;

Sensible flat black school shoes or white sensible flat sandals in summer with socks.

All uniform should be named either in ball point pen on the label or a named label.

Footwear:

Suitable, sensible, flat black school shoes.

In wet/snowy weather, pupils who choose to walk to school in Wellingtons/boots should change into their school shoes once in the school building.

Jewellery

Children are not allowed to wear jewellery in school except for a wrist watch or stud earrings. If children do have stud earrings which they cannot remove themselves before PE they must bring plasters into school to cover their ears.

Children are not allowed to wear nail varnish in school.

Hair Styles

Children with long hair which is longer than collar length must have it tied back whilst they are in school. Boys and girls must have appropriate hairstyles whilst in school.

Reading in the school library



P.E. Kits:

White T-shirt and blue shorts, light flexible thin-soled plimsolls;
A dark coloured sweatshirt and tracksuit bottoms to wear over T-shirt for outdoor lessons in colder weather;
Suitable footwear for outdoor lessons ie. trainers
Pupils in Years 3, 4, 5 and 6 will need a swimming kit for their swimming lessons which take place in the Autumn Term for Y6, the Spring term for Y5 and Y4 and the Summer term for Y3.



PE kits must remain in school on a child's peg in a **drawstring** bag, for the half term. PE kits only need to be taken home for washing if they are particularly dirty during the half term.

If children do not have their PE kit for their lesson they will be sent home with a note to remind them to bring it in. If this occurs three times in a row parents will be contacted to ensure children will be able to receive their full entitlement to the curriculum by bringing their PE kit into school. Children will need a signed note from parents if they are not fit to take part in PE lessons.

Please make sure big rucksacks and bags are not used for school as there is not enough room in the cloakroom areas.

PE kit uniform



Absence/Illness

Please inform school as soon as possible to report an absence. Your child will be marked in the register as authorised if the absence is due to illness, or in other circumstances which have been discussed with the school. If the absence is not reported then it will be recorded as unauthorised. Following the new Attendance Regulations which came into force in September 2013 authorised absences are only allowed in exceptional circumstances. Unauthorised absences are subject to penalty notices issued by the Local Authority.

Holiday Absences During Term Time

Holiday absences during term time can only be taken in exceptional circumstances. An application must be made to the Headteacher in writing at least 6 weeks prior to the holiday being taken. Please see the website for information about this government legislation.

Medicines in School

Medicines in school are discouraged. If a child is prescribed a medicine by the doctor which needs to be administered during the school day then this must be accompanied by a letter of authorisation from the GP. If medicines need to be given over a longer period of time then a health care plan must be completed by the parent/carer and school. Any medicines which a parent wants to administer themselves must be arranged through the school.

After School Clubs

There are a variety of after school clubs which run throughout the year. Some of the clubs are athletics, art, board games, tennis, gym and multi skills. The clubs run straight after school from 3.30 to 4.30pm. Children will receive a letter regarding which clubs are available at the beginning of term. Children must be collected on time at the end of the activity.

Behaviour

Children are encouraged to behave appropriately at all times. There are 3 Golden Rules to which they should adhere.

- **Listen** to the adults in school.
- **Respect** and treat others as you would like to be respected and treated.

- **Responsible** - Keep your hands and your feet to yourself.

Good behaviour is an expectation and children are made aware of the rewards and sanctions procedures which facilitate this.

There is a house points system within school with a winning team each week and a school cup awarded in celebration assembly.

Children also have reward systems in class to encourage them to achieve Golden Time in KS1 or Going for Gold in KS2. If their behaviour is not appropriate they will receive a warning and be moved down the reward 'chart'. Children who do not receive a 'red' in the half term are able to join the 'tea party' at the end of half term.

Please see the Behaviour Policy for further details.

Policies

Please see the policies section of the website for any information on school policies.

Communication

Weekly newsletters are sent out every Friday, please check your children's bag for these as they will contain relevant information about school, any events and dates to be aware of. The newsletters are also available on the school website.

We use a text messaging service called Teacher2Parents to inform parents/cares of any last minute changes to the daily routine ie; school closure due to bad weather or cancellation of after school clubs. Please ensure we have your up to date mobile number on our school records.

You can also follow St Mary's on Twitter. You can find our page at <http://twitter.com/StMarysRichmond>

Should you wish to speak to your child's teacher then please phone school to either make an appointment or leave a message for them. Teachers will often be able to contact parents/carers by telephone at the end of the school day. Please note that teachers do not always have time at the start of the school day to deal with any concerns. It would be much more beneficial to see teachers at the end of the day, make an appointment or call in at the office to

leave a message. They will always be able to call you back at the end of the day.

There will be three parent evening opportunities throughout the year. There is a pastoral meeting at the beginning of the Autumn term, a progress meeting in the Spring term and an end of year meeting following the school report in the Summer term.

Good communication can often iron out small problems and prevent them from becoming big problems so please do not hesitate to contact school should you wish to talk to someone about any concerns you may have. You do not have to wait for school to call you, please feel free to make an appointment at any time during the school year.

Teachers are always updating their practice and may attend training courses throughout the year in order to provide Continuing Professional Development to all staff in school. This means that teachers can sometimes be out of the classroom and the class will be covered by another teacher. Please note that unexpected teacher absences are often subject to confidentiality matters and information cannot be divulged to parents/carers. School will provide all relevant information as soon as possible.



Friends of St Mary's (FOSM)

This group of parents help to fundraise for the school. This is an entirely voluntary organisation which has helped over the last few years to raise funds to help pay for a new roof, new doors and windows, new classroom carpets, redecoration of classrooms, new children's toilets, new ICT equipment , a new adventure play trail and a new classroom.

We welcome all our parents to help the FOSM by either coming along to the meetings or offering any help at the various events held throughout the year. Events include the Christmas Fair, the Summer Fair, school discos, quiz nights. Willing volunteers are always welcome.



Children enjoying the new adventure train play equipment.

St Mary's RC Primary School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including St Mary's RC Primary School, follow the North Yorkshire Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available publicly.



Armed Forces Day: Flag Raising at Richmond Friary Gardens