

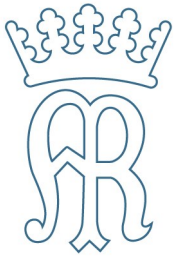


*“a caring
Christian
community”*



St. Mary's C of E Primary Academy

COLLABORATIVE LEARNING TRUST



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Welcome, at St Mary's Primary Academy we aim to develop the potential of all individuals working within the school environment within a caring Christian community, and in doing so help each person to aspire to reach their peak of performance.

We embrace the following Christian Values in our work:

- RESPECT
- FORGIVENESS
- TRUST
- KINDNESS
- THANKFULNESS
- FRIENDSHIP
- HOPE

...in conjunction with the following:

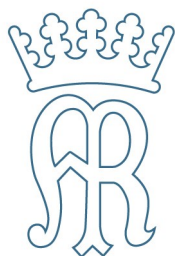
- RESILIENCE
- TEAMWORK
- TRUTHFULNESS
- CREATIVITY

Join us!

Mark Ford

Headteacher





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St Mary's is a proud member of the Collaborative Learning Trust group of schools.

Collaborative Learning Trust schools place children at the very centre of everything that they do. As the name suggests, CLT schools work together to share knowledge, skills and expertise in order to secure the highest quality education provision for all our students.

Across the Trust there are shared values and a shared approach to education:

- **Education for the common good of the whole community**—supporting the development of lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to society
- **Education for dignity and respect**—a focus on equality for all, trust, integrity, respect and an appreciation of diversity
- **Education for wisdom, knowledge and skills**—high quality teaching and learning designed to secure 'all around' education of young people and engender a passion and enthusiasm for learning
- **Education for hope and aspiration**—a culture of aspiration and success (in students, staff and governance)

This prospectus provides a brief description of the services our school provides. Please read it in conjunction with the website at www.stmarysprimary-hunslet.co.uk

Members of Local Governing Committee

Paul Tranter (chair)
Eleanor Benson
Liz Singleton
Ken Morton
Mark Ford, Headteacher
Sam Penberthy, teacher governor
Sara Nando, parent governor
Ibrahim Adams, parent governor

The Governing Body Statement of Mission

- The Governing Body of Hunslet St Mary's Cof E Primary School are committed to develop all people working in the school, whether children or staff, to their full potential within the context of a caring, Christian community.
- Hunslet St Mary's CofE Primary School seeks to provide education, in accordance with the provisions of the National Curriculum, for all local children

How is the School organised?

St Mary's CofE Primary Academy is a Church of England (Aided) school catering for boys and girls between the ages of 4 and 11. We have a maximum capacity of 270 children, across the 7 primary years. Each class has its own teacher who is responsible for teaching the class for most of the week. However, there will be times when the pupils are taught by other members of staff. Every class has a support assistant and the school has a number of non-class based staff on a welfare team.

Classes are currently organised into one class per year group but over the coming years the school is expanding to an intake of 45 per year. Consequently the class organisation will change as the larger numbers pass through school. The class organisation in lower school in September 2019 will be two Reception classes, class with all Year 1, a mixed Year 1 and Year 2 class and a class with all Year 2. In Key stage 2 there will be two Year 3 classes then a class each for Years 4, 5 & 6.

The building houses Year 1 and Year 2 on the ground floor. There is also the Foundation Stage base and part of the building is used by Hunslet Children's Centre for 2-4 year old pre-school children requiring sessional care. Also on the ground floor are the administrative offices, the staff planning room and the large multipurpose hall.

On the first floor are the Key Stage 2 class bases.

The school is situated opposite Hunslet Shopping Centre and has grassed areas surrounding it. There is a good playing field and playground.



What are the School's aims?

- to help pupils feel that school and home are working in harmony for their benefit
- to enable pupils to experience an ethos of care, security, fairness and honesty
- to help pupils enjoy school and have a positive attitude to learning
- to help pupils develop lively, enquiring and creative minds with the ability to question and argue rationally and to apply themselves to tasks



- to help pupils acquire knowledge, skills and practical abilities and the will to use them
- to foster respect for those with different religions, beliefs and ways of life and to develop an attitude which is opposed to discrimination against any person on grounds of socio-economic background, creed, ethnic origin or sex
- to help pupils develop in the basic areas of competence needed for varying patterns in a fast changing world
- to help pupils develop a reasoned set of attitudes, values and beliefs
- to help pupils understand the world in which they live and the interdependence of individuals, groups, nations and the environment
- to help pupils develop healthy, fit bodies and equip them with a range of physical skills
- to appreciate human achievement in art, music, science, technology and literature
- to help pupils to develop interests and skills which will enable them to enjoy and make the best use of leisure time.

What are the timings of the school day?

Breakfast Club	8.00am to 8.50am
School opens	8.55am
Assembly	9.00am or 10.10am
Lessons	9.20am to 12 noon (12.10pm in Key Stage 2)
Lunch	12 to 1.00pm (12.10 to 1.00 in Key Stage 2)
Lessons	1.00 to 3.15
After school club	3.15 to 5.15

Both morning and afternoon sessions include a 15 minute break in Key Stage 1. In Key Stage 2 playtimes there is a 15 minute playtime in the morning.



REGULAR and PUNCTUAL attendance is important. Children, usually, should not be at school before 8.45am unless they are attending the Breakfast Club. If for any reason you need to send your child earlier than this, please contact the Headteacher.

WE CANNOT BE HELD RESPONSIBLE FOR THE SAFETY OF CHILDREN ARRIVING BEFORE 8.45AM, UNLESS ARRANGEMENTS HAVE BEEN MADE. THESE ARRANGEMENTS CAN ONLY BE MADE UNDER EXTRAORDINARY CIRCUMSTANCES.

Assembly starts promptly at 9.00am and children arriving late can become quite upset.

PUNCTUALITY is not only important for the smooth running of the school, but is also good training for your child.

When can I visit school?

Confidence in the school comes from knowing and understanding what is happening within it. We hope you will extend your knowledge through contact and discussion with the Headteacher and members of staff, and take advantage of the occasions for consultation. It is important that mutual understanding and trust should be the basis of our shared responsibility.

We, the staff, appreciate your trust, support and co-operation with which we hope to develop your child to his/her own potential. Please feel able to contact us over any matters concerning the education and welfare of your child. We believe that the relationships between children, parents and staff are crucial in the effectiveness of the learning which takes place within school.

On most days teachers will be available to have a very quick word with parents/carers before or after the school day. Should more time be needed, teachers and parents or carers are asked to arrange a mutually convenient time. Parents and carers are also given the opportunity to discuss their child's progress and other issues at a number of parent consultation evenings that are held throughout the year.

What is the School's Admissions Policy?

Our admissions policy is available on request or on the [website](#).



What happens when my child is due to start school?

Arrangements will be made prior to the beginning of the term in which the child is due to start school, for you and your child to visit school. A new parents meeting will be held in June, when parents of all children who will be starting school during the following academic year are invited into school to meet the Headteacher, Deputy and Reception class staff. At the meeting, parents are given lots of information about how they can help their child enjoy their first experience of school life.

Children will be invited to spend a morning or afternoon in school in the summer term before they enter. Many of the children joining school will be familiar with the staff and the setting anyway, as many are already working with us as part of the Children's Centre but specific sessions will also be held for children coming from different settings than the centre.



The school has a policy of phasing children into school over a short period of time. This ensures that new children can settle in and build relationships quickly, feel secure and so be able to make progress more easily.

In June/July, at the New Parents' Meeting, the arrangements for entry in the following September will be explained and parents will have a chance to choose morning or afternoon attendance for the first week. There will also be the chance to book your home visit when the Reception staff come out to see each child in their home environment.

How shall I find out what is happening at School?

The school produces a newsletter of events and important information at least once a month.

The school website is www.stmarysprimary-hunslet.co.uk

There are two types of school records. Routine information, such as names addresses, etc and educational information, such as progress, reports, test results etc.

All records produced or kept by the school on a child are available to that child's parents.

It is important that we keep our school records up to date, so please inform us of any changes that affect ADDRESS, TELEPHONE NUMBERS, EMERGENCY CONTACTS etc.





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Curriculum

What will my child be learning?

Pupils in reception classes follow a curriculum that is planned using the 'Early Years Foundation Stage' documents. This is part of the National Curriculum and the document contains the early learning goals, principles, aims and guidance for the foundation stage, which includes pupils in their reception year.

The Foundation Stage curriculum is organised in six areas of learning:

- personal, social and emotional development;
- communication, language and literacy;
- mathematical development;
- knowledge and understanding of the world;
- physical development;
- creative development;

The six areas help the school plan the learning environment, activities and experiences and provide a framework for the foundation stage curriculum.



The foundation stage of the curriculum ends at the end of the reception year. When children move into year one they will be working from the Programmes of Study of each of the National Curriculum subjects, Q.C.A. schemes of work, the

school's cross curricular units, the school's approved Religious Education Syllabus and the guidelines for personal, social and health education and citizenship in the National Curriculum handbook. Children in years one and two will be working from the Programmes of Study in key stage one of the National Curriculum. Children in years three, four, five and six will be working from the Programmes of Study in key stage two.

There are five core subjects in the curriculum for pupils in key stages one and two. These are:

- English;
- mathematics;
- science;
- information and communication technology;
- religious education.

Special emphasis is given to the basic skills of literacy and numeracy. The teaching of reading and writing in each year group is based on the termly objectives in the primary strategy. The teaching of mathematics in each year group is also based on the termly objectives in the primary strategy. There is a structured daily mathematics lesson of about 50 minutes. Pupils in our reception classes follow modified versions of the recommended structure of literacy and numeracy sessions.



There are also seven foundation subjects in the curriculum for key stages one and two.

These are:

- design and technology;
- history;
- geography;
- art and design;
- music;
- physical education (including swimming in year 3 and 4);
- personal, social, health and citizenship education.

Children in Key Stage 2 are also taught French.



We use a wide variety of resources and try to provide as many first hand experiences as possible. Children are taken out on visits and visitors come into school. The school places the individual child very much to the fore. Years 5 and 6 also include residential visits for the children.

Children's progress is assessed and recorded on a regular basis. Parents and carers are informed of their child's progress at regular open evenings during the year, and by written report and an opportunity for parents and carers to discuss it if necessary in the Summer term.

The school believes that there should be an effective partnership between home and school. Parents significantly influence their children's learning and when home and school work together this can have a measurable and lasting effect upon children's learning. The school has a 'Home - School agreement' which parents/carers, pupils and each child's teacher are asked to agree to and sign at the beginning of Reception. This agreement outlines what can be expected from each partner in the home and school partnership we hope will exist.

Reading

We aim to produce fluency, understanding and a love of books. The school has an attractive library which is well stocked with fiction and non-fiction books. We have several reading schemes which are matched to the children and their needs. We encourage the children to take their books home. Research shows quite clearly that children make the greatest progression where home and school work together.

Writing

From the Reception class, the children are encouraged to express themselves clearly and confidently in speech and writing, in ways appropriate for various occasions and purposes. This is a scheme that can be used selectively to suit individual and group needs and supports the National Literacy Strategy.

It is the school's aim that the children should have learnt to develop a legible style of handwriting and satisfactory standards of spelling, syntax, punctuation and usage by the end of the primary school stage.

Mathematics

Mathematics is taught from the National Numeracy Strategy and materials to support this teaching are drawn from different published schemes, and especially from the Heinemann maths scheme.

Science

The children's work is organised around carefully planned project and topic work, based on our cross curricular units and the QCA Scheme of Work. In Key Stage 1 we make full use of the child's own experience, progressing to the wider world in Key Stage 2.



Religious Education

Our School is of a Church of England foundation, dating from 1841 and this is the context in which all work takes place within the school. The RE and Collective Worship reflects the Trust Deed and Mission Statement of the school that children should be offered a firm grounding in the principles and practices of Christianity, especially as represented by the Church of England. There is a daily act of corporate worship. Parents wishing to withdraw their children from RE or Collective Worship should consult with the Headteacher, prior to their child starting at school.



History and Geography

History and Geography will be taught through cross curricular units which draw their content from the QCA Schemes of Work. The study of History and Geography will make an important contribution to the school curriculum and will be challenging, relevant and interesting.

Visits to historical and geographically interesting locations will be encouraged where appropriate.

Art/Craft

The creative arts include painting, drawing, printing, clay work, designing, modelling, sewing and weaving. Parents are welcomed into school to help with these activities.

Drama

There has been a strong tradition of Drama work at school in recent years and we continue to make very effort to extend children in this creative area.

Drama is taught as part of the curriculum in all age groups. Children in both Key Stages perform in productions at Christmas.

Design Technology

In technology, children are presented with practical problems appropriate to their age, ability and interests. Through enquiry and investigation, ideas and designs are suggested to solve the problem.

The skills they will acquire are those of:-

- raising questions
- proposing tasks to answer questions
- selecting materials and tools
- manipulating and handling materials and tools
- observing and investigating
- expressing conclusions verbally or in written or diagrammatic form

Cookery and craft activities are included in this area of the curriculum.

Design Technology projects will often be carried out in specific blocks where the whole activity from discussion, through design and build, to evaluation is carried out within the same week.



Information and Communication Technology

All children have access to the computers. A variety of software is available, giving children the opportunity to learn computer skills and to enhance their learning throughout the curriculum. From Year 1, children will be taught ICT skills on a regular basis using the mobile laptop trolleys that can be moved around to each class. There are also desktop computers in every classroom, and all computers have access to the internet through the filtered and protected Leeds schools network. All classrooms have a fitted interactive white board which is used to enhance the learning process.

Physical Education

Physical education is part of all children's learning. This may take the form of movement, apparatus work, dance or games. Extra curricular activities include football, rugby, netball, athletics, rounders and cross country which operate both at lunchtime and after school. They are available to both girls and boys.

Swimming lessons are given three times a week in the autumn term for year 3 pupils.

Music

We make every effort to ensure that your child is able to pursue and enjoy the rich experience of music. Children have opportunities for percussion work, recorder and singing.

Sex and Relationships Education

In the lower school, there is no formal sex education. Some incidental teaching occurs through the presence of animals and questions are answered appropriately. In Years 5 and 6 a sex and relationships course is presented by the school nursing team. Children are taught in their class groups with proper attention to moral considerations and the value of family life. Parents will be consulted before their children take part in this course.

Special Needs Provision

All our children, regardless of ability, are encouraged to feel part of a class. Children with particular learning problems have extra help in the classroom to follow their own learning programme. Where it is needed, they are given work of a suitable level in small groups. More able children will have their own learning programme extended across the curriculum.

Assessment and Testing

All children in our reception classes are assessed throughout the reception year and at the end of the foundation stage using the Foundation Stage Profile. Those assessments are used in all primary schools in Leeds. National assessments will be conducted in Year 1 (Phonics screening) Year 2 (end of Key stage 1) and in year 6 (end of Key Stage 2). Other year groups will also carry out assessment tests at different points in the year. There will be other tests such as reading and spelling given to your child. Should any of the test results give us cause for concern, parents and carers will be contacted.

Day to Day Life

What standards of behaviour are expected?

We hope to create a positive atmosphere within the school and many visitors comment on the purposeful working atmosphere. We operate on a system of mutual respect for each other. Rules are explained to the children at the beginning of each school year and thereafter when the need arises. There are many rewards systems which encourage good behaviour and the whole school operates the same routines for rewards and sanctions so that there is consistency. A copy of our behaviour policy is available on request.

Like all schools we acknowledge that bullying may occur and have agreed strategies and procedures to minimise the chance of it occurring and to deal with it appropriately and consistently. We are aware of the distress that this can cause to the victims of such behaviour.

Parents and carers are asked to notify the school if they believe their child is being bullied. The school will contact the parents or carers of the bully/ies if it is appropriate to do so and the matter will be dealt with. If we have a serious concern about a child, we will inform the parents and ask them into school to discuss the matter further.



Is there a school uniform?

We have a uniform school and children attending are expected to wear it. Your co-operation and support in the school's policy is much appreciated.

The uniform is simple and inexpensive. We have a stock of sweatshirts and book bags bearing the school logo. Other items of uniform can be purchased from school uniform suppliers, but please make sure the purchase the correct colour of jade green.



Yellow polo shirt

Plain grey trousers/skirt/pinafore/shorts

Jade green sweatshirt/sweat cardigan (with or without school logo)

Yellow gingham summer dresses

All children should wear appropriate and suitable shoes (ie black school shoes or predominantly plain black trainers). These shoes will be worn all day in school, so please make sure they are comfortable for your child.

PLEASE ENSURE THAT ALL ITEMS OF CLOTHING AND EQUIPMENT ARE CLEARLY NAMED.

We advise that girls with long hair should wear their hair in a pony tail or plaits, this helps prevent the catching of headlice and is in the interest of health and safety while doing PE.

PE

Games and PE are part of the school curriculum in which all children take part so, for reasons of safety and hygiene, appropriate PE kit is necessary which comprises of black or navy shorts and plain white t-shirt. Black pumps will also be required. PE kit can be brought into school at the beginning of the week and kept on your child's peg until the end of the week when it can be taken home for washing.

Jewellery

To prevent loss, please keep jewellery and valuable items at home. If ears are pierced, for reasons of safety in PE and play, **only small studs or small hinged sleepers may be worn.**

Lost Property

We find that there is an alarming amount of property that has been lost and is never claimed. PLEASE PUT YOUR CHILD'S NAME IN ALL ITEMS OF CLOTHING AND ENCOURAGE YOUR CHILD TO LOOK AFTER THEIR BELONGINGS.

What happens if my child is taken ill or has an accident at school?

First aid will be administered. It is normal policy for the school to contact the parents/carers at home or work and ask them to collect the child and take him/her home or to hospital.

Therefore it is most important that the school does have an up to date record of home, work and mobile telephone numbers of all contacts.

If parents or other contacts are not available and more than basic first aid is needed, then your child will be taken to hospital. They will be accompanied until they are in the care of qualified medical staff. If the illness or injury was judged to be serious, an ambulance would be called.

Can medicine prescribed by a Doctor be taken at school?

There is no legal duty that requires school staff to administer medication; unless it is specifically a requirement of their job. Parents and carers should keep children at home when they are unwell. For a child who requires medication whilst at school the Headteacher will agree with the parents or carers exactly what support the school can provide. We will ask for advice from medical staff if we have concerns about whether a child's medical needs can be met by us.

If your child suffers with asthma then you can bring their inhaler to school and leave it in the safe-keeping of the class teacher with a note attached stating dosage required.

IT IS ASSUMED THAT CHILDREN WILL BE ABLE TO USE THEIR INHALER.

How do I let the school know if my child is ill at home?

Please telephone the school and let us know the reason for absence or send a note with your child on the day he/she returns. We know that sometimes it is a nuisance to have to do this, but it is very important that the school knows that your child is absent with your knowledge. If we are in any doubt, parents will be contacted. For cases of sickness and diarrhoea a child should remain at home for at least 24 hours from the last instance of sickness. This period of time may be increased at times when many children are becoming ill in order to stop the spread of infection.

What do I need to do if I need to take my child out of school?

If you know in advance, let the school have details in writing of the reason for absence. We would ask your co-operation in the following:

- Always let us have details in writing in advance, or if the appointment is urgent, let us know by telephone.
- **Always try to collect your child in person.** If this is not possible, let us know the name of the person who is collecting them or clear instructions in writing of the arrangements you have made. It is not normal school policy to allow children to leave the school site unaccompanied during session times.
- In the interest of the children's safety **ALL VISITORS TO THE SCHOOL SHOULD REPORT TO THE SCHOOL OFFICE.**
- Whenever you take your child out of school, always inform a member of staff that you are doing so.

Are there any regular health checks carried out in school?

Sight, hearing and dental inspections are carried out periodically. There is now no full medical inspection for all children during the primary school. A request for a medical can be made by parents if their child has a problem.

In all instances you will be kept informed by letter and no medical examination will be carried out without your consent.

What about head lice?

One important change in the Leeds Area Health Authority policy is in the detection and treatment of head lice. The responsibility for detection rests with the parents. There are now no routine head inspections carried out in school. Advice on how to deal with the problem can be obtained either from the school nurse or the school. Should we be notified by parents that they have found head lice on their child, the parents of all children in that class will be advised by letter to check their children's hair. We recommend that girls with long hair wear it tied up in a pony tail or plaits.

What are the arrangements at lunchtime?

Children can have either a cooked school meal or bring a packed lunch. Dinner money is payable in advance for the week each Monday morning. Please send the money (or cheque payable to Leeds City Council) in a named envelope. Free school meal provision is available to all families on Income Support and the appropriate forms can be obtained from the Community Benefits and Rights Office at Great George Street. From September 2014 ALL children in Reception, Class 1 and Class 2 are eligible for a free school meal.



After School Club

The school has its own after school club which is held from the end of school until 5:30pm (5:15 Friday) every day that school is in session. Bookings for this should be made in advance and on an official booking form which is available from the school office, the after school club staff or the school website. This booking form contains details of the current costs for this service.

Child Protection Procedures

The school has a designated child protection team and all staff are aware of the procedures the school follows when there are causes for concern with a child. Where a member of staff suspects that a child may have been deliberately harmed or neglected by their parents, carers, or someone else, the Headteacher has a legal duty to inform the local Social Care team manager. Parents or carers will be informed of the school's actions. If Social Care share the school's concern, they will carry out an investigation into the case. A decision will be made, as to when and how the child's parents or carers are informed of any investigation, by Social Care and the school. The police, if appropriate, may subsequently be involved. These safeguards are necessary to ensure the welfare of all children.

The designated staff team are Mark Ford, Susan Stevenson, Debbie Crosthwaite, Debbie Stanton and Joanne Williamson.

How can I help or become more involved in school?

The school welcomes parents, carers, other adults and students who would like to help on a regular basis or from time to time. If you would like to help in school please inform the school office in the first instance. If a teacher requires your assistance in the classroom you will be asked to fill in a form which is sent to the Criminal Records Bureau so we can ensure that only appropriate people are allowed to work with our pupils. We will also ask you to agree to our terms and conditions which cover confidentiality and other issues which can arise.



Are there any activities that take place during out of school hours?

We are currently reviewing our provision for after school activities. We are part of the JESS cluster which aims to provide a rich variety of

opportunities beyond those usually provided in school eg circus skills, streetdance, photography. Within school we are hoping to provide some of the following; soccer, rugby, choir, netball, line dance, drama, discos, art, gardening, , homework clubs, 5-a-side, computers, allotment club, keep fit club.

What photographs are taken in school?

Individual and sibling group photographs are usually taken during the Autumn term to be available to parents before Christmas. In the Spring term class and group photographs are taken. If photographs for other reasons such as school publicity or for use in the press are required, specific approval will be sought.

Charging for school activities

Parents and carers are asked to make voluntary contributions to cover the cost of educational visits and visits by theatre groups and speakers etc. If there is a shortfall in the voluntary contributions received in order to fund a visit or event, it will be at the discretion of the headteacher and visit organiser, as to whether the visit or visitor is cancelled. A copy of the governing body's charging and remissions policy is available for parents and carers to read.

In order to cover costs, parents and carers will be charged for activities that happen outside school hours when these activities are not a necessary part of the curriculum.

School Fund

From time to time children, parents and carers are invited to participate in special fund-raising activities. The money raised for school fund is used to buy extra resources for the children. The school fund is audited each year and the most recent report is available for parents and carers to inspect. There is also a small school fund collection tin in each classroom where children may place any donations to school fund they may wish to give.

Dogs

For health and safety reasons it is a policy of the governing body and the local authority that dogs should not be brought into the school grounds by parents and carers when they are bringing them to and collecting them from school. Please arrange for your child to meet you and wait for him/her by the school gates if you have to bring your dog to school.



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