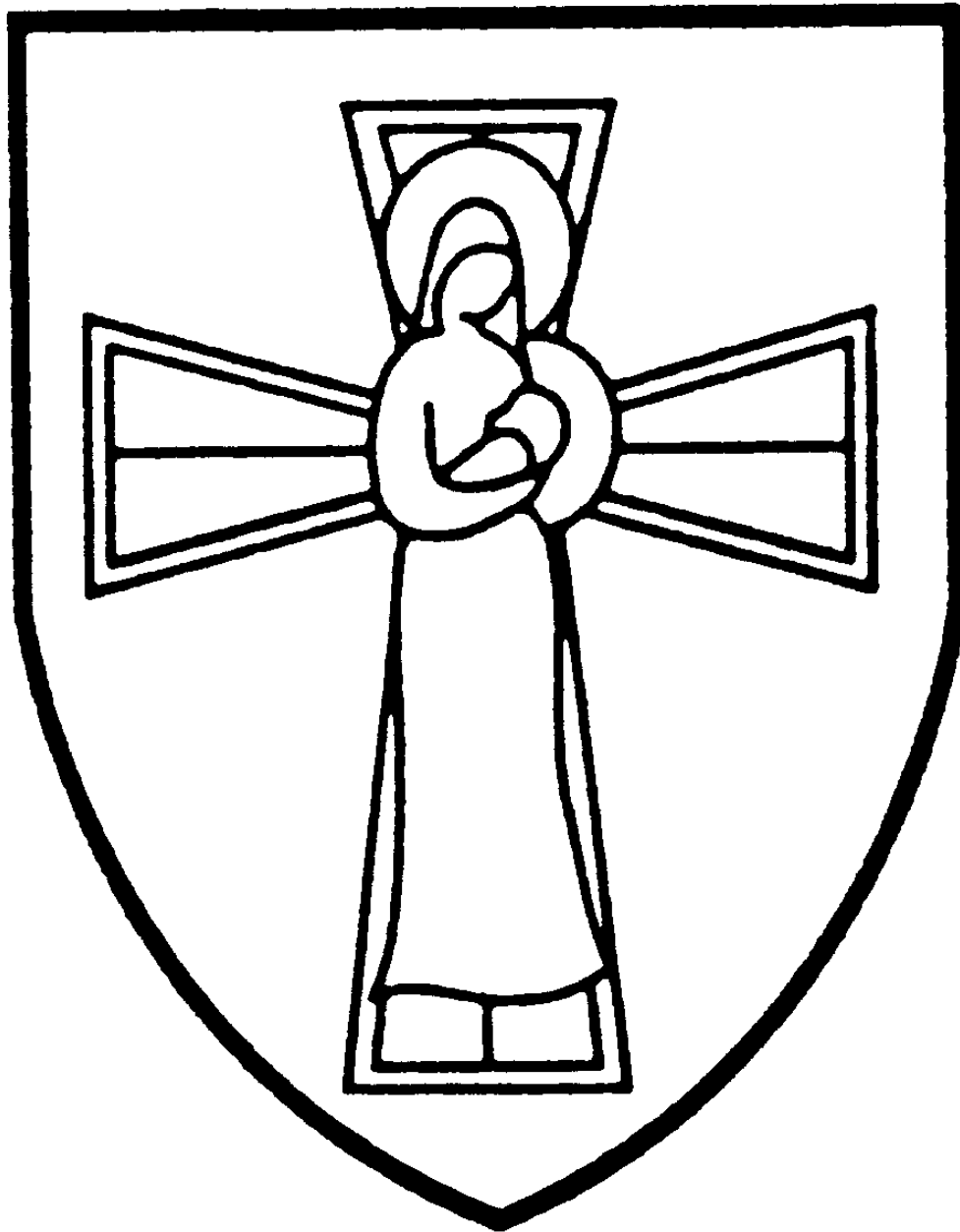


# St Mary's Catholic Primary School



PROSPECTUS



St Mary's Catholic Primary School  
Barn Lane  
Bodmin  
Cornwall  
PL31 1LW



Telephone: 01208 73218



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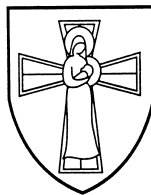
E-Mail: [head@st-marys-bod.cornwall.sch.uk](mailto:head@st-marys-bod.cornwall.sch.uk)



Acting Headteacher: Mrs Alana McGovern



Chair of Governors: Mrs Berni Wiggett



We are St Mary's  
We like each other  
We help each other  
We forgive each other  
Love Above All  
St Mary's Catholic Primary School, Bodmin

Our school was founded in 1904 by the Sisters of Mercy. We are a Voluntary Aided Catholic Primary school serving the parish of St Mary and St Petroc, as well as the local Bodmin area.

Our whole school ethos is based on Jesus Christ's teachings and as you can see from our motto on the first page of this brochure, these are underpinned by the greatest value of all - love.

We have a teaching staff of thirteen, which includes the Headteacher and four part-time teachers. Our teachers are dedicated and highly skilled practitioners. Each class has a Teaching Assistant assigned to them, who supports the class teacher in delivering the curriculum, as well as carrying out invaluable administrative work. In addition, our Nursery is supported by a full-time Nursery Nurse. Auxiliary staff support children with identified individual needs.

We are fortunate to have a team of enthusiastic lunchtime supervisors who lead and organise games and activities with the children, as well as assisting them in the dinner hall.

The first port of call for many of you will be the office where our administrator will assist you with any queries you may have, as well as dealing with dinner and trip money, absences and holiday requests.

We are a learning community. We pride ourselves on being Investors in People, and strive to continually develop our skills in order to meet the needs of all children in this ever-changing world.

The teachings of the Catholic Church are at the centre of everything in our school. We use the "God Matters" syllabus for the teaching of RE. Three topics are taught each term on a four yearly cycle. Twice a year we look at two other world faiths—Islam and Judaism. At least 10% of our curriculum time is spent on the teaching of RE.

As a Catholic community, we pray every day, either as a class, Key Stage or whole school. Children learn traditional prayers and also are given many opportunities to make up and say their own prayers.

Mass is celebrated regularly on a Wednesday at 9.15am in school by Fr Keith, our Parish Priest. Occasionally, the whole school celebrates Mass in our Parish church. Children and their families are encouraged to join the congregation at the Mass, which is held every Sunday at 10.30 am in the church. Preparation for the Sacrament of Reconciliation and First Holy Communion is supported by the school.

Parents have the right to withdraw their children from RE lessons, but as RE permeates the whole of the curriculum and the relationships within the school, parents are advised to seriously consider if this is the right school for their child if they wish to withdraw. At present no children are withdrawn from RE or collective acts of worship.

## **Teaching Staff**

Acting Headteacher

Mrs A McGovern

Assistant Head	Mrs R Jones
Year 6	Mrs L Drzymala
Year 5	Mr T Rowles
Year 4	Mrs C Breslin
Year 3	Mrs V Alcock
Year 2	Mrs L Langton
Year 1	Mrs L McNulty
Reception	Mrs V Baker
Nursery Teacher	Mrs k Horsley      Nursery Nurse      Mrs N Blake
PPA Cover	Mrs J Long, Mrs H Rogerson,

### **Teaching Assistants**

Miss N Pengelly	Mrs D Sleep	Mrs T Yeo	Mrs C Keightley
Mrs J Bramall	Mrs S Blanchard	Mrs E McLaughlin	Mrs J Prout
Mrs E Dalley	Mrs E Corcoran	Miss S Middleton	Mrs C McShee
Miss J Spidy	Mrs M Caro	Mrs F Evans	Ms E Collins
Mrs D Fox	Mrs L Armstrong	Mrs C Henderson	Mrs H Rogerson
Mrs S Hockaday			

### **Lunchtime Supervisors**

Mrs E Dalley - Senior Lunchtime Supervisor

Mrs C McShee	Mrs T Matthews	Mrs J Howell	Ms A White
Mrs E McLaughlin	Miss J Spidy	Mrs E Corcoran	Mrs M Caro
Mrs C Keightley	Mrs J Chapman	Miss S Foster	Mrs L Armstrong

#### **Senior Administrator**

Ms Lesa Potts

#### **Administrator Assistant**

Mrs Susie Farmer

#### **Parent Support Advisor**

Mrs Shelley Landry

### **Admissions to Main School**

St Mary's Catholic Primary School is a Voluntary Aided school in the Diocese of Plymouth. The Governing Body are responsible for admissions. It is guided in that responsibility by the requirements of law, by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

### Dates of Admissions into Reception

Children are admitted full-time into Reception class in the September of the academic year in which they are five years old.

If there are more applications than the number of places available children will be admitted in order of the following criteria:-

1. Children who are in public care/looked-after children and children who were **previously in care** but immediately after being in care became subject to an adoption, residence or special guardianship order.
2. Children who are baptised Catholics or whose normal residence is with at least one parent who is a baptised Catholic (Evidence: baptismal certificate or a signature of a Catholic priest confirming their knowledge of the child's/parent's baptism). See *supplementary information form*.
3. A child who has a sibling/s who will either be attending the school at the time of admission or who has attended the school in the past. See *supplementary information form*.
4. A child who is a member of a recognised Christian church. (Evidence: baptismal certificate or a signature from a Minister of religion testifying to the fact). See *supplementary information form*.
5. A child who is a member of another faith tradition. (Evidence: signature of a designated minister of that religion confirming the child's membership). See *supplementary information form*.
6. A child whose parents seek admission for them at the school. (Evidence: submission of the Cornwall Council's Common Application form naming the school among their preferences).

### Attendance

Number on roll (September 2012):- 250 including part-time children in the Nursery

Attendance (September 2011-July 2012):- 93.7 %

### Our Curriculum

**High expectations, high achievements**

The curriculum we offer is broad and balanced and provides for the academic, moral, spiritual, physical, creative, personal and social development of every child. We aim to stimulate your child to acquire knowledge and develop individual skills. The RE curriculum we offer is outlined on page 2 of this booklet. Our curriculum policy is available on request.

Children's achievements are celebrated and everyone enjoys success and praise regularly during their time in school. We encourage children to become independent and confident in both their work and social development.

We monitor the progress of pupils and our teaching and learning through a Raising Attainment Plan which is reviewed on a termly basis.

### **The Foundation Stage (Nursery and Reception)**

The Foundation Stage makes a crucial contribution to children's early development and learning. We provide children with a rich variety of teaching and learning experiences that is appropriate to their needs. The Foundation Stage is about developing key learning skills such as listening, speaking, concentrating, persistence and learning to work and co-operate with others.

The three prime areas of learning that make up the Foundation Stage curriculum are:

- communication and language
- physical development
- personal, social and emotional development

The four specific areas of learning that make up the Foundation Stage curriculum are:

- literacy
- mathematics
- understanding of the world
- expressive arts and design

During the first half of the Autumn term in the Reception class the teacher will carry out assessments for every child. This will establish where they are in aspects of their learning and development and help future planning. The results of this early assessment will be shared with parents. By the end of the year the teacher will have built up an accurate profile of the each child's development.

### **Key Stage 1 – Reception, Year 1 and Year 2 Key Stage 2 - Year 3, Year 4, Year 5 and Year 6**

The core curriculum at Key Stages 1 and 2 comprises:

- English
- Mathematics
- Science
- RE

- Information Communication Technology (ICT)

Children also study the subjects below as part of the National Curriculum. These are called foundation subjects:

- Art and Design
- Design Technology (DT)
- History
- Geography
- Music
- Physical Education

Children are also taught Personal, Social, Health and Citizenship Education. In Key Stage 2 pupils are taught French.

### **Extra-curricular activities**

We offer a wide variety of clubs that take place before school, during lunch break and after school. These are run by members of staff, parents and outside agencies. Some of the clubs we offer are:

- Computer & Library
- Newspaper
- Craft
- Art
- Choir
- Netball
- Football
- Chess
- Breakfast

### **Educational Visits**

Visits play an essential role in our work and take place on a regular basis. These vary from places in the locality to residential trips for children in Years 3 and 6.

## **Parental Help**

Parents/Carers are always welcome to help out in our school. We recognise the wealth of talent and skills amongst our parents and encourage you to become involved. All volunteers who help out in school on a regular basis will need to have a CRB (criminal records bureau) check carried out.

## **Inclusion**

Everyone involved in our school community should feel welcomed, respected and valued. Children have equal rights to learn and develop in a context of respect and fairness.

Please let us know if we need to make any special access arrangements for you and your child to enable you to participate fully in the life of the school. This may include, for example, physical access or use of an interpreter.

## **Equal Opportunities and Race Equality**

We encourage self esteem and mutual respect and we celebrate the diversity of languages, communities and lifestyles in our society. Class work has a cross-cultural content. We will not tolerate behaviour and language that is racist, sexist or demeaning to a person's self confidence and sense of worth.

We welcome all children, provided that we can offer the most suitable education for them and have the right resources. Where children with special needs transfer from other schools, we will try to ensure continuity of support. We try to include all children with a disability in the full range of curricular and extra-curricular activities, unless there is a clear risk to children's health and well being. Our Race Equality and Gender and Disability Equality policies are available on request.

## **Special Educational Needs**

Our SEND Co-ordinator is Mrs L Langton.

The Special Educational Needs (SEN) and Disability Act, along with the SEN Code of Practice are followed in our school.

The Governing Body and staff endeavour to ensure that the necessary provision is made for any pupil who has special educational needs. All teachers in the school are teachers of children with special educational needs. As such, we adopt a 'whole school approach' to SEN, which involves all staff adhering to a model of good practice. We are committed to identifying and providing for the needs of all children in a wholly inclusive environment.

All children are individuals; some children have special needs, including those who are gifted or talented. If needed, we design individual/group programmes which we discuss with you. With your permission, we may ask for help from other agencies within the Education Service, e.g. the Educational Psychology Service, to plan support together with you and your child. If your child has any health problems, please share these with us. Sight, hearing or speech difficulties can seriously affect a child's progress.

## **Sex Education**

Sex Education conforms to the teaching of the Catholic Church and in such a manner as to encourage pupils to have due regard to moral considerations and the value of family life.

Our Governors and staff have opted for a policy which allows the teaching of Sex Education. Parents are welcome to view the materials used.

## **Behaviour Policy**

Within our school 'family' some rules are essential; these are mostly matters of common sense to ensure the safety of our children. The emphasis in the school is to praise positive behaviour, attitude and effort and to increase children's awareness of the need to make a positive contribution to their community.



We have a Behaviour Policy which is consistently applied by all adults who work in school. Parents are welcome to view our policy which is available on request.

### **Community Cohesion - How we contribute to the school and wider community**

Our school participates fully in local community events, for example, Bodmin Heritage Day, carol singing and the St Piran's Day parade. We are an integral part of the local Catholic Parish and Plymouth Diocese. The school actively works with other schools and takes part in the 'Lanhydrock Guardianship Scheme' - a scheme developed by the National Trust to promote awareness, accessibility and responsibility for our heritage. Our Community Cohesion policy is available on request.

### **Homework**

It is the policy of the school to set homework. A copy of our homework policy is available from school.

### **Medicines**

Medicines will only be administered if prescribed by a doctor. A Medicine Consent form detailing time and dosage must be filled in, signed and returned to the office with the medicine.

### **Looked After Children**

Some children are in the care of the Local Authority and may have very specific needs. Our school is committed to enhancing the achievement and welfare of 'Looked After' pupils. Please refer to our Looked After Children policy for more details. It is available on request.

### **The School Nurse**

Our School Nurse can be contacted either through school or at Bodmin Health Centre, Dennison Road (01208 251537). School Nurses provide a service which includes Health Assessment, Health Promotion and Screening. They are happy to answer questions and offer advice on Health and other issues which may affect your child's life at school or at home. These may include, for example, enuresis (bed wetting), asthma, skin allergies, eczema, diet or behavioural problems.

If appropriate, they are able to refer to another agency, e.g. the Community Paediatrician, Speech Therapist, Audiology, Ophthalmology and Child and Family Services.

### **The School Day**

#### **Breakfast Club**

8.15 – 8.45

Free to join but breakfast must be purchased from the varied menu at very reasonable prices.

## **Main School**

The playground gates are unlocked at 8.45am, children are expected to arrive at school between 8.45am and 8.55am and go straight into their classrooms via the playground. If your child arrives after 8.55am, your child **must** report to the office before going to class.

8.55 am	Start of school day
9.00am	Register and Prayers
9.10 — 10.35am	Learning and Teaching Sessions
10.50 —11.05 am	Breaktime
11.05 —12.15am	Learning and Teaching Sessions
12.15 —1.15pm	Lunchtime
1.15 — 2.05pm	Learning and Teaching Sessions
2.05 — 2.15pm	Breaktime KS1 only
2.15 -- 3.10pm	Learning and Teaching Sessions
3.15pm	End of school day

## **After School Clubs**

3.15 – 4.15	A range of clubs/activities on certain days which change termly and according to the season.
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## **School Meals**

Children may either have a packed lunch or school dinner. Dinner money should be brought to school on the first day of the week, in a sealed envelope with the child's name and class on it. Cheques should be made payable to St Mary's Primary School.

Free school meals and other benefits are available to families on low income – please ask in the office.

## **Illness and Absence**

Parents are asked to inform the school by 9.30am, on a daily basis, when a child is ill. If the duration is longer than 5 school days, confirm in writing the reason for absence when the child returns to school.

Requests for other absences must be made by completing an Absence Request Form. Taking children out of school for family holidays is no longer permitted and absence requests will be looked at on an individual basis by the Headteacher.

## **Child Protection**

Child protection - an explanation of our responsibilities.

All schools have a legal duty to work with other agencies, for example Social Services and the police, to safeguard children's welfare. All staff and regular volunteers are police CRB checked before working with children.

Our school has a senior member of staff who is responsible for child protection matters affecting pupils at the school (the 'designated person'). It also has a Safeguarding Policy, which explains how the school deals with child protection concerns, including allegations about the behaviour of members of staff. This policy is available on request.

Schools must follow:

- the law
- guidance from the Department for Children, Schools and Families
- Cornwall safeguarding procedures

If the school is worried about a pupil's welfare, the designated person must refer this on to the Advice & Assessment Team.

The school will normally let the pupil's parent(s) or carer(s) know when they do this. However they should not contact parents if they think that this could put a child or young person at risk of harm.

## **Healthy Schools Award**

We are a healthy school and promote the healthy eating at both playtime and lunchtime. Sweets are not allowed as morning snack. All children are encouraged to bring fruit or vegetables for their morning snack and Yrs 5 & 6 run a healthy tuck shop at morning breaktime.

## **Free Fruit & Milk**

All children in Nursery, Reception and Years 1 and 2 receive free fruit every day. All children in Nursery and Reception, under the age of 5 years, will receive free milk daily.

## **Music**

We are very proud of our school choir, which perform at many venues during the year and raise considerable amounts of money for charity.

Music lessons for woodwind, guitar, keyboards and drums are available during school hours. Please ask in the office for more information.

## St Mary's Nursery

Our Nursery class provides children with an early year's education which is second to none. The curriculum is exciting, varied and creative. The environment is stimulating and inviting, led by adults who are caring, exemplary professionals. As the first educators of children, parents are invited to support their child's learning by becoming involved in any way they can. For example, some parents offer time to assist the teaching staff during sessions, while others support activities by providing resources to enhance the displays and interactive areas. The recent supermarket role play area was enhanced by numerous packets and posters donated by parents. The role play areas and displays are regularly changed and parents are informed about how they can support learning and teaching.

Children usually attend the Nursery during the year in which they are four years old. Application forms can be obtained from the school office. Places are limited, therefore the Governing Body, who have responsibility for admissions, use a set of criteria to determine admissions. **Admission into the Nursery does not automatically result in a place in main school.** The school's admission criteria, found in this brochure, is adhered to.

### Nursery Sessions

Children attend either the morning or afternoon sessions.

Morning Sessions: 8.45 – 11.45 am

Afternoon Sessions: 12.15 – 3.15 pm



## Friends of School

We have a very active group of Friends (parents, grandparents, staff etc) who meet regularly, organise fund raising events and have fun whilst doing so. Recent events have included a Quiz night, Valentines Disco and seasonal Fayres. New members are always welcomed.

### Uniform

All pupils, including Nursery children, are required to wear uniform. Girls in the Nursery have the option to choose to wear navy or grey, trousers or skirts, instead of the Tartan Pinafore dress and school summer dress

Uniform such as jumpers, polo shirts, coats, caps, book bags & PE bags can be purchased from School through the St Mary's School. All items of clothing should be clearly marked with the child's name. Second hand uniform is often available from school.

#### BOYS

- School sweatshirt, navy or red
- Polo shirts, navy or red
- Grey trousers
- Sensible/serviceable coat/anorak
- Sensible shoes (no flashing lights please)

Boys may wear grey short trousers and caps in the summer months.

GIRLS  
School sweatshirt, navy or red  
Polo shirts, navy or red  
Tartan Pinafore dress  
Plain navy trousers  
Sensible shoes with flat heel (No flashing lights please)  
Navy/white/blue tights

Girls may wear a school summer dress in summer, which are available from stockists.

PE  
All children are expected to have a PE bag to hold kit consisting of:  
Navy shorts  
White t-shirt  
White or black pumps

Jewellery is not permitted. Only one pair of stud earrings are acceptable.

### **Term Dates**

Please see separate sheet.





# St. Mary's Catholic Primary School - Term Dates 2015/2016 - Academic Year

September 2015						
Mon		7	14	21	28	
Tues	1	8	15	22	29	
Wed	2	9	16	23	30	
Thu	3	10	17	24		
Fri	4	11	18	25		
Sat	5	12	19	26		
Sun	6	13	20	27		

October 2015						
Mon		5	12	19	26	
Tues		6	13	20	27	
Wed		7	14	21	28	
Thu	1	8	15	22	29	
Fri	2	9	16	23	30	
Sat	3	10	17	24	31	
Sun	4	11	18	25		

November 2015						
Mon		2	9	16	23	30
Tues		3	10	17	24	
Wed		4	11	18	25	
Thu		5	12	19	26	
Fri		6	13	20	27	
Sat		7	14	21	28	
Sun	1	8	15	22	29	

December 2015						
Mon		7	14	21	28	
Tues	1	8	15	22	29	
Wed	2	9	16	23	30	
Thu	3	10	17	24	31	
Fri	4	11	18	25		
Sat	5	12	19	26		
Sun	6	13	20	27		

January 2016						
Mon		4	11	18	25	
Tues		5	12	19	26	
Wed		6	13	20	27	
Thu		7	14	21	28	
Fri	1	8	15	22	29	
Sat	2	9	16	23	30	
Sun	3	10	17	24	31	

February 2016						
Mon	1	8	15	22	29	
Tues	2	9	16	23		
Wed	3	10	17	24		
Thu	4	11	18	25		
Fri	5	12	19	26		
Sat	6	13	20	27		
Sun	7	14	21	28		

March 2016						
Mon		7	14	21	28	
Tues	1	8	15	22	29	
Wed	2	9	16	23	30	
Thu	3	10	17	24	31	
Fri	4	11	18	25		
Sat	5	12	19	26		
Sun	6	13	20	27		

April 2016						
Mon		4	11	18	25	
Tues		5	12	19	26	
Wed		6	13	20	27	
Thu		7	14	21	28	
Fri	1	8	15	22	29	
Sat	2	9	16	23	30	
Sun	3	10	17	24		

May 2016						
Mon		2	9	16	23	30
Tues		3	10	17	24	31
Wed		4	11	18	25	
Thu		5	12	19	26	
Fri		6	13	20	27	
Sat		7	14	21	28	
Sun	1	8	15	22	29	

June 2016						
Mon		6	13	20	27	
Tues		7	14	21	28	
Wed	1	8	15	22	29	
Thu	2	9	16	23	30	
Fri	3	10	17	24		
Sat	4	11	18	25		
Sun	5	12	19	26		

July 2016						
Mon		4	11	18	25	
Tues		5	12	19	26	
Wed		6	13	20	27	
Thu		7	14	21	28	
Fri	1	8	15	22	29	
Sat	2	9	16	23	30	
Sun	3	10	17	24	31	

August 2016						
Mon	1	8	15	22	29	
Tues	2	9	16	23	30	
Wed	3	10	17	24	31	
Thu	4	11	18	25		
Fri	5	12	19	26		
Sat	6	13	20	27		
Sun	7	14	21	28		

## PUBLIC HOLIDAYS

### **AUTUMN TERM 2015 (72 days)**

3<sup>rd</sup> September - 18<sup>th</sup> December  
(Half Term - 26<sup>th</sup> - 30<sup>th</sup> Oct)

### **SPRING TERM 2016 (54 days)**

4<sup>th</sup> January - 24<sup>th</sup> March  
(Half Term - 15<sup>th</sup> - 29<sup>th</sup> Feb)

### **SUMMER TERM 2016 (69 days)**

11<sup>th</sup> April - 22<sup>nd</sup> July

Christmas Day

Boxing Day

New Year's Day

Good Friday

Easter Monday

Early May Holiday

Spring Bank Holiday

Summer Bank Holiday

25<sup>th</sup> December 2015

28<sup>th</sup> December 2015

1<sup>st</sup> January 2016

25<sup>th</sup> March 2016

28<sup>th</sup> March 2016

2<sup>nd</sup> May 2016

30<sup>th</sup> May 2016

29<sup>th</sup> August 2016

## INSET DAYS

195 days are included on the school calendar. Schools will be open to pupils for 190 days. The 5 additional days are allotted to In-Service Training.

(Half Term 30<sup>th</sup> May - 3<sup>rd</sup> June)