



# ST MARY'S PRIMARY

Church of England Voluntary Controlled Primary School  
Bradford Abbas, Sherborne, Dorset.



## Information for Parents 2015/2016

St Mary's Primary: Unlocking  
Potential, Achieving Excellence

# St Mary's CEVC Primary School

## Welcome

This leaflet is intended to help parents with information about the school. Please keep it safe so that you can refer to it throughout the academic year 2015/16.

## Rights Respecting School

St Mary's gained Rights Respecting Schools' status in 2012. The Rights Respecting Schools Award recognises achievement in putting the United Nations Convention on the Rights of the Child (CRC) at the heart of a school's planning, policies, practice and ethos. A rights-respecting school not only teaches about children's rights but also models rights and respect in all its relationships: between teachers / adults and pupils, between adults and between pupils. At the start of every year, all the children agree a class charter which sets out everyone's rights and responsibilities!

## Behaviour

We have very high expectations of behaviour at our school and as a result, behaviour is outstanding. We operate a positive behaviour policy which 'catches children being good' and celebrates success. We have clear guidelines for dealing with inappropriate behaviour. All children are taught about how to be a good friend, how to recognise the signs of bullying and what to do. If you suspect that your child is being bullied, please tell your child's class teacher immediately. Our behaviour and anti-bullying policies are on the school website.

## Uniform

We are very proud of our school uniform and expect all children to come to school smartly dressed, as follows: Winter uniform (from Autumn half term): Royal blue V-necked sweatshirt or cardigan, grey school trousers, skirt or pinafore, long or short sleeved white shirt with school tie, white or grey socks, black, navy or grey tights. Summer uniform (from Summer term until October half term if the weather is warm): blue and white checked or striped summer dress, grey school shorts, white or grey socks. Sensible shoes, predominantly black in colour to be worn all year. No fashion heels, sandals or boots. Book bags and water bottles will be provided free when your child first joins the school. Uniform is ordered through <http://www.oakappledirect.co.uk> Long hair should be tied back from the face for health and safety reasons.

**PE kit for KS1:** navy blue shorts and white round necked T-shirt (no designer labels). White socks, plimsolls or plain trainers preferably with Velcro fastening.

**PE kit for KS2:** as for KS1. Also plain black round necked sweatshirt and plain black jogging bottoms for outdoor sports in Winter. Football boots, shin pads and black/navy football socks. Football kit may not be worn in other lessons.

**Swimming:** plain swimming costume or trunks, hat and towel in a waterproof bag. No long surf shorts or two piece costumes please. We do not allow goggles for safety reasons.

Please ensure all your child's clothing and property is named. The wearing of jewellery is not permitted for safety reasons. If your child has pierced ears, only stud earrings are permitted and these are best left at home on PE days. Otherwise they should be removed during exercise (compulsory for swimming) or taped over.

## PE and swimming

PE and swimming are part of the National Curriculum and children are expected to take part. Please ensure that they have the full school PE kit. All children have PE lessons twice a week. Swimming takes place in the Summer term and every child in the school will swim three times a week. Please ensure the children have their swimming kit on their swimming days.

## Snacks

KS1 currently have free fruit under the government scheme. We only allow fruit or vegetables for a snack as we are a healthy school. Milk is free to children who are not yet 5 years old. Once they reach five, you can then choose to pay for milk. This is a scheme run by Cool Milk and you need to contact them direct. Information is available through the school office. Children in receipt of Free School Meals are entitled to free milk—if you think this applies to your child, please see the office.

## Water breaks

It is important that the children drink plenty of water. There is strong evidence to suggest that it helps their learning as well as keeping them healthy. Children should bring a named water bottle every day. Staff will encourage them to drink this throughout the day. Children can only have water in these bottles.

## Lunches

Children in Reception, Year 1 and 2 are entitled to a FREE hot school meal. Children in Key Stage 2 can also have a hot meal which costs £2.50 a day. Lunches are ordered online and paid for through Parentpay and are provided by Thornford School Meals Association which is our longstanding provider. Alternatively children can bring a packed lunch.

We actively encourage a healthy balanced diet. Please ensure that drinks (not fizzy) are in plastic bottles or cartons. Please do not send in sweets or chocolate bars (anything that can be found in the confectionary section of the supermarket) to school.

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## Clubs

A schedule of clubs is produced each term and parents are asked to give permission for their children to attend. Please let staff know if children are unable to attend for any reason. There may be a charge for materials for some clubs.

## After school childcare

Parents are signposted to Lower Covey at Yetminster who run an after school childcare facility. Staff from Lower Covey will collect the children from our school and take them to the centre a few miles away.

## Parking

There is no parking on the school site. Parents are asked to park respectfully in the village, mindful of our neighbours and not to park, even for a minute, on the yellow zig zag lines outside the school.

## Church School

St Mary's is a Church of England School and as such, we have close links with St Mary's Church. Our aims and values are set upon Christian principles. Children have collective worship or assemblies daily from staff members and visitors. The Vicar is also a frequent visitor and we make good use of the Church for services.

## Sending Money and Slips into School

Where money needs to be brought into school for visits, photographs or other activities, please pop it in an envelope with your child's name, class, amount and purpose on the front. Money should be given directly to the class teacher. Similarly all slips and letters should go to the class teacher in the morning.

## Safeguarding

We are committed to ensuring all children are safe during their time with us at school. All staff and adults at school are DBS cleared. The Headteacher is the Designated Safeguarding Lead and is also responsible for Health and Safety procedures. There is a second member of staff who is responsible for child protection matters in the Head's absence.

## Medicine and Illness

If a child is injured during the school day then first aid will be applied and appropriate action taken in line with Dorset Policy. If your child is sick or unfit for school during the day, you or the named contact will be telephoned. Please keep us up to date with changes of address and telephone numbers. Please note that children with sickness or diarrhoea must remain away from school for 48 hours after the last bout.

Staff are happy to administer medicine to your child although it is worth noting that this is not statutory but voluntary and staff cannot be held accountable if medicine is forgotten. Parents are asked to bring medicine into school in the original container with prescription label and complete a medicines form through the office. More information about illness and administering medicines can be found on our website.

## Working with parents

We encourage parents to come and talk to class teachers about concerns at any time, although the end of the day is usually more convenient than before school. When the children go into Key Stage 2, we like to encourage more independence and would respectfully ask that you allow the children to enter class by themselves and organise themselves for the day.

In October, parents are invited in to talk about how well the children have settled into their new classes. In February/March, parents are invited to look at their children's work and discuss progress with the teacher. In July, you will receive a comprehensive written report about progress and attainment. Parents and children are invited to give written feedback on the past year.

Parents are invited to approximately three class assemblies per year. There are also some information meetings held throughout the year such as Phonics for Year 1, SATs for Year 6 and E-safety. Curriculum leaflets are sent out at the beginning of each term outlining what your child will be learning and are posted on our website.

We value our parent helpers who help us to achieve lots of additional activities. If you would like to help regularly in school, please speak to the Headteacher.

## Absence

Please try to avoid absence from school wherever possible—children cannot learn effectively if their attendance is poor. If your child is ill, please ring and let the office know by 9.30am. If we do not have a reason for absence, it will be marked as unauthorised and we will contact you. If you know your child is going to be absent, please let us have a note. Similarly we request a note on a child's return to school for our records. Please try and organise Doctor and Dental appointments out of school time. Term time leave is no longer authorised except in very exceptional circumstances.

If you do have to collect your child from school during the day, please phone ahead and let us know. You will need to sign your child out of school in the orange book by the Office and in again, on their return.

Punctuality is also very important. Children are often unsettled and miss important instructions or learning if they are late to school. Classrooms are open from 8.45am and it is expected that all children are in class for 8.55am for the register.

# St Mary's CEVC Primary School

## Special Educational Needs and Accessibility

St Mary's is committed to equal opportunities. All pupils are fully included in all aspects of school life and have an equal opportunity to experience the curriculum regardless of race, gender, background, specific difficulty or physical ability. Our SEN local offer is available on our website. A child is termed as having Special Educational Needs if they have a significantly greater difficulty in learning than the majority of others of the same age, or have a disability that prevents him or her from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools. If you are concerned that your child may have Special Educational Needs, please talk to the class teacher initially or the SENCO.

## Parent Teacher Association (PTA)

All parents are automatically members of the PTA! The PTA raises a large amount of money every year to supplement the learning resources of our children. The committee regularly meet to plan its fundraising events and are always looking for the support of parents so why not come along to committee meetings or events and make some new friends!

## Making a Complaint

If you are anxious at any time about your child then please speak to your child's class teacher. If you do not think the matter has been resolved, please seek the attention of the Headteacher or Deputy Headteacher. This approach usually solves most concerns. If you are still unhappy, you can write to the Chair of Governors, via the Clerk of the Governors, care of the School Office. Our Complaints policy is on our website.

## Keeping you informed

Parents are sent a monthly newsletter which details events, dates and news. This is sent home via email and paper copy and is posted on our website. Our website is regularly updated and is an excellent source of information. The School also has a Facebook page which is a free and easy way of contacting parents and a Twitter account. The School has a Texting system which is very useful in the rare event that the school may have to close or more usually, clubs being cancelled; please ensure we have up to date mobile phone numbers so you receive important information. There are noticeboards around the school with news items and of course, we ask parents to check book bags daily for notes, letters, etc.

## Attainment and Achievement

Our SATs results are published on our web site each year and a copy of our most recent OFSTED and Church Inspection reports are also available on the website. Our academic attainment over time is generally above or significantly above other schools nationally of which we are very proud.

## Term Dates 2015/16 Academic year

Autumn Term: Tuesday 1 September - Friday 18 December

Half Term Monday: 26 October - Friday 30 October

Christmas Holidays: Monday 21 December - Friday 1 January

## 2016

Spring Term: Monday 4 January - Thursday 24 March

Half Term: Monday 15 February - Friday 19 February

Easter Holidays: Friday 25 March - Friday 8 April

Summer Term: Monday 11 April - Wednesday 20 July

Half Term: Monday 30 May - Friday 3 June

Summer Holidays: Thursday 21 July - Thursday 1 September

## INSET days for 2015-16:

Tuesday 1st September 2015; Friday 23rd October 2015; Monday 4th January 2016; Friday 27th May 2016 and Wednesday 20th July 2016.

**School day:** 8.55am—3.30pm.

## ST MARY'S

CHURCH OF ENGLAND PRIMARY SCHOOL  
Mill Lane, Bradford Abbas, Sherborne, Dorset  
DT96RH

Email: [office@bradfordabbas.dorset.sch.uk](mailto:office@bradfordabbas.dorset.sch.uk)

Web site: [www.bradfordabbasprimary.co.uk](http://www.bradfordabbasprimary.co.uk)

Twitter: @BAPrimary

Like us on Facebook

Headteacher: Miss Emma Grunnill