

St Mary's CE (Aided) Primary School

Rectory Lane

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Welcome to

St Mary's Church of England Primary School

A note from the Headteacher

It gives me great pleasure to welcome you to St Mary's Primary School and I hope that this school prospectus provides many of the answers to your initial questions.

Situated in the heart of Prestwich village, we were originally the Parish School (founded in the mid-1800s) and we continue to retain a strong presence within the parish as well as having strong and successful links with St. Mary's Parish Church.

At St Mary's everyone is valued. We are an open, friendly and inclusive school offering a Christian education to all children between the ages of 3 and 11 years. St Mary's can admit up to 30 pupils in each age group.

Here at St. Mary's, we work together to educate each child by developing inquisitiveness and a passion for learning through a lively, challenging and innovative curriculum. As a team, our aim is to foster a safe and caring environment helping children to develop as independent learners; create positive attitudes and thoughtful values relating to themselves and others so that they grow as well-rounded human beings. We pride ourselves on our positive school ethos in developing happy and well-rounded children who are prepared for the next steps on their educational learning journey.

As part of that teamwork, we value the partnership between parents and school; and in return we will make sure that your child's time with us is as happy and productive as possible.

Deborah Holding



Headteacher

[A welcome from Fr Shaun Conlon – St Mary's Church](#)

Since the 1800s, there have been strong links between St Mary's Church and St Mary's School, and these continue today. At the heart of the Bible and the Christian faith we find Jesus Christ teaching people, by word and example, what it is to flourish as human beings. In St John's Gospel we read that Jesus came into the world in order that we might have life—life in all its fullness. (John 10:10).

The community of St Mary's Church and school has, at its heart, a desire to help people discover, cherish, and grow into that fullness of life which God wants us all to have. We believe each person is made in the image of God and that all are loved equally by our Creator. As such, we seek to ensure that our community life and worship is marked by an inclusive welcome and a respect for all people, which allows for us to grow in our discovery of our own unique identities as well as in our common identity as God's beloved children.

Prayerful and practical support and encouragement from the members of St Mary's Church undergirds the link between school and church, and the clergy of the parish are regular weekly visitors in school to lead worship and to offer support to the staff, pupils and their families in all aspects of their lives. During times of lockdown, these links have also continued remotely. As we proclaim and share the love of God, it is a genuine delight to see children growing more alive to themselves, to each other, and to the spiritual dimension of their lives, as they move through the school and fulfil their potential.

As you consider your child's future, be assured that the welcome and support from the local Christian community of St Mary's is offered with love and joy stemming from the generous heart of God.

May you know God's rich blessings in all your ponderings,

Father Shaun Conlon
Parish priest
St Mary the Virgin, Prestwich



[A welcome from our Chair of Governors – Mrs C Almond](#)

The Governors at St. Mary's are committed to support our Head Teacher and all the staff in providing a stable, caring and Christian environment where our children will "Love Learning. Love each other". We are a happy school with excellent relationships between our children, staff, parents and governors.

The Board of Governance are proud of the strong Christian ethos at St Mary's. We have very close links with our Parish Church, St. Mary's Prestwich where our school regularly worship with the local community. We also have a regular Eucharist Service that is held in school on Friday mornings. Parents are warmly invited to attend this Eucharist Service.

We look forward to welcoming you and your child to our school.



Mrs Almond

One Family: School, Church, Home and Community.

At St Mary's we believe in a culture where:

- Everyone is special, unique and valued: diversity and difference are celebrated. We are all God's treasure.
- Education is holistic; spiritual and moral growth is nurtured.
Life in all its fullness – John 10:10.
- Inspirational and reflective worship enables all in the school community to encounter the risen Christ.
- Wisdom, knowledge and skills are a focus in everything.
- Everyone does their best at all times with a culture of the highest expectations, respect and consideration for all.
- Everyone can succeed and achieve. Aspiration and inspiration are central to all that we do.
I know the plans I have for you. Plans to make you prosper – Jeremiah 29:11.
- Creativity and joy in learning is valued.
- The spiritual and emotional well-being of all members of our school community is a priority. Resilience and perseverance are developed in all.
- A community of global citizens of God is created through social action – on local, national and global levels.

All of these are underpinned by our spiritual, moral, social and cultural understanding and experiences; respect of our British values and through our core Christian values of hope, peace, compassion, forgiveness, trust and endurance.

'We will grow up in every way into Christ, who is the head. The whole body depends on Christ, and all the parts of the body are joined and held together. Each part does its own work to make the whole body grow and be strong with love'. *Ephesians 4:15-16*

Mission Statement

Love learning. Love each other.

The School Governors

The Headteacher of the school, in consultation with the Board of Governors, is responsible for the internal organisation, management and discipline of the school. The Governors, who meet several times a term, have a range of responsibilities for the school. The Board of Governors, in partnership with Headteachers, have a key strategic role in planning their school's development and making sure that school resources are used effectively to raise the achievement of pupils.

The main resource of the school is the people who work in it. Therefore, it follows that the wellbeing and professional development of teachers and all staff is a priority for the Board of Governors.

Category	Name	
Foundation Governor	Mrs C Almond	Chair of Governors
Foundation Governor	Rev C Barnet	Chair of pupil, Personnel & Welfare Committee
Foundation Governor	Mr J Gibson	
Foundation Governor	Mr D Downs	Chair of Finance
Foundation Governor	Mr Oyadare	
Parent Governor	Vacancy	
Parent Governor	Mr L Baldwin	
Staff Governor	Mrs Y Rowland	Teacher
Associate Governor	Mr J Percival	Deputy Headteacher
Ex-Officio	Mrs D Holding	Headteacher
Ex Officio	Rec. S Conlon	Parish Priest
LA Governor	Vacancy	
Diocese Governor	Mrs S Crosby	

[Admissions to](#)
[St Mary's CE Primary \(VA\) Primary School](#)

St Mary's is a Voluntary Aided Church of England Primary School, offering Christian education to all boys and girls between the ages of four and eleven years.

The Admissions Authority for applications to Saint Mary's C of E (VA) Primary School is the Governing Body and the Admissions Policy has been agreed by The Manchester Diocese and the Local Authority.

We also provide Nursery education for children of three years. Please note that Nursery attendance does not guarantee a Reception place.

We admit up to thirty pupils in each year group. The law states that there must not be more than 30 children in an infant class (that is, classes containing reception, year 1 and year 2 children), unless it has been recognised as a permitted exception.

Applications and forms for Reception are sent out at the end of the year prior to admission. Parents will be notified if their application has been successful in the April of the year their child is due to start.

Any parent wishing to view the school should telephone the school office on 0161 773 3794 for an appointment with the Headteacher.

Registration/Admission forms are available from the school office.

For further information and to view the School Admissions Policy please visit www.stmarysprestwich.bury.sch.uk. Please consult this to be clear about the different categories for admission and the recording of Church attendance.

The School Day

Currently we operate a system of staggered starts, breaks and finish time, in order to provide a calmer and more orderly start and end to the school day. When your child joins our school you will be informed of the start and finish time of their class.

All children have at least a 6.5 hour school day – equating to 32.5 hours per week. As a Church of England Aided School, we very much count the time of worship as an essential part of the school day.

For many pupils, their school day does not have to end at their scheduled time. The school offers a wide range of extra-curricular activities.

(See page 25)



Children from Reception class receiving Ashes on Ash Wednesday from Fr Shaun

The Foundation Stage

The Foundation Stage covers both Nursery and Reception age groups. We have an experienced and able Early Years team and they will ensure that each child has a happy and settled start to their school life. The Foundation Stage curriculum is based around 'The Early Years Foundation Stage Framework' and through this, we introduce and develop the basic concepts of reading, writing and number work. The staff use a variety of teaching methods to suit the needs of the individual child. Assessment takes place on a continual basis in order to track the progress of the children and parents are kept fully informed.



Our Nursery is well established and. We currently offer 15 hours free Nursery provision per week, which can be taken as a morning or afternoon session. We also offer full time places, which are at a competitive rate, and parents can use 30 hour funding if places are available. Our Nursery offers an introduction to more formal school life, following the curriculum in the Foundation Stage Unit; it is an ideal start for the children.

For the parents of our Reception children, the school has an Induction Evening early in the summer term prior to your child starting. Many staff will be on hand to explain the curriculum and daily routines. Happy and settled children (and parents!) will progress well in school and that is our aim.



The Curriculum at Key Stage One and Key Stage Two

Key Stage One refers to the children in Year 1 and Year 2.

Key Stage Two refers to those children in Years 3, 4, 5 and 6.

Mathematics

At St Mary's we teach at least one hour of mathematics to each class each day and follow the White Rose Scheme of Work. Great store is placed on basic numeracy skills – which are practised everyday using a programme 'Fluent in Five', as well as the development of more advanced mathematical concepts.

We follow the National Curriculum but supplement it at various stages and provide extension work where necessary.

We also provide opportunities and experiences for children to apply their maths skills across a range of subjects and contexts.



Reception



Year 2 calculating measurements



Year 4

English Language

The school uses a wide range of resources for the basic skills of grammar, punctuation, comprehension, speaking, listening and writing stimuli.

There is an emphasis, from an early age, on reading development. Each child will be placed quickly on to the school based reading scheme and, with the help and encouragement of parents, children work through its various levels. All children also use the school library. They learn reference skills and change their library book on a regular basis. Our aim is that all children learn to read fluently, for interest and for enjoyment.



World Book Day

OUR SCHOOL LIBRARY



Science

At St Marys we wish for science to inspire children to ask questions about the world and beyond, and to give the children opportunities to then lead their own enquiries to find answers.

Science at St Marys will take children on a journey to developing their skills through 5 key lines of enquiry; Fair Testing, Observation over Time, Classification, Pattern Seeking and Secondary Research. Children will continue to develop and extend their learning through hands-on, exciting and engaging opportunities both inside and outside of the classroom. With this, they will be able to explain their understanding with increased scientific language as they progress through their learning journey.

With broad and wide ranging experiences we aspire to raise the science understanding of our children so that they see the relevance of science in everyday life and take positive experiences forward with them into future education.



Year 2 busy with a Science experiment

Year 6 make model of digestive system



Year 2 watched looked after and watched chicks hatch

Computing

At St Mary's, we recognise that technology is everywhere and plays an integral part in pupils' lives. The computing and wider curriculum will help the children be educated in how to use it creatively, responsibly and safely.

The three components of the curriculum are: E-safety, Computer Science and Digital Literacy. The children become familiar with the use of technology from an early age and building knowledge in the subject allow them to demonstrate their learning, so they can become skilful computer scientists.

We use iPads and other technology to deliver a strong and interactive curriculum including: touchscreen whiteboards, Apps ,keyboards, animation, coding, photography, robots and digital literacy skills to deliver a subject that is ambitious and knowledge rich.

St Mary's adopt a holistic approach to E-safety, where it is continually taught across the entire school curriculum, information is also regularly provided to parents, to keep our children safe online.



Nursery children using Bee Bops

History

Our history education at St. Mary's aims to help pupils gain a knowledge and understanding of Britain's past and that of the wider world. We hope to inspire pupils' curiosity to know more about the past.

Throughout their time at St. Mary's, the children will learn about significant aspects of the history of Britain and the wider world: the nature of ancient civilisations; the expansion and dissolution of empires and characteristic features of past non-European societies. Pupils will be taught to understand the methods of historical enquiry, including how evidence is used rigorously to make historical claims, and discern how and why contrasting arguments and interpretations of the past have been constructed.

Where appropriate, cross-curricular links are made with other subjects, for example high quality fiction texts are also used in English lessons to further pull in children's interest. In Y6 a unit on Leisure and Entertainment in 20th Century Britain is taught alongside a collection of stories set in 1930-1950 Bolton and in Y3 Stig of the Dump is used alongside the Stone Age unit.

Teachers also seek to enhance the pupils' knowledge and understanding in history with enhancement opportunities outside of the classroom. Some of the class trips and visits which currently take place are: a Y2 trip to Bury fusiliers museum during the study of their WW2 unit and a visit to a local castle, a Y3 trip to a Viking workshop, a Y4 visit to our local war memorial during their WW1 unit and a trip to a Tudor house; and a Y5 visit to Styal Mill during their unit of work on Victorians.



Year 4 – Visit to Dewa

Geography

The curriculum has been designed using a variety of resources including research from the Geography Association on teaching geography skills in primary schools. The links with our international sister schools has also been a key consideration in its design.

Our geography curriculum is based in knowledge and skills – as we firmly believe that one cannot develop without the other. By end of time their time at St Mary’s pupils should have a strong grasp of world geography as outlined in the National Curriculum including names of continents, countries, cities, oceans, mountain ranges.

Human and physical geography are given equal weighting and pupils are made aware from earliest points the distinction between the two. Environmental and sustainability concerns are covered in a variety of units so that pupils understanding of their responsibility to the planet is raised. Pupils are given plenty of opportunity in each phase to develop their understanding of localities that vary to our own. This is linked with our partner schools in China, Pakistan and France.

Fieldwork is viewed as extremely important in geography – where possible and appropriate educational visits will enhance the curriculum, for example through visiting the beach in Y2 to support the unit on seashores and contrasting localities or a visit to Wales to study coastlines in Y6.



Art and Design

At St Mary's C of E Primary School, we believe that high-quality Art lessons will inspire children to think innovatively and develop creative procedural understanding.

Our Art curriculum provides children with opportunities to develop their skills using a range of media and materials. Children learn the skills of drawing, painting, printing, collage, textiles, 3D work and digital art and are given the opportunity to explore and evaluate different creative ideas. Children will be introduced to a range of works and develop knowledge of the styles and vocabulary used by famous artists. The skills they acquire are applied to their cross-curricular units of work, allowing children to use their art skills to reflect on and explore other subjects such as RE and history in greater depth; for example, by sketching historical artefacts in detail, researching geographical locations to support their work on landscape painting or using art as a medium to express emotion and thought to enhance their personal, social and emotional development. Many areas of art link with mathematical ideas of shape and space; for example when printing repeating patterns and designs and thinking about 3D shapes to support structures. It is paramount that art work be purposeful; be this as a means of expression or to explore the styles of other artists that inspire our own work. Pupils should be clear what the intended outcomes are and have a means to measure their own work against this.

In Art, children are expected to be reflective and evaluate their work, thinking about how they can make changes and keep improving. This should be meaningful and continuous throughout the process, with evidence of age-related verbal and written reflection. Children are encouraged to take risks and experiment and then reflect on why some ideas and techniques are successful or not for a particular project. Children are given opportunity to develop their own style and use the techniques studied to innovate and express their own creativity.

Design Technology

At St Mary's C of E Primary School, we aim to provide all children with a broad and balanced curriculum which prepares them for life beyond primary education. We encourage children to use their creativity and imagination, to design and make products that solve real and relevant problems within a variety of contexts, considering their own and others' needs, wants and values. Design and Technology is an inspiring, rigorous and practical subject. It can be found in many of the objects children use each day and is a part of children's immediate experiences. Design and Technology encourages children to learn to think and intervene creatively to solve problems both as individuals and as members of a team.

At St Mary's C of E Primary School, the Design and Technology curriculum combines skills, knowledge, concepts and values to enable children to tackle real problems. It can improve analysis, problem solving, practical capability and evaluation skills. We aim to, wherever possible, link work to other disciplines such as mathematics, science, engineering, computing and art. The children are encouraged to become innovators and risk-takers. High-quality design and technology education makes an essential contribution to the creativity, culture, wealth and well-being of the nation.



Year 1 – axles and turpines

Year 5 enjoyed a morning at Pizza Express making their own pizza and learning about all the ingredients.



Religious Education

As a Church of England Aided Primary School RE plays a key role in our curriculum. We follow the Questful RE Curriculum (Blackburn Diocese) and also use the Understanding Christianity resource.

The core aims of our RE curriculum are:

- to enable pupils to know about and understand Christianity as a living faith that influences the lives of people worldwide and as the religion that has most shaped British culture and heritage.
- to enable pupils to know and understand about other major world religions and world views, their impact on society, culture and the wider world, enabling pupils to express ideas and insights.
- to contribute to the development of pupils' own spiritual/philosophical convictions, exploring and enriching their own beliefs and values.

RE objectives are explored using a variety of media including art, music, drama, dance and extended writing.



Year 6 visit the Jewish Museum

Collective Worship

Worship at St. Mary's C of E Aided Primary School is central to our school life. We aim to make it as accessible and enjoyable as possible for all our children, staff and visitors.

In Collective Worship we aim:

- to enrich and support spiritual development and integrity
- to develop an understanding of the Christian faith and the nature of worship
- to promote awareness of beliefs, practices and worship of other faiths
- to celebrate the values of the school community
- to contribute to moral and social development
- to promote a sense of self esteem

The pattern of worship is mainly based on the Church's year, the seasons, feelings and emotions. One of our key Christian values is the theme for each half term and appropriate bible stories are identified by the Worship lead to link with the value. Each act of worship is based around hymns, stories, acting, time for reflection and prayers.

Throughout the year, there is a pattern of worship which links St. Mary's Primary School with St. Mary's Church. The main Christian Festivals are celebrated as part of this pattern. These services are often planned and run by our Ethos Group.

Parents retain the right to withdraw their children from collective worship.





**Bishop Mark Middleton at the opening of
Our Sunshine Garden**



Foreign Languages

We are proud of our teaching and learning of French at St. Mary's. French is taught as a discrete subject using the Catherine Cheater KS2 Scheme of Work to ensure progression. In addition, some aspects of French are also introduced in EYFS and KS1 classes. Activities can consist of actions, rhymes, stories, song, drama, grammar focus, video clips, air writing, sentence structure, dictionary work, book making and many more creative ways to extend, embed and combine language skills.

Teachers and pupils use French in daily routines, for example, through answering the register and classroom instructions. Alongside this, children have access to an after school French club, that is open to a range of age groups across the school, to develop language skills further.



International Links

At St. Mary's we have established international partnerships with schools in France, Pakistan and China. We are also part of the Erasmus project, which enables members of our staff to visit France to experience training and cultural immersion.

Our children are in regular correspondence with our partner school in France. We are also able to teach pupils from these international schools about life at St. Mary's when they visit our school. Children in our upper juniors also have opportunities to visit our partner schools. Parents are welcome to come into school to read stories in French and other languages to our children, if they have a particular expertise in languages.



Physical, Social, Health, Citizenship and Emotional Development

At St Mary's we use a PSHCE scheme called Jigsaw.

Jigsaw is a whole-school approach and embodies a positive philosophy and creative teaching and learning activities to nurture children's development as compassionate and well-rounded human beings as well as building their capacity to learn.

Jigsaw has two main aims for all children:

- To build their capacity for learning
- To equip them for life

Jigsaw brings together PSHE Education, compulsory Relationships and Health Education, emotional literacy, mindfulness, social skills and spiritual development. It is designed as a whole school approach, with all year groups working on the same theme at the same time at their own level. There are six themes (half-term units of work) and each year group is taught one lesson per week. All lessons are delivered in an age- and stage-appropriate way so that they meet children's needs.

The Jigsaw themes are as follows

Being Me In My World; Celebrating Difference; Dreams and Goals; Healthy Me; Relationships: and Changing Me

Life cycles and reproduction are covered as a part of our science curriculum.



Jigsaw PSHCE, the Equality Act and Protected Characteristics

Assisted Learning

At some stage, some children may require further assistance with their learning. This could be due to them struggling in a particular aspect of their work or it could be that we have a gifted child.

Our SENCO is Mrs Sarah Casey. If you have any concerns regarding your child, please make an appointment to speak to your child's class teacher. Our SEND policy has recently been reviewed and is available on request.

Assessment, Recording and Reporting

From the day your child arrives at school we shall be assessing their progress and acting on our findings.

In the Early Years department, the children are assessed via the 'Early Foundation Stage Profile'. This provides you and us with information about basic reading, writing, speaking and number skills along with social and physical skills.



Once in Key Stages One and Two the children take termly assessments in reading, grammar and maths. Each child is also assessed termly in writing. This is as well as the continual assessment that class teachers make on a daily basis. With all this information, an individual profile is produced for each pupil, which gives teachers and parents valuable data on progress and enables you, as a parent, to give support and praise where appropriate. Children are also set individual targets for reading and writing which we share with you each term.

As a parent of a child at St Mary's it is very much hoped that you will want to keep closely in touch with the school to learn of your child's progress and to discuss how you and the teacher may best help your child.

Individual parent / teacher interviews are held in both the autumn and spring terms along with other curriculum meetings throughout the year. Detailed written reports are sent out at the end of each school year, usually in early July.

Of course, you are welcome to contact the school at any time. All teachers are available after school to discuss concerns, questions or issues. Your child's class teacher should be your first port of access at school. If you would like to meet with the headteacher, please telephone or make an appointment via the school office.

At St Mary's we also use Class Dojo. This is a secure communication tool where we can share children's work, answer quick queries and celebrate achievements. When your child joins St Mary's you will be given details about how to join.

Extra-Curricular Activities

We offer a wide range of extra-curricular (out of school hours) activities thanks to the enthusiasm and skills of the staff. Examples of activities on offer throughout the year are:

Sport: - Football, netball, hockey, rounders, cross country, cricket, athletics.

Music / Drama: - Choir, school shows and dance.

Curriculum: – Cooking, Mad Science, Art and languages

During the year, a number of school visits take place. When the pupils reach year six, one of the highlights of their time at St Mary's is a residential trip. We currently spend 5 days in Wales.



Year 2 visit Skipton Castle

The school benefits from visits from peripatetic music teachers (woodwind and string) and we have a good uptake for places. Specialist coaches also teach tennis, football, rugby and basketball. The Y5 and Y6 pupils also have the opportunity to participate in the authority safer cycling scheme. All Year 5 pupils learn the violin.



**Year 6– Create and Sing The Magic Flute at The Met Bury.
Part of the Bury Music Service programme.**

Homework

It is a policy at school to give appropriate homework. We do hope that you will encourage your child to work at home in order that they can become 'independent learners'. Regular reading and times tables practice is particularly important.

Behaviour Expectations

“Treat others as you wish to be treated yourself.” Matthew 7, verse 12.

The school rules simply demand good behaviour, a display of courtesy and thought for others and a respect for both people and property. Discipline is firm but fair. We have high expectations for our pupils and we use methods of positive reinforcement for good behaviour. If problems do occur, they are dealt with sympathetically and parents involved if necessary.

The co-operation and support of parents in maintaining good standards of behaviour is regarded as essential to the welfare of all children. The school operates an 'open door' policy and teachers are more than willing to talk to you at the appropriate time. The school behaviour policy explains the lines of communication in operation.

A copy of the school Behaviour Policy and Anti Bullying Policy is available from school on request or on our school website.



Year 3 – Viking Display

School Uniform

The school has a uniform as we feel it gives the children a sense of belonging. We like our children to be clean and tidy at all times. School uniform is not compulsory for Nursery pupils.

Grey pinafore, grey skirt or tailored grey trousers (not leggings)

Blue gingham dress for summer term (optional)

Navy sweatshirt with or without the school badge

Navy cardigan with or without the school badge

Light blue polo shirt or light blue blouse – **not** white

White, grey or blue socks or grey, blue or black tights

Black shoes **not** trainers. Boots are **not** to be worn in school. If pupils are wearing boots to walk to school, please send shoes for your child to change into.

Hair Accessories – **Plain** blue or black hairband only or **small** blue ribbon/bow.

No other colours or varieties of clothing should be worn

School uniform with the school logo can be purchased direct from our suppliers – School Trends.

<https://www.schooltrends.co.uk/uniform/StMarysCEAidedPrimarySchoolM251BP>

All clothing must be clearly marked with your child's name.

Small plain ear studs only and watches may be worn, however the school cannot accept responsibility for these. Jewellery and make up should not be worn. Mobile 'phones may only be brought to school in extenuating circumstances and written permission must be sought from school. Y6 children may bring mobile phones to school if they are walking to and from school without an adult; once a letter has been received from their parents. They must be handed into the Y6 teacher for the day.

PE and Games

For all children:

On PE days pupils come into school wearing suitable bottoms eg black or blue leggings, jogging trousers and shorts and plimsolls or trainers. They wear their normal school top for the lesson.



Children enjoying the Actival Walls

[Fund Raising and Social Events](#)

Throughout the year social and fund raising events are organised and money raised helps to purchase valuable resources for the school as well as funding activities for the children. The school values highly the support of parents and friends in this way. We have a very active Parent Partnership Group who welcome new members and support throughout the year.

This past year we have had some fantastic events, including: mother's day market, Easter Bingo and matchbox challenge.



[Breakfast Club](#)

We currently run a Breakfast Club. This starts at 7.30am each morning. The children are provided with breakfast and supervised morning activities. Please complete the Expression of Interest form that is in your pack. Once we have received this, sessions can be booked. All sessions must be booked and paid for in advance via ParentPay. The cost of each session is £5.00.



Medicines in School

1) If a pupil is suffering from an acute or infectious complaint, which requires medication, then he / she should not be in school.

2) Pupils requiring medication for complaints, which are non-infectious, i.e. asthma, hay fever, during the course of the day, may bring their medication to school, with the following proviso:

1. Parents must complete a Medical Permission Form at the school office.
2. The medicine must be sent into school in its original container and clearly labelled with the child's name and dose
3. Medicine will only be administered to the child it is prescribed for and only if needs to be administered **four** times a day.
4. Parents are responsible for making sure that the medicine is 'in date'.

Parents are asked to complete a medical information form on registration at school.

Please see School Medicine Policy

Allergies

We have a number of children and staff in school who may suffer an anaphylactic reaction should they come in to contact with nuts. Staff receive regular training should this happen but as a precaution; the school does operate a nuts free zone. We thank all parents and children for their co-operation in this matter.

Please remember this when sending baked products into school

School Security

During the school day, all parents and visitors to school must use the main entrance where there is CCTV and intercom to the school administrator.

“Governors expect that all visitors to the school will first report to the school office as a matter of professional courtesy and in order that suitable arrangements may be made. Visitors will be expected to affirm the school’s standards of social behaviour and communication” (Governing Body)

Absence from School

At times your child may be unavoidably absent from school. Please notify school by telephone by 9.30am, followed by a written note upon return. If we do not hear from you then an ‘unauthorised absence’ is recorded.

It is school policy to contact any parent / guardian of a child on the first day of absence if notification has not been received.

Family holidays during term time are only authorised in exceptional circumstances. Permission must be sought from the Headteacher, at least 2 weeks in advance of the holiday.

If your child has a medical appointment, please show their appointment letter/card/text to the school office.

A copy of the school attendance policy is available on the school website www.stmarysprestwich.bury.sch.uk

School Meals

The school use Live Kitchen which is an ordering system which ensures children get the meals they want. You will be able to go online and order meals from home, view recipes and block dishes which contain allergens.

Pupils with Disabilities

It is now a statutory requirement for schools to issue information relating to children with disabilities.

- Our Admissions policy, for both the Nursery and Reception, gives priority to those children with social, medical or educational needs, which can be alleviated by an early placement.
- The Disability Discrimination Act of 1995 prompted the BADDAC Report at school. As a result, the Governing Body issued an Accessibility Plan that sets out future objectives for increasing access to the school by pupils with disabilities. A request should be made to the Chair of Governors should you wish to know the content of this report.



- Information about the implementation of the Governing Body's policy on pupils with special educational needs is available on request. The SEND Liaison Governor is Fr Shaun Conlon. The school SEN Co-ordinator is Mrs S Casey.

Transition to High School

This can be a stressful time for both child and parent so we aim to make the transition as smooth as possible. In fact, all local High Schools have an excellent reputation and the pupils from St Mary's move on to a wide range of schools.

We help the children's transition in various ways:

- The children have guided visits to at least one of the schools
- The Primary Schools use the High School sports facilities
- The Year 7 tutors from the local High Schools visit St Mary's to talk to the children. There is continual liaison between Primary and Secondary staff
- Each High School has an 'Induction Evening' for parents

Local Secondary Schools

At the end of their last academic year, our pupils will usually transfer to one of the following schools:

Bury Church of England (Specialist Humanities College) (Voluntary Aided) Haslam Brow Bury BL9 OTS	The Heys School Heys Road Prestwich M25 1JZ
Unsworth Academy (Specialist Science and Technology College) Parr Lane Bury BL9 OTS	Bury Grammar School Tenterden Street Bury
Parrenthorn (Specialist Technology College) Heywood Road Prestwich M25 2GR	Philips High School (Specialist Maths and Computing College) Higher Lane Whitefield M45 7PH

The information contained herein was correct in relation to this document at the date specified in the document but it should not be assumed that there will be no change affecting the relevant arrangements or any matter particularised therein either:

- a) before the start of, or during, the school year in question, or
- b) in relation to subsequent school years of the National Curriculum



Year 4 Trip to Dewa Centre



Sports on the Field



Our Outdoor Classroom