

Welcome to St. Mary's CE Primary School



Infant Site

(Reception & Year 1)

Amyand Park Road, Twickenham TW1 3HE

020 8892 5840

infantsite@st-marys.richmond.sch.uk

Middle Site

(Years 2 & 3)

Strafford Road, Twickenham TW1 3AD

020 8249 6836

middlesite@st-marys.richmond.sch.uk

Junior Site

Richmond Road, Twickenham TW1 3BA

020 8892 7849

(Years 4, 5 & 6)

info@st-marys.richmond.sch.uk

www.st-marys.richmond.sch.uk

Twitter: @twickstmarys

OUR VISION

Growing and learning together to be our best, inspired by Jesus' love.

At St Mary's we balance excellence with compassion. By offering the finest education, inspired by the love of Jesus Christ, we nurture our children to reach their full potential, celebrating their unique and special worth.

Care and compassion are at the heart of every child's learning, encouraging their capacity for reflective thought to make a more creative difference in our world. We strive for and celebrate excellence throughout the school community, building our children's resilience to embrace the challenges of our age with confidence.

Our motto is "Conemur" - may we try together – striving to be our best, for ourselves, our community and our world.

"True love shows itself in action" 1 John 3:18.

St Mary's Christian Values

Endurance

Thankfulness

Forgiveness

Friendship

Wisdom

Service

TERM DATES

2023 – 2024

Autumn Term 2023:

Wednesday 6th September – Thursday 21st December 2023

Half Term: Monday 23rd – Friday 27th October

**(Inset days: Monday 4th, Tuesday 5th September
& Monday 30th October)**

Spring Term 2024:

Monday 8th January – Thursday 28th March 2024

Half Term: Monday 12th – Friday 16th February 2024

(Inset day: Monday 19th February)

Summer Term 2024:

Monday 15th April – Wednesday 24th July 2024

Half Term: Monday 27th May – Friday 31st May 2024

(Inset day: Monday 3rd June)

<i>Christmas day</i>	<i>Monday 25th December 2023</i>
<i>Boxing Day</i>	<i>Tuesday 26th December 2023</i>
<i>New Year's Day</i>	<i>Monday 1st January 2024</i>
<i>Good Friday</i>	<i>Friday 29th March 2024</i>
<i>Easter Monday</i>	<i>Monday 1st April 2024</i>
<i>Early May Bank Holiday</i>	<i>Monday 6th May 2024</i>
<i>Spring bank holiday</i>	<i>Monday 27th May 2024</i>

Welcome to St Mary's

We are delighted that you are joining us in September and look forward to working with you.

St Mary's has a long and successful history and dates back to 1645; the original site on Amyand Park Road was opened in 1862 as three separate units for boys, girls and infants. In 1970 the infant and junior units were combined and St Mary's became a primary school for children aged four to eleven.

The school has grown substantially since then with the opening of 2 other sites. We were proud to celebrate 375 years of St Mary's in 2020.

Although the school occupies three sites, it remains one school, led by one Headteacher and Governing Body and transfer between sites is automatic. The Headteacher and staff aim to ensure pupils, parents and staff feel part of the whole school, not just their own phase.

Amyand Park Road - Infants (Reception & Year 1)

The infant site is situated in a Victorian building in Amyand Park Road. The site retains many features from the original school, but has been transformed into a well-designed, modern learning environment.

Strafford Road – Middle (Years 2 & 3)

The middle site opened on Trafford Road in September 2012. The building was once a hospital and is a contemporary space fit for 21st century teaching.

Richmond Road – Juniors (Years 4, 5 & 6)

The junior site is a short distance away on Richmond Road, adjacent to Orleans Park Secondary School and has a beautiful woodland area and pond.

Senior Leadership Team

Headteacher	Angela Abrahams
Deputy Headteacher	Daniel Cadman
Assistant Headteacher & Senior Special Education Needs Co-ordinator	Ruth Knight
Assistant Headteacher	Amanda Harrison

Middle Leadership Team

Senior Leader	Helen Kelsey
Senior Leader	Kieran Murphy
Senior Leader	Leanne Mitchell (maternity leave)
Senior Leader	Hannah Casperz
Senior Leader	Caroline Freer
Senior Leader	Connie Capel

Administration

School Business Manager	Simon Minty
PA to Headteacher & Administrative Officer	Jane Tomlinson
Clerk to Governors	Alison Watts
Administrative Officer	Emily Price
Administrative Officer	Georgie Hopkins
Administrative & Admissions Officer	Clare Cronin
Administrative Officer School Meals	Doreen Maxted
Finance Officer	Denise Donald
Administrative Support/ Premises / PFI Officer	Justyna Konach

Office Hours

Infant school office:	8am - 4.15pm
Middle site office:	8am – 4pm
Junior site office:	8.15am – 4.30pm

St Mary's CE School Uniform

It is our school policy that all children wear school uniform when attending school, or when participating in a school-organised event outside normal school hours. We provide a complete list of the items needed for school uniform below. Our policy is based on the notion that school uniform:

- promotes a sense of pride and excellence in the school;
- engenders a sense of community and belonging;
- is practical and smart;
- identifies the children with the school;
- prevents children from coming to school in fashion clothes/shoes that could be distracting in class;
- makes children feel equal to their peers in terms of appearance;
- is regarded as suitable wear for school and good value for money by most parents;

Very few items have a logo and many of the other items are available from the high street. Our school uniform is as follows:

Winter	<p>Grey tailored trousers / grey tailored shorts Grey pinafore / skirt St Mary's logo royal blue or white polo shirt- please ensure your child does not wear a plain t-shirt. St Mary's logo royal blue jumper or cardigan Grey or plain white tights/socks (no trainer socks) Black or navy-blue school shoes – please note black trainers are not permitted for every day wear A dark coloured coat Royal blue, navy or white hair bands only</p>
Summer <i>(Can be worn from Easter onwards)</i>	<p>Grey tailored school shorts St Mary's royal blue or white polo shirt- please ensure your child does not wear a plain t-shirt St Mary's Royal Blue jumper or cardigan Light blue checked school summer dress with short sleeves (no culotte sets or play suits permitted) Royal blue, navy or white hair bands only Black or navy-blue school shoes- please note black trainers are not permitted for every day wear. Summer sandals can only be worn if they cover toes and are school colours.</p>
PE kit	<p>Our school PE kit is worn for full school days on the days that the children have their lessons: Royal blue St Mary's logo PE t-shirt (Reception & Year 1 only) Royal blue St Mary's logo collared PE top (Year 2-6 only) Navy-blue St Mary's logo over top jumper Plain navy-blue shorts / PE skirt Plain navy-blue track suit bottoms / running leggings White sports socks Plain royal blue knee socks (Years 2 – 6 only when shorts worn) Black, navy or white plain trainers</p>
Additional items	<p>St Mary's royal blue logo book bag (Essential for Reception & Year 1) St Mary's royal blue logo rucksack (Years 4-6 only)</p>

On health and safety grounds we do not allow children to wear jewellery to school. The exceptions to this rule are earring studs in pierced ears, and small objects of religious significance, such as a crucifix on a chain. We ask the children to either remove these objects during PE and games, or cover them with a plaster, to prevent them from causing injury. Watches are permitted in the junior classes, worn at the pupil's own risk.

Hair colouring is not permitted in school and all long hair should be tied back with clips or hair scrunchies in navy royal blue, navy blue or white.

Platform soles, high heels or open toe shoes are not permitted. Children should only wear trainers on their nominated PE day.

In order to avoid confusion and to keep lost property to a minimum, all items of clothing, P.E. kit, bags etc. **MUST be clearly named**, before being brought into the school.

We ask all parents to support the school uniform policy by ensuring that their child has the correct uniform, and that it is clean and in good repair so that they are ready for their daily school work.

Parents regularly supply the 'Friends of St Mary's' (our PTA) with good quality, second-hand uniforms and there will be regular sales throughout the year of second-hand uniform, organised by parent uniform reps, with all the proceeds going to FOSM, with the full support of the school.

To maintain consistency, the majority of the items are available to buy through our two local suppliers:

Schooldays - 94 Whitton High Street, TW2 7LN
Tel: 0208 898 4881 / <https://schooldaysllp.co.uk/>

Stevensons - 1 – 15 Heath Road, TW1 4DB
Tel: 020 88922201 / www.stevensons.co.uk

Please check their websites for details of how to purchase online or in store.

Water Bottles

A water bottle is provided for each child. These are kindly donated by FoSM.

Equal Opportunities

St Mary's positively celebrates diversity and inclusion is core to its Christian ethos. The Governing Body recognises that no one should receive less favourable unlawful treatment than another on the grounds of gender, marital or civil partnership status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age, or sexual orientation. It is the Governors' aim that no-one at the School should suffer unlawful direct or indirect discrimination, victimisation or harassment on any of these grounds. The Governing Body is committed to embedding fairness and equality at the heart of the school community, and in all aspects of the school's policies, procedures and practices.

School Hours

	Infant Site Amyand Park Road		Middle Site Years 2 & 3 Strafford Road	Junior Site Years 4, 5 & 6 Richmond Road
School starts Reception	Drop off between 8.30 – 8.40am		8.45 am	9 am
School ends Reception	3.05 pm		-	-
School starts Year 1	Drop off between 8.20 – 8.30am		3.15 pm	3.30 pm
School ends Year 1	2.55 pm		-	-

Please note that Reception & Year 1 have staggered start times. We therefore ask you to be punctual with drop off and collection times to allow for a smooth start and end to each day for both children and parents.

If you arrive with your Reception child after 8.40am, you should bring them in to school and sign in on the screen by the office providing a reason for the late arrival which will be marked in the register.

Dropping off and Collecting Children

Please prepare your child to say goodbye to you at the gate; parents often chat to the children on the way to school about the new day and remind them that they go through the gate to their teacher by themselves. Please do not bring favourite items into school, such as toys, as they can get lost. We ask that the children don't bring in toys as they can become lost.

We have 2 entry gates at our Infant Site that are in use:

- Robins & Blackbirds class will enter and leave via our main gate on Amyand Park Road
- Blackbirds should queue along the school wall back towards Arragon Road and will enter via the single pedestrian gate
- Robins should queue back towards the Middle Site and will enter via the large double gate
- Doves class will enter and leave via the gate on Arragon Road.

In all cases, please queue along the wall keeping the pavement as clear as possible for other pedestrians. Please move quickly away from the school gates once you have dropped or collected your child to avoid congestion.

At the end of the school day, pupils will be released from the same school gate. Once the teacher has seen the adult responsible for each child they will be sent out.

Safeguarding: If your child is being collected by someone other than a parent or guardian, you Will need to let the school office know in advance. This can be done by emailing details to: infantsite@st-marys.richmond.sch.uk or by calling us on 020 8892 5840. Please include your child's name, class, date of collection and full name/relationship of person collecting and if it is a one-off or regular arrangement. The person collecting will need to make themselves known to the teacher at collection time.

At St Mary's, punctuality is also essential so that children come in to school calmly, ready to learn and for safeguarding reasons. Thank you for your support with this.

End of Term Finish Times

At the end of each full term, the School closes one hour earlier than usual to give staff time to prepare classrooms for the next term.

Parking & Travel

There are no parking facilities on any of the school sites and we encourage pupils and parents to walk to school if possible, or use public transport. It is vital that the areas directly outside the school gates are kept clear of parked vehicles for safety and environmental reasons and out of respect to our neighbours. Outside our Infant Site, there are 'School Street' restrictions in place:

https://www.richmond.gov.uk/services/roads_and_transport/transport_planning/school_streets/school_streets_locations/st_marys_ce_primary_school_street

St Mary's holds the gold award for the TFL STARS scheme (Sustainable Travel, Active, Responsible, Safe).

Cycling and Scooting to School

Whilst we wish to encourage green methods of travelling to school, we sadly have very limited storage for scooters and no bike racks or lockable storage on site. There are a small number of public bike racks outside the Infant Site.

With this in mind we politely request that you only send scooters or bikes into school if:

- 1) This is for travel purposes (not a preferred choice).
- 2) You are unable to take the vehicle away with you to store elsewhere

School Meals

All children in Reception – Year 2 are entitled to a cooked school lunch free of charge (Universal Infant Free School Meals). Our school meals are prepared and served by Caterlink <https://caterlinkltd.co.uk/>

Pupils having a cooked lunch go straight into the hall and they are taken up to the servery to choose their meal. They take their food back to their place at the table and they will be given help to cut up their food if necessary. When the meal is finished they go to the playground, which is always supervised.

If your child has any allergies or medical dietary requirements, you may be required to complete a form to apply for a Special Menu via the school office.

Alternatively, they may choose to bring a healthy packed lunch from home. Please see the school's website for details about the recommended contents of a healthy packed lunch <https://st-marys.richmond.sch.uk/school-meals-and-snacks/> Our Food & Healthy Eating policy can be found under the Policies section on our website.

Pupils who bring packed lunch to school collect their lunch boxes and are shown to a seat in the hall by an SMSA (School Meals Supervisory Assistant). SMSAs help pupils to organise their lunch, such as assist with putting straws in drinks, or removing lids from yoghurt. When the meal is finished pupils will be helped to pack up their boxes, take them back to the classroom and go out to play.

All Reception staff take their children in to the lunch hall and help them to settle for lunch for at least the first term of school. **(NB: St Mary's is a 'nut free' school. On no occasion should nuts be sent into school or included in a packed lunch.)**

Healthy School Initiative

We are involved in the Government's 'Healthy Schools Initiative' which means that each child in Reception – Year 2 is given a piece of fruit or a vegetable every day. Children are encouraged to drink water regularly. Please assist with this initiative by avoiding sweets and crisps in packed lunches and refrain from meeting children with sweets after school in the playground. Of course once you are outside of the school gates you may choose to provide these treats. This good practice then extends in to Year 3 & the junior site where pupils bring in their own break time snacks. Reception children should not bring any additional snacks to school please.

Milk

Our school participates in the 'Cool Milk' initiative. This means that your child will automatically receive a free carton of milk each day at break time when they are under the age of 5. Once your child has turned 5, you will then need to register online at <https://www.coolmilk.com/register> and pay the cost of £15 per term if you wish your child to continue receiving milk.

Pupil Premium Grant

Although your Reception child is automatically entitled to 'Universal Infant Free School Meal' from Reception until Year 2, the School may be eligible for further funding for your child (e.g. for learning resources & school clubs/trips etc). This is known as Pupil Premium Grant (PPG). Your child may be eligible if you receive **one** of the following benefits:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Further information can be found at: https://www.richmond.gov.uk/free_school_meals

You can find an application form on the school website 'New to Reception 2023' page linked in your email or please speak to one of the office staff in confidence. The grant is a valuable source of income for the school and we ask that you assist us in obtaining this vital funding if you are eligible

Communication with Parents

Home visits help us to start to build trusting relationships with both your child and your family. We value the importance of the home environment on your child's learning and development and it provides an opportunity for both teachers and parents to exchange information.

Parents are informed about school life through curriculum updates and half-termly letters from the class teachers. There are also weekly newsletters from your class teachers and the Headteacher.

The school also has a twitter feed that is regularly updated that you can 'follow' (@twickstmarys) or view via the school website.

The School uses a system called **ParentMail** as the main form of communication with parents through a combination of emails and an app. You will receive a registration email from the school and then, once you have registered, you should also download the app:
<https://www.parentmail.co.uk/support/parent-support/>.

If you are unable to access a computer, please inform the school office.

Parents are invited to a parent teacher consultation to discuss their child's progress with his/her class teacher. These parent/teacher meetings are held in the autumn and spring terms. Parents also receive a detailed written report on their child's progress at the end of each year.

If you have a letter for school please hand it to the class teacher or office as there is not always time to check 30 book bags every day. However, our preferred method of communication is via infantsite@st-marys.richmond.sch.uk

As we are unable to share parent contact information due to data protection, you are able to connect with other parents via FoSM (Friends of St Mary's), our parent's association, who use an app called CLASSLIST. More details in section 'FoSM' below.

Appointments to see teaching staff, Assistant or Deputy Headteacher or Headteacher

It is usually possible to have a brief word with teachers at the gate in the morning or at the end of the school day. If you require a longer conversation please make an appointment for the class teacher, who is your first port of call, via the school office. Miss Cottle our EYFS Lead, Mrs Harrison and Mrs Knight our Assistant Headteachers, Mr Cadman our Deputy Headteacher and Mrs Abrahams our Headteacher are also available should your query need escalation.

Emergency Contacts

Parents are asked to provide the school with an up-to-date list of contact numbers, in case we need to contact them quickly. This should include the name and contact details of at least one person who can be contacted in an emergency. We cannot depend solely on parents' mobile phone numbers as adequate emergency contact.

If your child becomes ill or has an accident whilst at school, we will contact you or your emergency number. It is the responsibility of parents to keep their contact details up-to-date and to inform the office of any changes.

Early Years Curriculum

At St Mary's we believe that every child is unique. We provide an engaging environment and curriculum that encourages children to develop positive friendships, resilience, independence, compassion for one another and a love of learning. Our children develop a range of skills including literacy and numeracy skills, enabling them to achieve excellence in their Early Learning Goals. We teach pre-cursive handwriting to enable beautiful script as they develop writing skills and give phonics a great emphasis in our everyday teaching. We want children to feel safe, valued and have the confidence to succeed to the best of their abilities. We feel this gives them the best possible start to their primary school journey.

Reading

Developing a love of books and reading will begin in your child's first full week in Reception. The children will have daily story sessions and access to their class book corner and the school library. Teaching the children the mechanics of reading will begin straight away through daily, discrete phonics lessons. These lessons will help children hear, identify and use different sounds that distinguish one word from another. Once the children have settled, they will bring home one book each week to read and share at home. To begin with, these will be picture books with no words, where the focus will be on orally retelling the events of a text and to develop and discuss vocabulary. Later in the half term, the children will then bring a book home with words, which is closely matched to their phonic ability.

An early reading and phonics meeting will also take place later in the autumn term, which parents and carers will be invited to. This meeting will provide an opportunity for you to develop your own knowledge and understanding of phonics and early reading and explain how you can support your child at home.

Helping at school

Once your child has settled into school life, we are very grateful for any help you can offer whether this is in class or as a Reading Mentor. This is normally after half term. If you think you might be able to help on a regular basis we will ask you to read and sign a Safeguarding Guidance document. You will also need to go through a full DBS check. The relevant documentation is available from the school office along with a Parent Helper handbook.

Help is also needed throughout the year with activities such as day trips and local excursions. Teachers will ask for assistance when needed. Where parents offer regular support, this will not be in their own child's class.

Collective Worship & Assemblies

Worship takes place daily with a planned focus; there is time for quiet reflection, a prayer and a song. Fr Jeff from St Mary's Church also leads Collective Worship once a week.

The Headteacher will lead a Celebration assembly once a week which is an opportunity to celebrate the good work and achievements of the children and parents are invited to attend.

At this celebration, one child for each site is chosen to be the 'star of the week'. This privileged position is kept as a surprise to the child, but their parents are informed and invited to attend.

Protocol at Church Services and School Assemblies

Our church services are a time for rejoicing and celebrating the Christian faith. We also experience quiet reflective times and for these reasons we ask you to adhere to the following:

- Please enter the church silently and do not bring drinks into the church with you.
- Please arrive on time.
- Please do not take photographs unless you have been given permission to do so.
- If younger siblings become distressed, please take them out of the service.
- Please respect the silence as the children learn how to be still and reflective during some moments

All parents are invited to attend, regardless of their faith.

Taking your child out of school

Apart from illness, parents/carers are only permitted to withdraw their children during term time at the Headteacher's discretion and only in exceptional circumstances. You are required to complete an 'Application for Absence from School' form and send it to the Headteacher via headteacher@st-marys.richmond.sch.uk. Absences for holidays taken in term time are unauthorised.

Unauthorised absences are monitored by the Local Authority's Education Welfare Team. For full details, please refer to the ATTENDANCE & PUNCTUALITY policy on the school website

Health

The school nurse is Natasha Hart. She can be contacted at the school or at the Clinic on 07984 573 620. The school nurse helps to promote the health and well-being of the children and you can talk to her in confidence and about any concerns including healthy eating; speech; behaviour; learning difficulties; sleeping; enuresis (bedwetting) and physical disabilities. Pupils with on-going medical conditions may require a health care plan. Please let us know if this may be necessary for your child.

Hearing Tests / Height & Weight Measurements & Flu Vaccinations

During the Reception year, your child will be given the hearing 'sweep' test, which tests hearing across the main speech frequencies using differing volumes. Height and weight will also be measured in Reception. Nasal flu vaccinations are also given each year. You will receive a form and be asked to give your consent for all of the above.

Accidents:

We have qualified first-aiders on site at all times. Minor accidents are treated at school. If your child bumps his or her head, they will be given a sticker to alert you. For serious accidents, parents/guardians or emergency contacts are notified. Please ensure your contact details are up to date.

Appointments at clinics/doctor/dentist:

When you collect a child from school for a medical appointment please ensure that you inform the school office in advance via email to infantsite@st-marys.richmond.sch.uk attaching Medical evidence that is required for appointments during the school day.

Absence due to illness:

If your child is unable to attend school, please report it via ParentMail or by contacting the school by telephone or email before 9am on each day of absence. Please provide detail of your child's illness or symptoms. Unreported absences will be recorded as unauthorised. A doctor's certificate is required for absences of more than 5 days or if we have concerns about your child's attendance level.

Medical Issues:

Children may not attend school if they are suffering from a contagious illness. Please keep them at home until they are completely free from the infection, this includes skin infections such as impetigo. With cases of diarrhoea and/or vomiting, your child can only return to school at least **48 hours** after the last episode.

It is the policy of the school that if a child attends school then that child should be well enough to be in the playground during break-times, lunchtime and for outdoor PE. If a child's cough or cold is so bad that there is a need to be indoors all day then that child is not fit for school and could be spreading infection.

We are able to administer medicines at school with parental permission and where the medicine has been prescribed by a GP with your child's name on. You will be required to fill in a medical form providing full details which can be obtained from the school office. Please refer to the 'SUPPORTING PUPILS WITH MEDICAL CONDITIONS' policy on the school website.

Threadworm & Head Lice

Parents will be contacted if the school suspects your child has threadworm or head lice. It is then the responsibility of the parent to deal satisfactorily with the problem before allowing the child to return to school.

Life Supporting Medication

For life supporting medication such as asthma inhalers, epipens etc, you will need to complete an 'Individual Healthcare Plan' form which will be available from the school office. Personal inhalers and epipens should be kept in school at all times. We hold emergency use medication in school in case there is a problem with your child's own inhaler or epipen. If you would like to consent to allowing your child to use the spare life preserving medication at school (inhaler/epipen) please let us know and we will send you an online authorization form to complete.

Parents of children with any serious long-term medical condition should discuss the child's needs with the school in advance.

Allergies

All allergies should be listed in the confidential health questionnaire. If your child does have an allergy, this will be managed in consultation with the staff and involves details of the allergy, recommended treatment and photographs of the child. This information is kept in the emergency procedure files in the medical room and in staff rooms if necessary.

Special Educational Needs and Disabilities (SEND)

At St Mary's we cater for a wide range of special educational needs and disabilities. Some of these may include speech, language and communication needs, autistic spectrum condition, attention deficit & hyperactivity disorder, dyslexia, working memory and processing difficulties and emotional, social and mental health needs.

Children identified as having SEND may be visited in their nursery settings by the SENCo (Special Educational Needs Co-ordinator) and early years leader in order to support a smooth transition. Parents of these children are invited to meet with the SENCo before they begin in Reception.

Parents are formally notified once a decision to provide SEND support is made. The parents are invited to meet with the class teacher and where appropriate, the SENCo at least three times a year to discuss and review targets outlined in the child's learning profile. These meetings provide a longer period and give parents the opportunity to review their child's progress in depth. Parents are encouraged to share any queries at any point during the year with the SENCo and class teacher.

Each term the class teacher, together with the Senior Leadership Team (SLT) and the SENCo, meet to review pupil progress. Children with SEND are closely monitored and the impact of their interventions is reviewed and adjusted accordingly.

Most children's needs can be met from within the resources normally available to the school through its funding for additional educational needs. However, if your child has significant special needs that cannot be met from within the school's resources (currently known as SEN support) and the provision necessary is likely to exceed that which is normally available to mainstream schools, the school may, with your agreement, ask the Local Authority to carry out a statutory assessment, with a view to providing an EHCP (Education and Health Care Plan). Parents are at liberty at any time, to make an application directly to the Local Authority if they see fit. If the Local Authority decides that a statutory assessment is necessary then advice would be sought from you, the school, an educational psychologist, the health service and social services in line with the Government's SEN Code of Practice. Further information for SEND can be found on the school website.

If you require further information please consult the website for the School's SEND information report, which includes a link to AfC's Local Offer.

Friends of St Mary's (FoSM)

Friends of St Mary's (FoSM) is our school's Parent Teacher Association (PTA), a registered charity and an important part of the St Mary's community. They provide an opportunity for all parents and teachers to work together towards raising funds for our school in a fun and sociable way! The Chair of FoSM and core committee are elected at the Annual General Meeting in October. In addition, each class has a set of class representatives who are actively involved in the organisation of fundraising events and social activities. FoSM organises a varied programme of events during the year including the Christmas and summer fairs, and the very popular quiz and curry night. As well as contributing to the social life of the school, these events are an important source of funds. The money raised by FoSM is used to buy additional equipment, materials and resources to support the teaching and learning within the school. <https://st-marys.richmond.sch.uk/fosm-home/>

Connect with other parents: FoSM uses an app called CLASSLIST <https://www.classlist.com/> for communications amongst parents. It enables parents at our school to connect with each other and stay in the loop about what's happening at St. Mary's. Classlist is fully GDPR compliant and is the only way that parent contact information can be shared. We encourage you to get involved and start connecting with our St Mary's parents by completing this form:

<https://classlist.page.link/LUFxL27DMNMAwxv8A> and signing up to join the group called '**NEW Reception 2023 – 24**' (and once you know your child's class you can join the relevant group - NEW Blackbirds or Robins or Doves 2023 – 24)

St Mary's Fund

All parents are asked to consider signing up to regular, voluntary contributions to the St Mary's Fund. As you are most likely aware funding cuts are having a major impact on all schools. In order to narrow the funding gap parents are asked to support our fundraising initiatives and all help is gratefully received. The School has benefitted enormously from this fund, examples of spending include- the galleon in the Reception playground and the trim trails on the middle and junior sites. Further information on the fund and how to contribute can be found on our website. [Here](#) is a short video showing what a difference the fund is making and could possibly make with further contributions.

Charities

St Mary's actively supports a number of local, national and global charities. This year we have raised money for Macmillan Cancer Support, Children in Need, MIND, Crisis at Christmas, Save the Children, The Salvation Army and Comic Relief. We fundraised and collected food for the local food bank during harvest, and World Wildlife Fund. We also work closely with SPEAR, a local charity working with the homeless to quickly move them into secure accommodation, get effect support and work towards their hopes and aspirations. Our chosen charity for the next academic year is The Connected Planet Foundation, a UK based environmental conservation organisation that works with rural communities in Africa, connecting them with the wildlife they love amongst.

School Trips

School trips begin in Reception and continue throughout your child's time at St Mary's, with longer educational trips and residential in Key Stage 2. The visits are chosen specifically to enhance and supplement the school based curriculum and to provide the children with an opportunity for hands on experience in a contrasting environment to their own. Trips are supervised by teachers with a small number of parents asked to assist on some day trips involving younger children.

For each trip you will be notified with details apart from some short local trips. There may be requests for a contribution to the costs of the trip and these contributions are voluntary. For further information about trips, please speak to the class teacher or the school office.

Sport

PE, Physical Education, is taught twice each week at St Mary's. On these 'PE days', we ask that children come to school dressed in their PE kit as listed in the uniform details. PE lessons develop and progress as children travel through the years; they include games (such as football, rounders, rugby, netball, tennis), yoga, dance and gymnastics. In the younger years, there is a strong focus on the fundamentals of balance, movement and co-ordination. PE is a practical subject which gives all children, irrespective of age and gender, opportunities for participation, enjoyment and success. At times, as children get older, we encourage a competitive element to sport which is supported by our school house system. We have an elected Sports Council of children who support the leadership and ideas for PE across the curriculum.

Child Protection & Safeguarding Policy

The Headteacher and Governing Body of this school would like to remind parents that there is a responsibility placed upon the school and staff for child protection. This responsibility is set out in the school's *Child Protection & Safeguarding Policy* which can be found on our school website. We encourage you to read this policy.

If you have a safeguarding concern contact SPA 020 8547 5008 from 8 am to 6 pm, or 020 8770 5000 out of hours

Behaviour Policy

We strive to develop a community in which the Christian values which underpin our school ethos are reflected in the behaviour of our children and staff. We have a Behaviour Policy which outlines appropriate and inappropriate behaviour. This can be seen on our website. Hard copies are available from the school office. It includes our policy on bullying.

Charging Policy

In order to enrich the curriculum, we ask parents to make voluntary contributions to help meet the costs of educational visits and other activities. No child is excluded from a curriculum activity if parents are unable to contribute. Any concerns about payment should be raised with the Headteacher.

Data Protection Policy

The school aims to ensure that all personal data collected, stored, processed and destroyed about any pupil or parent is done so in accordance with the General Data Protection Regulation (GDPR). Further details can be found in the Data Protection Policy or our Privacy Notices on our school website

Complaints

Any complaints will be treated in confidence and will be resolved as quickly as possible. Please raise your concerns with the class teacher initially, who will work hard to try and resolve the issue. Sometimes concerns may be more specific and require the support of senior staff including the Deputy Headteacher or the Headteacher, who will be happy to meet with you and seek to establish a solution.

Further details our complaints policy can be found on our website.

All School Policies can be found on the school website in the 'For Parents' section.

We look forward to welcoming your child in September and hope that he/she has a very happy and successful start to their education. If you have any concerns, please do not hesitate to contact us at the school office or on email infantsite@st-marys.richmond.sch.uk