



INFORMATION BOOKLET

St Mary's Community Primary School
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This booklet is intended to help you with some of the most important bits of information that you will need to know for when your child starts school.

If you have any questions, then please contact the school office (all contact details on the front cover). We are looking forward to welcoming your child to our school.

SCHOOL TERM DATES 2022/23

AUTUMN TERM (2022)

| | | | | |
|---------|------------------|-----------|---|-----------------------|
| Tuesday | 6 th | September | - | School re-opens |
| Friday | 21 st | October | - | Last day of half term |

Monday 24th – Friday 28th October – Half Term

| | | | | |
|--------|------------------|----------|---|-------------------------|
| Monday | 31 st | October | - | School re-opens |
| Friday | 16 th | December | - | Last day of Autumn Term |

Monday 19th December - Tuesday 3rd January – Christmas Holiday

SPRING TERM (2023)

| | | | | |
|-----------|------------------|----------|---|-----------------------|
| Wednesday | 4 th | January | - | School re-opens |
| Friday | 10 th | February | - | Last day of half term |

Monday 13th – Friday 17th February – Half Term

| | | | | |
|--------|------------------|----------|---|-------------------------|
| Monday | 20 th | February | - | School re-opens |
| Friday | 31 st | March | - | Last day of Spring Term |

Monday 3rd - Monday 17th April – Easter Holiday

SUMMER TERM (2023)

| | | | | |
|---------|------------------|-------|---|----------------------------------|
| Tuesday | 18 th | April | - | School re-opens |
| Friday | 26 th | May | - | (Monday 1 May is a Bank Holiday) |

Monday 29th - Friday 2nd June – Half Term

| | | | | |
|--------|------------------|------|---|-------------------------|
| Monday | 5 th | June | - | School re-opens |
| Friday | 21 st | July | - | Last day of Summer Term |

Monday 24th July – Wednesday 6th September – Summer Holiday

Privacy notice (How we use pupil information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. For a full version of the Privacy Notice, please refer to the school website.

St Mary's Community Primary School is a data controller for the purposes of the General Data Protection Regulation (GDPR). We collect data and may receive information from previous settings:

- a) To support pupil learning, monitor and report on pupil attainment and progress.
- b) To provide appropriate pastoral care and protect pupil welfare.
- c) To assess the quality of our services.
- d) To meet the statutory duties placed upon us for Department for Education (DfE) data collections.
- e) To comply with the law regarding data sharing.

The personal data that we hold includes but is not restricted to:

- Contact details, date of birth, identification documents and health needs.
- Results of internal assessments and externally set tests.
- Characteristics, such as ethnic background, eligibility for free school meals.
- Attendance and exclusion information.
- Special educational needs or safeguarding information.
- Details of any support received, including care packages, plans and support providers.

We will not give information about any pupil to anyone without parental / carer consent unless the law and our policies allow us to do so.

How we store this data

We keep personal information about pupils while they are attending our school. We may keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our retention schedule sets out how long we keep information. This can be requested via the school office.

National Pupil Database

We are required to provide information to the DfE as part of statutory data collections such as the school census and, in turn, this will be available for the use of the Local Authority (LA).

Some of this information is then stored in <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information> (NPD), which is owned and managed by the DfE and provides evidence on school performance to inform research. The DfE may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data> .

You can also contact the DfE: <https://www.gov.uk/contact-dfe> with any further questions about the NPD.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the school office.

School Meals

Pupil Premium and Free School Meals

Healthy school food has obvious health benefits and can help pupils establish healthy habits for life. A well balanced meal can also help to improve pupils' readiness to learn.

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you're in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190



Registering for free meals could also raise an extra (**£1,320** for your child's primary school), to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of the benefits listed above.

We ask all parents who think they may be eligible to please complete the green form enclosed and return it to the school office. We will let you know if your child is eligible for Free School Meals.

Ordering school meals:

- As part of a Government initiative, children in Reception and Years 1 and 2 are entitled to Universal Infant School Meals.
- A school lunch for Years 3 to 6 currently costs £2.45 per day and is a balanced healthy meal, provided by The Lunchtime Company.
- School dinner menus operate on a 3 week rota and your child can choose from various options on the day (sample menu enclosed).
- The ordering and payment for lunches is online and you will be issued with log in details when your child starts at school, provided we have all your contact details (email address, mobile name, child's details)
- The system we use for this is School Money and the website address is eduspot.co.uk in addition to this you will need to use your email, mobile number and your child's name with a passcode that will be sent to you via text and email.
- You will be able to book a lunch for your child up to one half term in advance. Bookings must be made before 10pm the night before. If possible, we ask that all bookings for the week are made before Monday to assist with our ordering and administration processes.
- If a booked meal is no longer required, please ensure this is cancelled.
- Payment will not be charged on this system for children in Reception or Years 1 and 2 as they are entitled to a Universal Free School Meal. However, bookings still need to be made.
- The Parent User Guide will follow which will assist you with the use of this system and if you need any further guidance please contact the school office.

Snacks:

- Key Stage 1 children (Reception through to Year 2) fall under the Government Free Fruit Scheme which entitles them to a piece of fruit every day.
- You may also provide your child with one **healthy item** to eat at breaktime e.g. fruit, biscuit, cereal bar (no chocolate, sweets or crisps please). This snack should be kept separate from the lunch box.

Water bottles:

- Pupils should bring a named drink bottle containing **fresh water or diluted squash or similar (NO FIZZY DRINKS or milk based drinks)** into the classroom each day.
- Water is freely available throughout the school day.

PLEASE NOTE WE ARE A NUT FREE SCHOOL

**School Uniform for Y1-Y6 Pupils – *for Reception uniform please see Parent Welcome Pack*****Boys**

Grey trousers or shorts (no jeans or tracksuit bottoms)

White polo shirt

Navy sweatshirt

Sensible black shoes (no trainers, “Croc” style shoes or open-toed sandals)

Sun hat in summer

Coat in winter

Girls

Grey skirt, trousers (no jeans or tracksuit bottoms), pinafore dress, or blue checked summer dress

White polo shirt

Navy sweatshirt / cardigan

Sensible black shoes (no heels, no trainers, “Croc” style shoes or open-toed sandals)

Black, navy or grey leg wear / white socks in the Summer.

Sun hat in summer

Coat in winter

- When on school trips or visits, we expect children to wear uniform unless advised otherwise.
- Children should not come to school wearing make-up, nail polish or false nails.
- Jewellery should not be worn in school. One pair of stud earrings only may be worn, but they **must be removed** for all sport/PE.
- Long hair must be tied up.
- Please name all items of clothing and equipment brought into school.
- Good quality second hand items are sometimes available for sale from the Friends of St Mary’s, please enquire at friendsofstmarysschool@gmail.com.
- All children are expected to wear correct school uniform.
- If uniform is persistently not worn, a standard letter explaining the school uniform will be sent home.
- Your child does not need a school bag/back pack until they move into Year 3.

Physical Education and Games: Children should have a full PE kit in school every day. P.E. kit should be brought to school in a named drawstring bag or similar which can be kept on their peg.

Indoor: Navy or black shorts with house team coloured T-shirt (red, blue, green or yellow).

Outdoor: Navy or black shorts, house team coloured T-shirt, trainers (not football boots). In cold weather, children should have blue/black tracksuit bottoms and a top (no logos).

Uniform ordering: For all uniform with our school logo can be purchased from Birds in Dereham (behind Halfords), they supply sweatshirts, cardigans, polo shirts and house coloured P.E. shirts.

Attendance at school and legal intervention.

This is a reminder that the law requires all parents and carers to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

The school expects every child to have at least 96% attendance. We will contact parents if attendance figures falls below 95% and will issue a warning letter at 92%.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention through the issue of a Fixed Penalty Notice where they have:

- at least 9 sessions (4.5 school days) lost to unauthorised absence by the pupil during the last 6 school weeks

Any pupil at St. Mary's CP School who meets the criteria, will be referred to the Local Authority for action to be considered.

If a fixed penalty notice is issued the arrangement for the payment will be detailed on the penalty notice. The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of the receipt of the notice. The fixed penalty notice is **per parent per child**. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

Leave of Absence

Head teachers can no longer authorise leave of absence for the sole purpose of a holiday (unless in exceptional circumstances). All absences associated with a holiday during term time will be marked as **unauthorised**. Parents wishing to apply for term time leave of absence must apply in writing to the Head teacher at **least a month** before the planned leave. Application forms for Pupil Leave of Absence are available from the school office.

Absence due to illness

If a child is unavoidably absent from school parents are expected to contact the school by telephone on the first day of absence (by 9.30am) and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, Attendance Protocols (as detailed in our Attendance Policy) will be instigated.

Medication

Please inform the school office of ANY medical condition/allergy (whether short or long term).

If your child is prescribed medication that is required three or more times a day, this can be administered by school staff. Medication must be delivered and collected from the office each day. Parents/carers will need to complete a "*Parental Agreement for the school to administer medicine form*" available from the office.

All medication will be stored in the office, with the exception of inhalers which will be held in the classroom to provide ease of access. Children should not carry any "over the counter" medication including cough sweets, Calpol sachets, lip balm etc. in their bags or on their person. However, suncream (with your child's name on) can be brought into school during the sunny weather.

We expect parents to update the school office of any changes to medical conditions or needs.

Other useful information:

- School starts at 8.50am. Children enter the building via their classroom doors. Doors are opened from 8.45am, and children are expected to be in school by 8.50am. Please note that prior to 8.45am children on site must be supervised by an adult. After 8.50am the gates to the school will be locked and children arriving after this time must report to the school office.
- We do run a Breakfast Club from 7.50am and After School Club until 5.30pm. If your child attends these clubs, staff will be responsible for taking them to class in the morning or collecting them from class in the afternoon.
- School finishes at 3.15pm for Reception and Years 1 and 2. For years 3-6 school ends at 3.20pm. Children should be collected from their classroom doors by an authorised adult.
- If you need to pass on any information about your child it is best to do this via the school office, who will ensure all information is passed directly to class teachers as appropriate. Trying to pass on information at the classroom door can often be difficult for children and for staff at this busy time of day. If you would like to book a longer discussion please make an appointment via the school office.

Safeguarding and security:

- Access for any person, including parents, is through the main school entrance only. This allows us to monitor who is entering the building and ensure we are keeping children safe.
- Parents are NOT PERMITTED to use mobile phones on site FOR ANY REASON. You may not take calls or photos using your phone unless permission is expressly given by the head teacher.
- Animals, other than guide dogs, are not allowed on site at any time.
- This is a NO SMOKING or VAPING site. This includes on any part of the school grounds, including the car park and turning circle.
- Pupils arriving late, or leaving school early must be booked in/out at the school office.
- All visitors must sign in and wear a visitor badge.

Use of personal social networking sites including Facebook:

Please consider carefully comments you make. Unless it is of your own child, do not include photographs of any children taken at school or mention a child by name. We monitor content as far as we are able. If you are concerned about any posts please inform the school so that necessary action can be taken. We will inform Facebook to report inappropriate content.

- Our school website is www.beetleyschool.co.uk.
- Our school Facebook page is www.facebook.com/stmarysbeetley.
- The Friends of St Mary's Facebook page is www.facebook.com/Friends-Of-St-Marys-CP-School-Beetley-781443035272600/

Our whole school vision:

We encourage lifelong learning, which challenges, engages, inspires and values every individual.

Proud to belong

Every school has to publish a Curriculum Intent. This is ours:

At St Mary's CP School, we are committed to providing a curriculum which:

- Is nurturing and puts the needs of all children at the heart of everything we do.
- Is carefully planned to be relevant and inspiring by providing exciting, stimulating opportunities through creative topics, that enable every individual to enjoy learning and achieve.
- Supports our pupils, through flexible differentiation, in becoming well-rounded, inclusive, resilient and considerate.
- Invites children's ideas passions and curiosity to form part of our learning journey.
- Develops and inspires inquisitive minds.
- Supports every child to experience success and feel valued.
- Respects British Values, instilling a sense of democracy, liberty and the rule of law.
- Embraces the wider community and encourages respect for our diverse society irrespective of faith, race, belief or culture.
- Promotes a willingness to participate in and respond positively to different opportunities.

So that our children:

- Are resilient,
- Are aware of our place in the world, having a sense of global responsibility.
- Are confident that they can succeed.
- Demonstrate mutual respect and co-operation.
- Value all members of our community the wider world.
- Feel safe and secure, included, listened to and valued.
- Develop wide ranging skills that promote opportunity.
- Feel proud of themselves, our school and all that they achieve.

Our School Values

All of us at St Mary's know these are our values.

We try to make sure we follow them throughout our time in school and when we are with others:

**Care,
Aware,
Respect and share,
Be honest and polite.**

Pupil Acceptable Use Agreement/e-safety Rules COPY FOR YOUR INFORMATION

- ✓ I will only use ICT in school for school purposes
- ✓ I will only use my class email address or my own school email address when emailing.
- ✓ I will only open email attachments from people I know, or who my teacher has approved.
- ✓ I will not tell other people my ICT passwords.
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- ✓ I will not give out my own details, such as my name, phone number or home address.
- ✓ I will never arrange to meet someone myself. If I need to meet with someone, I will ask my teacher to arrange the meeting for me and make sure that a responsible adult comes with me.
- ✓ I will be responsible for my behaviour when using ICT because I know that the rules are to keep me safe.
- ✓ I will support the school approach to online safety and not deliberately upload or add any images, videos, sounds or text that could upset any member of the school community.
- ✓ I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my e-Safety

We have discussed this and(child's name) agrees to follow the e-safety rules and to support the safe use of ICT at St Mary's CP School.

Parent/Carer signature: Date: