



# 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 2024/25**

### **AUTUMN TERM (2024)**

Wednesday	4 <sup>th</sup>	September	-	School re-opens
Thursday	24 <sup>th</sup>	October	-	Last day of half term

### **Friday 25<sup>th</sup> – Friday 1<sup>st</sup> November – Half Term**

Monday	4 <sup>th</sup>	November	-	School re-opens
Friday	20 <sup>th</sup>	December	-	Last day of Autumn Term

### **Monday 23<sup>rd</sup> December – Monday 6<sup>th</sup> January – Christmas Holiday**

### **SPRING TERM (2025)**

Tuesday	7 <sup>th</sup>	January	-	School re-opens
Friday	14 <sup>th</sup>	February	-	Last day of half term

### **Monday 17<sup>th</sup> – Friday 21<sup>st</sup> February – Half Term**

Monday	24 <sup>th</sup>	February	-	School re-opens
Friday	4 <sup>th</sup>	April	-	Last day of Spring Term

### **Monday 7<sup>th</sup> – Tuesday 22<sup>nd</sup> April – Easter Holiday**

### **SUMMER TERM (2025)**

Wednesday	23 <sup>rd</sup>	April	-	School re-opens
Friday	23 <sup>rd</sup>	May	-	(Monday 5 <sup>th</sup> May is a Bank Holiday)

### **Monday 26<sup>th</sup> - Friday 30<sup>th</sup> May – Half Term**

Monday	2 <sup>nd</sup>	June	-	School re-opens
Tuesday	22 <sup>nd</sup>	July	-	Last day of Summer Term

### **Monday 23<sup>rd</sup> July – Wednesday 3<sup>rd</sup> 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 (£1,385 for your child's primary school), to fund valuable support like extra tuition, additional teaching staff and help with after school activities and school trips.**

**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 £2.65 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](http://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 as the kitchen cook to order.
- Payment will not be charged on this system for children in Reception, Years 1 and 2 as they are entitled to a Universal Free School Meal. However, bookings still need to be made please ensure bookings are cancelled if no longer required.

- 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*

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

White polo shirt

Navy sweatshirt

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

Sun hat in summer

Coat in winter

#### Additional Information:

- Children should not come to school wearing make-up, nail polish or false nails.
- Jewellery must not be worn in school. One pair of stud earrings only may be worn, but they **must be removed** for all sport or completely covered by tape.
- Long hair (on the shoulders or longer) must be tied up.
- All children are expected to wear correct school uniform.
- When on school trips or visits, we expect children to wear uniform unless advised otherwise.
- Your child does not need a school bag/back pack until they move into Year 3.
- **Please name EVERYTHING.**

**Physical Education and Games** - Children come into school wearing their PE kit on days they have PE.

PE kit consists of:

Navy or black shorts

White or House team coloured T-shirt (red, blue, green or yellow).

Trainers (not football boots).

In cold weather, children should have blue/black tracksuit bottoms/leggings and a top

No big logos are permitted.

**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.

Good quality second hand items are sometimes available for sale from the Friends of St Mary’s, please enquire at [friendsofstmarysschool@gmail.com](mailto:friendsofstmarysschool@gmail.com).

Please note, children are not required to wear uniform with the school logo on it.

## 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:

- 10 sessions (5 school days) lost to an unauthorised absence by the pupil within a rolling 10 school week period. These sessions do not have to be consecutive and can be make up of a combination of any

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 £80 if paid within 21 days of receipt of the notice, rising to £160 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 and on our website.

### 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 and on our website.

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:**

- Children spend a total of 32.5 hours in school each week.
- School starts at 8.50am. Children enter the school via two school gates. Gates are opened from 8.40am, and children are expected to be in school by 8.50am. Please note, prior to gates opening at 8.40am children 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 and will be marked as late – an unauthorised absence.
- Premier Education 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/school gate 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](http://www.beetleyschool.co.uk).
- Our school Facebook page is <https://www.facebook.com/people/St-Marys-Community-Primary-School-Beetley/61556241627964/>
- The Friends of St Mary's Facebook page is [www.facebook.com/Friends-Of-St-Marys-CP-School-Beetley-781443035272600/](http://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 subject specific units, that enable every individual to enjoy learning and achieve
- Is delivered through aspirational teaching that takes account of best practice
- Makes use of links between subjects, where appropriate, including the use of key texts to establish a context
- Is taught in a calm and purposeful environment, with a clear focus on rewarding positive behaviour
- Supports our pupils, through flexible differentiation, in becoming well-rounded, inclusive, resilient and considerate
- 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
- Celebrates the community that the children live in.

**So that our children:**

- Are resilient and are able to persevere
- Show compassion and forgiveness and are aware of our place in the world, having a sense of global responsibility
- Are confident that they can succeed
- Care about each other, are aware of all in the community, show respect for all, are able to share resources and space, are honest in discussions and are polite throughout their days.
- Celebrate diversity and value the uniqueness of individuals
- 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 & Share •**

**Be Honest & Polite**

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

### **At St. Mary's Community Primary School, pupils are expected to:**

- ✓ Only use the IT equipment on the school premises for studying purposes.
- ✓ Use their own Office 365 email address when sending or receiving emails.
- ✓ Only open email attachments from people known to them or people who the teachers have approved.
- ✓ Make sure ICT communication with other pupils and adults is polite and responsible.
- ✓ Be responsible for their behaviour while using ICT.
- ✓ Inform their class teacher of anything they see online which makes them feel uncomfortable.
- ✓ Understand that their use of ICT can be checked and that parents/carers will be contacted if a member of school staff is concerned about a pupil's e-safety.
- ✓ Be careful when using computer equipment and treat it with respect.
- ✓ Abide by the rules regarding bringing personal devices into school.
- ✓ Seek the advice of a teacher before downloading material.

### **Pupils will not:**

- ✓ Try to bypass the internet settings and filtering system.
- ✓ Share passwords.
- ✓ Delete or open other people's files and documents.
- ✓ Use other people's accounts.
- ✓ Send any content which is unpleasant. If something like this is found, such as inappropriate images or the use of offensive language, pupils will report it to their teacher.
- ✓ Share details of their name, phone number or address.
- ✓ Meet someone they have contacted online, unless it is part of a school project and/or a responsible adult is present.
- ✓ Upload images, sound, video or text content that could upset pupils, staff and others.
- ✓ Try to install software onto the school network.

### **Parents will:**

- ✓ Support and uphold the school's rules regarding the use of school ICT systems.
- ✓ Act in accordance with the school's policy when using the internet in relation to the school, its employees and pupils.

# The St. Mary's Community Primary School

## Behaviour Blueprint – This is how we do it here . . .

### The St. Mary's Way . . .

At St. Mary's Community Primary School, we recognise and reward EVERYBODY who goes 'above and beyond'.

### Our Adults Always...

1. Stand at the door and greet us in the morning
2. Recognise those who are behaving well and making good choices
3. Are consistent, stay calm and they care

### St. Mary's School Rules

**Be Ready**  
**Be Respectful**  
**Be Safe**

### Relentless Routines

Wonderful Walking      Legendary Lining-Up      Tranquil Transitions  
Superb Sitting      Marvellous Manners

### Behaviour Management Steps

There are 6 steps when we start to make poor choices:

1. We get a 'nudge' in the right direction.
2. We are reminded to be ready, respectful and safe.
3. We are told how our behaviour is not a good choice and are reminded to be ready, respectful and safe.
4. We are given one more chance to make a positive choice before we choose to have an imposition.
5. We are given a maximum of 5 minutes to cool off and reset – to be ready, respectful and safe.
6. We have a conversation with an adult about our behaviour and to reflect on its impact.

### Restorative Questions Used in stage 6

- What happened?
- What were you thinking/feeling at the time?
- What have you thought since?
- How did this make people feel?
- Who has been affected?
- How have they been affected?
- What should we do to put things right?
- How can we do things differently in the future?

### Rewarding Positive Behaviour

**Weekly Celebration Assembly** – Star, Diamond, Angel and Reader of the week

**Class Reward** – For effort in learning and great behaviours for learning

**House Tokens** – For demonstrating the school values outside the classroom

**Recognition board** – For demonstrating the chosen behaviour

**Positive calls home/catching adults at the end of the day** – To celebrate successes and improvements