

Colton History Society



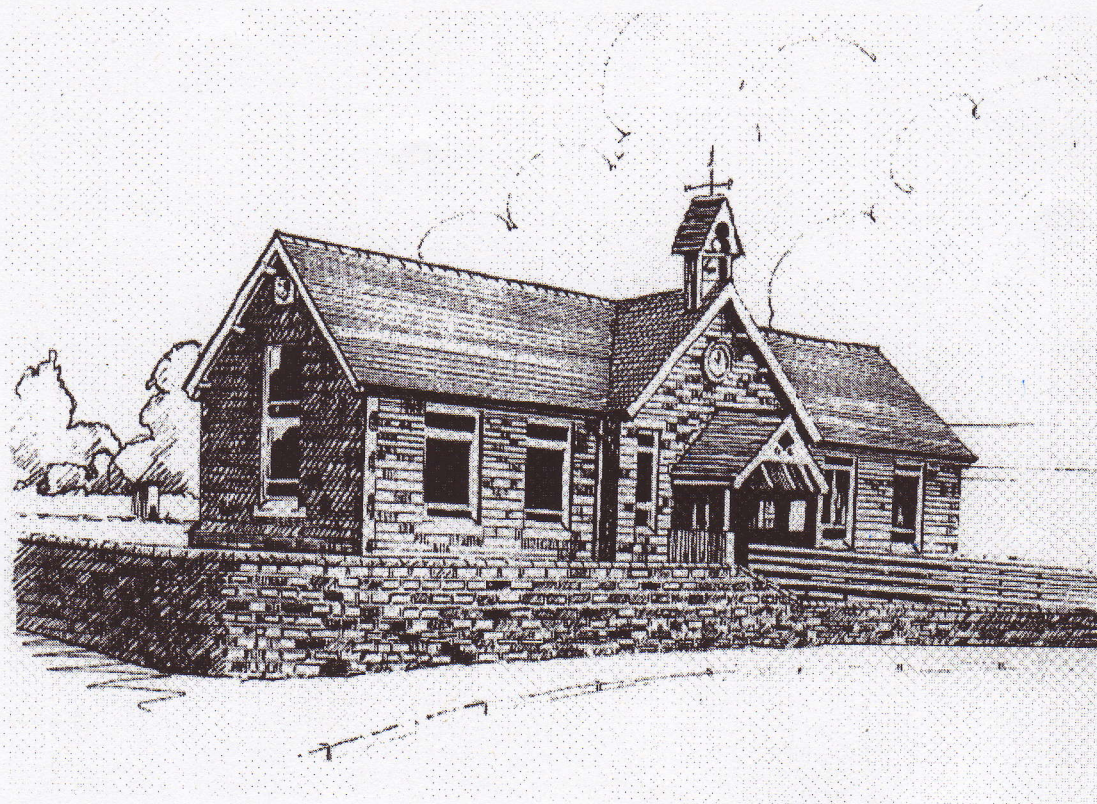
Saint Mary's School



Time Capsule Project

Parent's Information Booklet

St. Mary's CE (A) Primary School



St. Mary's CE (A) Primary School



Information Booklet for Parents

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(The information given in this booklet is accurate at the time of writing, but may be subject to amendment at a later date.)

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ST MARY'S CE (A) PRIMARY SCHOOL

Bellamour Way
Colton
Rugeley
Staffordshire
WS15 3LN

Dear Parents and Friends

On behalf of the Governors and staff I would like to offer a warm welcome to St Mary's Church of England Primary School.

Our Prospectus is especially intended for parents of children who may wish to consider our rural Church of England school for future enrolment. Selecting a school for your child can be a daunting prospect for many parents and, starting school, to a child, can be exciting but puzzling, at first.

Our staff are well qualified, enthusiastic, committed and are able to offer a wealth of expertise to provide an exceptional experience for your child. The staff team work hard to develop and build on children's skills so that they become confident, independent and self-motivated learners who are well prepared to face the challenge of an ever-changing world.

The school aims to foster a Christian, caring ethos in which children thrive by celebrating achievement and making sure they feel valued and secure. Our children are taught to respect others. They are provided with exciting learning opportunities and standards and expectations of behaviour are high.

There is a strong emphasis on co-operation between home and school. We are committed to maintaining these links and look forward to working with you in the education of your child. It is therefore hoped that you will take every opportunity to take part in the life of the school and its role within the community.

Although St. Mary's is primarily for the children aged between 4 to 11 years from the parishes of Colton and Blithfield, the school welcomes children from beyond its catchment area.

The school has formed a loose collaboration with The Richard Crosse Church of England Primary School in Kings Bromley and I am the Executive Headteacher over both schools. This is an exciting venture and has given us increased flexibility, monetary savings and curricular opportunities for our children.

We operate an "open door" policy and you should always feel welcomed. I look forward to meeting you in the near future.

Yours sincerely,
Mr Paul Lovern
Headteacher



General information

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Headteacher: Mr P J Lovern

Chair of Governors: Mr D Grewer

Parent Governors: Mr I Grundy
Mr M Scoins

St. Mary's CE (A) Primary School is situated on Bellamour Way in the attractive and historical Staffordshire village of Colton, eight miles from the cathedral city of Lichfield.

The school is a Voluntary Aided co-educational day school with approximately 60 pupils on roll. It is a 4 to 11 Primary School providing a high quality education within a well-balanced and broadly based curriculum for children in their Early Years through to Year 6.

The school is organised into four classes.

Class 1	Foundation Stage	Age 4 - 5
Class 2	Years 1 and 2	Age 6 - 7
Class 3	Years 3 and 4	Age 8 - 9
Class 4	Years 5 and 6	Age 10 - 11

School times

School begins:	8.50 am
Morning break:	11.05 am to 11.20 am
Lunch break:	12.15 pm to 1.15 pm
Afternoon break:	2.15 pm - 2.30 pm
School ends:	3.30 pm

The remainder of the day is teaching time, so children have a working week of 25 hours.

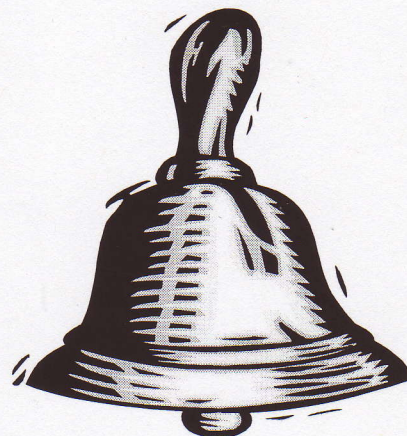
The history of our school

The first school in Colton dates back to 1764 when people from the village subscribed towards a school to educate twenty poor children of the Parish. In 1821 John Spencer, on behalf of his brother, gave £500 to pay for another twenty poor children to go to school. In 1818 another school was founded in Colton by Thomas Webb for the education of girls in the parish.

The two schools gradually began to work together. By 1851 one was a boys' and the other a girls' school. In 1862 the Trustees decided to build a single new school on a site given by Mr T B Horsfall M.P. This school would take any child from Colton from the age of two years.

The school continues to use the 1862 building with improvements and extensions. In 1964 a classroom and toilet block was added at the Eastern end of the school. In 2000 another extension provided a resource area and extended school hall with newly installed PE equipment.

The school is a Church "aided" school which is supported by a charitable foundation formed from the amalgamation of the Webbs and Spencers charities which also included property and financial bequests. It provides up to 10% of the cost of repairs and improvements to the school. The balance is made up of funds from Central Government. Additionally the trust is able to provide other financial support to the school from the income from its property and investments.



Our vision, aims and objectives

At St. Mary's Church of England School, we share values and beliefs based on Christian principles in close association with the Anglican tradition and practice of the Church of England.

We believe each person is special and we provide equal opportunities for every individual member of our school family to develop to his or her full potential within guidelines of acceptable behaviour and a set of values, which will fit each child for life and the society in which they live. We strive to serve our young people by setting the highest standards of teaching, learning and community life, enabling everyone to grow in God's love, wisdom and strength.

The achievements of each child are celebrated and the family, the school, the church and the whole community are valued and respected.

The aim of the staff and governors is to create a happy and stimulating learning environment in which children are helped to develop their natural curiosity and academic ability, as well as to learn physical, intellectual, social and aesthetic skills. We aim to foster and nurture the children's spiritual and moral growth and they are encouraged to adopt friendly, caring and considerate attitudes to one another and a respectful, polite manner to adults while at the same time developing a sense of self-reliance, self respect and a sensitivity to other people around them and in the wider community. We help them to understand and acquire a moral and social code of behaviour to Christian standards.



Starting school

St. Mary's Primary School has three intakes per year at the beginning of the Autumn, Spring and Summer terms. Children may start school in the Foundation Class the term after their fourth birthday for part-time or full-time education. Full-time Foundation Stage education commences in the September of the academic year in which the child is five.

As part of the induction process, parents will be invited to a meeting with the Headteacher and Foundation Stage Class Teacher in order to discuss relevant issues concerning starting school. The children will also be invited into school for two morning sessions, one with lunch, so that they get to know their classmates, school staff and become familiar with the school buildings and routines.

Individual meetings are also arranged between parents and the Foundation Stage Class Teacher to discuss more personal issues relating to their child.

"Children achieve well and make good progress" - Ofsted 2007

Attendance

When your child starts school, we ask you to make a commitment on his or her behalf to ensure that your child attends school regularly and arrives punctually at the beginning of the school day/session in time for registration. **Please note, in line with Government regulations, children that arrive during the registration period but after 9.10 am are marked as late. Children arriving after 9.30 am when the registers are closed, are given an unauthorised absence mark.**

Please inform us if your child is absent from school by 9.30 a.m. on the first day of absence. If the illness is likely to be long term, e.g., chicken pox, tonsillitis etc, we ask that you give us an estimated date of return. If the illness is more short term, e.g. colds, sickness we ask that you telephone us by 9.30 a.m. on each day of the absence.

It is important for your child's safety that home and school know exactly where he or she is. Under the DCFS (Department for Children, Families and Schools) regulations the school is obliged to make an annual report on absences from school, identifying authorised and unauthorised absences. All absences will be recorded on your child's annual report. Periodic checks on children's attendance are also made by the Education Welfare Officer.

A maximum of 10 school days leave of absence per year to enable children to accompany parents on their annual holiday can be authorised by the Headteacher. However, authorisation will not be given for holidays during the Key Stage 2 National Testing week which is generally the second week in May. Parents should complete a holiday form, which is available from the school office.

The demands of the National Curriculum involve a full timetable for all the weeks of the school year for all children. If a child suffers a prolonged absence through illness, staff will be happy to set work for him/her to do at home. However, work will not be set for children who take holidays in term time, and

parents, when booking their holidays, should understand that work missed cannot be made up. If the absence occurs at a time when work is introduced, or during periods of assessment, it is impossible for this lost ground to be regained.

Any parent wishing to make representations on any grounds may do so in writing to the Governors who will reply in writing. Should admission be refused, parents have the right to appeal against the decision.

Levels of attendance are excellent" - Ofsted 2007

Health and safety

Communication

In the event of illness or an accident occurring at school we must be able to contact a parent or guardian. Therefore, we need to know your home, work and mobile telephone numbers (where applicable) and if necessary, the telephone number of a friend or relative willing to take a message or take responsibility for your child if the school is unable to contact you.

Medicines

If medicine has been prescribed for your child by your doctor, and needs to be administered by staff during the school day, parents should discuss this with the School Secretary or Headteacher and complete the appropriate consent form. All medicines, must be kept in the school office and be properly labelled.

Parking

There must be no parking on the zig zag yellow lines outside school at any time. Parents will be informed if there is a funeral at St. Mary's church and we would ask that you do not park near the burial ground at such times. Inconsiderate parking is dangerous and inconveniences other road users and local residents.

Safeguarding

At St. Mary's Church of England Primary School, we are committed to ensuring the safety and well-being of our children and their welfare is paramount. All of the staff are trained in Child Protection and all staff and volunteers have been CRB and List 99 police checked.

"The school is well led and managed" - Ofsted 2007

Organisation and Pastoral Care

Children are taught in mixed ability classes in the care of their own Class Teacher, who has responsibility for their education and welfare.

A variety of teaching styles are used; whole class teaching, group and individual work. Grouping is flexible and can vary according to a child's needs and ability in the specific subject being taught.

The school's aim is to create a happy, welcoming and secure environment in which the child can develop confidence, individuality and good learning habits, as well as understanding how to work with thought for other children and for adults. We try to be sensitive to our children's emotional needs and to help them to overcome any problems they may have.



Due to the small size of the school and the adult/child ratio bullying or any kind of anti-social behaviour is not common at St. Mary's but we have a policy which is clear to all staff and all pupils so that any incident which may occur is dealt with promptly and not allowed to develop into a problem. Staff show a sensitive awareness of individual personalities and situations, so avoiding any repetitive unacceptable behaviour in many cases. It is unacceptable for children to hurt verbally or physically. If a child behaves in a dangerous or anti-social way, the parents are consulted with a view to obtaining co-operation. The support of parents in maintaining discipline is essential.

The staff and the governors have a duty of care for all the people in the school. In extreme cases, especially if the safety of the child concerned and/or the safety of other children or staff is threatened, it might be necessary to exclude a child from school for a limited period of time. Any action will always be in consultation with the parents and the appropriate governors.

In accordance with the Education Act 1986, corporal punishment will not be administered in any school maintained by Staffordshire Education Authority.

A Safeguarding Policy is in place which follows Government and Local Education Authority guidelines and is available from the school office.

The school has close links with the School Health Service, Education Welfare Officer, Educational Psychologist and Special Needs Service.

This is a Church of England school, with a caring Christian ethos and strong Church links. The Vicar leads an Act of Worship in school every fortnight and special services take place in St. Mary's Church throughout the year.

"The school, through its distinctive Christian character, is good at meeting the needs of all learners" - SIAS Inspection 2007

Home-School Partnership

Your child's school years and particularly their primary school years are of vital importance to the developing child and set patterns and attitudes towards future learning and living in society. We endeavour to foster good parent/staff relationships as the happiness of each child depends on us all working together. If at any time, you feel worried about your child please come and see us and share your concerns with your child's class teacher or the Headteacher wherever the need arises. A telephone call to the school secretary will ensure a prompt appointment.

Any parent/guardian/grandparent/friend of the school who has some spare time to help in school on a regular, voluntary basis, is very welcome.

Adults can help in various ways, both in and out of the classroom:-

Sharing books, hearing children read, reading stories to small groups, helping in the library, making and mending books, playing maths and language games, helping with a maths activity, supporting children on the computer, helping with sewing or cooking, making costumes or scenery for plays, helping with creative activities in art and technology, assisting with sports clubs, accompanying children on school visits and so on!

.....the list is endless and the help invaluable as it enables the teacher to spend more time teaching the children. If you can spare some time on a regular basis, please speak to a member of staff as your offer will be greatly appreciated. **Please be aware, to ensure the safety of our children volunteers will be required to undergo the appropriate Criminal Records Bureau clearance procedures which are necessary to safeguard our children and to work within school.**

Our parents are automatically members of the Friends of St. Mary's (PTA) as are all the staff of the school. The Friends is a social and fund-raising organisation and makes a valuable contribution to the life of the school. We have a very supportive group of parents who continually give their time to provide wonderful resources and enhance the curriculum and welfare of all the children in our school.

Communication

Parents are encouraged to develop communicative relationships with school. You can contact school in writing, by telephone, e-mail or face to face. In addition parents can communicate with the Class Teacher through the children's reading diaries.

Each week a planner detailing the activities for the forthcoming week and future notable dates is sent home with the children.

Early days at school

When your child starts school, some part of each day will be spent in purposeful play. This may be role play in the Home Corner or the Shop, or sand and water play, or using construction toys. It is through such play that children develop speaking and listening skills, social skills and many mathematical concepts concerned with one-to-one matching, measuring and money. When children start school, their learning activities will be based on the Early Years areas of learning experience. These areas of learning are:-

Linguistic and Literacy

Mathematical

Scientific and Technological

Aesthetic and Creative

Human and Social

Physical, Spiritual and Moral



Planning is carried out alongside the National Curriculum Programmes of Study and careful planning will enable the children, at the time most appropriate for them, to progress to the more formal statutory National Curriculum Programme of Study, which, in any case, will be in place by the time they reach statutory school age.

Every effort will be made to ensure your child feels happy and secure and able to achieve success in the tasks tackled.

School rules and behaviour

St. Mary's Church of England School has a Behaviour Policy which promotes good discipline as an essential quality of our school. The children are expected to be courteous and polite to each other, to helpers, parents, teachers and all school staff as well as to other adults they meet. We help each child to develop an acceptable code of behaviour and encourage him or her to interact co-operatively as members of a community.

The aim of our school is that the children should develop self-discipline and understand the need for self-control.

"By listening to each other and working together we create a caring, supportive school."

Our success depends on good communication and positive relationships between children, staff and parents. Working in partnership provides security for children and increases their opportunities for development and learning.

Class rules are displayed in each classroom. The children contribute to setting these which helps with their understanding of why rules are necessary.

At St. Mary's Church of England School, we believe that the security and well-being of the children is the shared responsibility of all staff. By embodying the following principles, we strive to create a caring, friendly and well-ordered environment where children thrive.

- Children should be encouraged and praised at every opportunity;
- Praise should be genuine and criticism constructive;
- Equal opportunities should always be considered;
- Children should accept adult authority but the development of individuality should always be encouraged;
- We should be sensitive to the needs of the child.

"The good behaviour and caring attitudes of the staff and children encapsulates the way in which the school's Christian ethos is the foundation to its success" - SIAS Inspection 2007

Code of Behaviour

- Be kind and caring. Never hurt other children or interfere with their work or property.
- Be honest and truthful with everyone.
- Treat other children and adults with respect.
- Stop, look and listen when asked to.
- Move sensibly around the school.
- Look after the environment and take care of school buildings and property.

The Curriculum

St. Mary's Church of England Primary School provides a broad and balanced curriculum for children from 4 to 11 years of age. Initially the children will follow an Early Years Curriculum, then the National Curriculum which applies to children from Year 1 upwards. Primary school children pass through the Early Years and the National Curriculum Key Stages 1 and 2.

The National Curriculum gives a framework for learning in all of the curriculum subject areas through Programmes of Study which are set out to show the teaching and learning objectives and expected outcomes. Attainment Targets indicate what children should know and be expected to do at different stages throughout their education and these are reported through Level descriptions

The National Literacy Strategy has clearly defined frameworks and strategies, critical skills and knowledge which enable our teachers to develop an essential climate of literacy in their classrooms. Children are taught to understand literacy and linguistic structures, forms and techniques in their efforts to become competent readers and writers.

The National Numeracy Strategy stresses the importance of knowing when to apply skills to solve problems and we aim to achieve high standards in numeracy by teaching children in an interactive, problem-solving environment, combining the best of old and new teaching methods and strategies.

Detailed Schemes of Work in all subjects, in line with the Early Years Learning Goals and Key Stage 1 and Key Stage 2 National Curriculum requirements, ensure continuity of education in all curricular areas.

Through subject-based and cross-curricular activities and tasks we encourage children to learn from practical experiences in a caring and structured environment.

The curriculum is comprised of:

Core subjects:-

"Children achieve well and make good progress" - Ofsted 2007

English
Mathematics
Science,
Information Communication Technology
Religious Education.

Foundation subjects:-

History	Geography
Music	Art
Design and Technology	Physical Education
French	Personal, Social and Health Education and Citizenship (PSHE)

English

Language development is one of the most important aspects of the curriculum as it is the basis of communication and learning.

Speaking and listening, reading, writing and spelling are all areas we aim to develop to very high standards by providing a rich and stimulating environment with varied resources and use of a range of media: books, pictures, tapes, games, discussions, computer programs, stories, poetry and drama.

Great emphasis is laid upon the teaching of reading and a variety of teaching methods and approaches are used to encourage and motivate children's learning, developing skills and fostering a love of books from the earliest days at school. In our literate classrooms, children become confident in their growing ability to handle books, texts and literature of all kinds.

Annual tests in reading are given from Year 2 to review progress and Guided reading is taught on a daily basis. Children are given a Home/School reading diary and an individual reading book to read at home with parents as part of our Homework policy. School library books are also available for the children.

Children are encouraged to speak clearly, thoughtfully and confidently. Discussion of work, different issues and current events with the teacher and with other children enables each child to assemble their thoughts, to express themselves with clarity and to develop logical debating skills.

The children are given many opportunities to develop language skills through a multiplicity of writing experiences. Common words and spelling in word families are learned, revised and tested regularly. Weekly "spellings" will form part of your child's homework from Year 1.

Handwriting and spelling are closely linked and it is important that handwriting is properly taught with letters formed correctly. Our handwriting policy is to encourage all children from entry to develop a cursive style.

Capital letters are rarely used in the early stages of teaching a child to write except for the first letter of a child's name.

Please encourage your child to hold a pencil correctly as an awkward grip adopted at an early stage is extremely difficult to correct. The older child needs to have a correct grip to develop fluent writing style. The teaching of joined handwriting usually takes place in Year 2 when the children are able to form all their letters correctly. A copy of our handwriting scheme is available upon request.

Mathematics

Considerate importance is also given to the teaching of Mathematics. Mathematics can be fun and exciting and we aim to foster an enjoyment in Mathematics where we lay the foundations for children's understanding of its order and pattern. Children learn how to apply their knowledge and skills to solve problems in everyday life. They are motivated to discover and learn about numbers and operations. They solve numerical problems, including those involving money and measures, and become familiar with the ways in which numerical information is gathered (by counting and measuring) and presented (in graphs, charts and tables).



Multiplication tables are taught and regular practice at home is encouraged.

Numeracy Planning is based on the National Numeracy Strategy. The school has a wide range of software to support the teaching of mathematics.

Science

Children are naturally curious about themselves and their environment. Our aim in Science is to build upon their curiosity and to enable each child to develop an enquiring mind and a thirst for exploration and discovery through first-hand experience by which scientific knowledge and skills will be acquired. Through careful observation and much practical experience, children learn to compare, predict, question, discuss and draw conclusions, and so discover and relate to the world about them.

"The good curriculum provides pupils with a broad range of exciting opportunities for learning and enjoyment and the development of basic skills" - Ofsted 2007

Information Technology

Information Technology has a critical role in enhancing the learning process at all levels and across a broad range of activities in the primary curriculum.

At St. Mary's Church of England Primary School we have a bank of laptop computers to which the children have regular access.

History and Geography

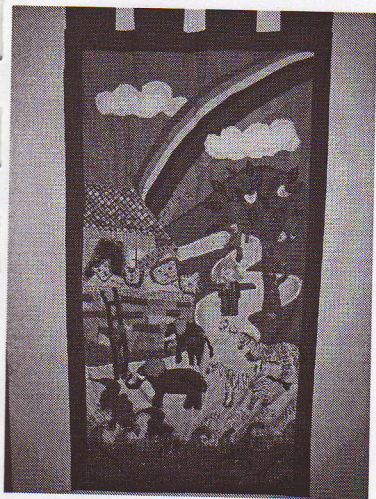
History and Geography at Key Stage 1 and 2 is taught through the 'Creative Curriculum', which is a topic based approach. It is our aim to provide a curriculum that the children find interesting and enjoyable but one that also develops the key skills in each subject area and enhances the childrens' learning a cross-curricular way. Colton is an important local resource and we use our environment and community to its best advantage.

We aim to ensure that the children are aware of their place and purpose in society and in today's changing world.

Music

Our music teaching encourages children to listen to, enjoy and appreciate music through singing, responding to different kinds of music, playing instruments, creative music, movement and dance.

The school has a range of melodic and untuned percussion instruments which are used by the children. We regularly perform a variety of musical activities including dramatic and musical productions throughout the year. There is a peripatetic teacher from the Staffordshire Music Service who visits the school weekly to give music tuition in clarinet. There are also clubs for recorder lessons.



Art, Design and Technology

Technology is directly concerned with generating ideas and developing children's skills in designing, planning, making and evaluating. We aim to promote the understanding of the properties of materials and structures in practical, problem-solving contexts within our topic work.

Opportunities to experiment with materials and techniques in all areas of Art and Craft are given to the children in order to stimulate and develop their creative abilities. Great importance is attached to valuing children's work and its presentation.

Physical Education

At St. Mary's Primary School we recognise that Sport is important to our everyday lives and learning. We aim to promote physical activity and healthy lifestyles as we develop positive attitudes, team spirit and motivate each pupil to enjoy physical activities so that individuals are able to make an active, purposeful use of their leisure time both now and in their future lives. Our children receive a minimum of two hours physical education per week.

The Physical Education curriculum offers a comprehensive range of experiences to give all children, irrespective of their academic or physical ability, the opportunity to discover and develop their:

- team spirit

- physical potential
- an awareness of safety
- self esteem and confidence
- empathy and creativity

"The school's increasing emphasis on exercise and healthy eating is helping pupils adopt and understand healthy lifestyles" - SIAS Inspection 2007

through a balanced programme of activities which foster enjoyment and success.

Physical skills are developed through the six areas identified by the National Curriculum for Physical Education in the various activities that take place during the school year: Games, Gymnastics, Dance, Athletics, Swimming and Outdoor and Adventurous activities. The children have two PE lessons each week. Years 3, 4, 5 and 6 take part in swimming lessons at the Rugeley Leisure Centre.

The school has large PE apparatus and also soft apparatus for the youngest children. The school uses a marked-out hard core netball course and has its own playing field. Sports Clubs are held weekly.

The children are given opportunities to play traditional team sports in the formal curriculum and in extra-curricular clubs after school.

Inter-school matches in football, netball, athletics and swimming are held during the year and there is a school Sports Day at the end of the summer term.

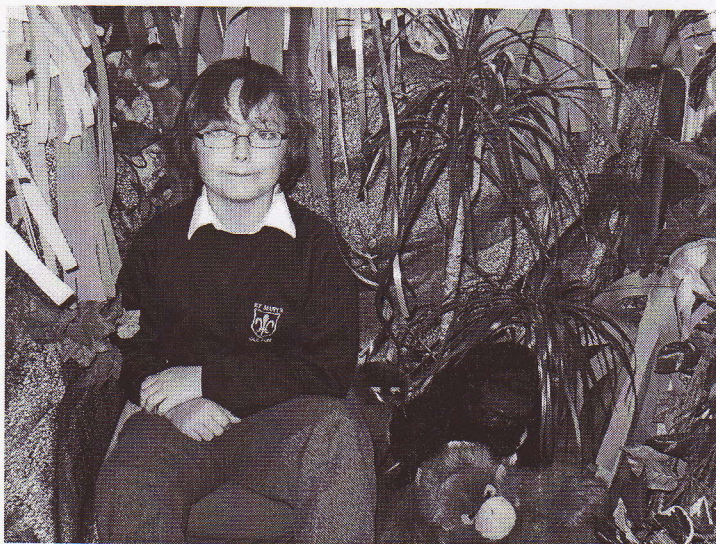
Years 5 and Y6 pupils spend a week at an Outdoor Education Centre in the autumn every year to enable children to experience such activities as sailing, canoeing, abseiling and archery.

Foreign languages

French is taught on a weekly basis to children from Reception age up to Year 6. It is presented in a fun, informal manner whilst still following a comprehensive scheme of work which builds upon previous knowledge. This approach to learning a foreign language embraces the children's natural curiosity and enthusiasm whilst developing strong foundations for secondary school.

Personal, Social and Health Education and Citizenship (PSHE)

St. Mary's Church of England Primary School has been successful in achieving the prestigious Health Promoting Schools Award. The school addresses Health Education in all its aspects through family life, sex education, safety, health-related exercise, personal hygiene, food and nutrition, environmental health, substance use and misuse as well as the psychological aspects of health, including self-value and



relationships with others. These elements may be addressed specifically through Physical Education, through visiting speakers from the Police and Road Safety departments, through the school nurse and through Religious Education and the ethos of the school.

At St. Mary's Church of England School, the aim is to encourage and develop self-confidence, to enable children to make informed decisions and choices, to raise awareness and understanding of how to take care of their bodies and keep them healthy as well as to have healthy relationships with other children and with adults. We help to make children aware of their responsibility for themselves and for others in the community. As they develop an awareness of other people, we help them build relationships with one another through co-operation, sharing and trust. In these ways the children are prepared to respond positively to the challenges of the wider world.

Equal opportunities are given to every child. We aim to offer a range of activities to all children, irrespective of ability, race, religion or gender. In our small school everyone is very much a part of our whole school family and we hope to create this kind of safe and secure environment.

Sex Education is taught naturally within the context of good health and growing up and through the Science curriculum. The school nurse shares with the children and their Class Teacher in general discussions about growing up and uses a variety of resources. The children are prepared for the bodily changes they will experience while they are still in a safe and familiar environment, with teachers they know and trust and to whom they can turn in confidence with questions which may arise.

Parents have the right to withdraw their children from specific sex education lessons. However, much of this is taught as part of topic work on Growth and Good Health and there is no right to withdraw children from the core and foundation subjects of the National Curriculum. Prior to the showing of any videos relating to sex education, parents are invited into school to view the film for themselves, talk with the school nurse and the Class Teacher and to discuss the method of presentation with them. Parents will then be in a position to make informed decisions.

Religious Education and Collective Worship

St. Mary's is a Church of England Voluntary Aided Primary School in the Diocese of Lichfield. As a Church School, we have close links with St. Mary's Church in Colton. We follow the Diocesan Syllabus for Religious Education and aim to develop children's awareness of the traditions and beliefs of Christianity, particularly within the Anglican Church. Christian morals and values are central to the ethos of our school and we aim to give children a firm foundation of social values based on Christian principles. The children are also taught comparative religions in order to develop the Christian principles of tolerance, respect of others and their beliefs.

In our Religious Education and Worship experiences, we aim to promote the spiritual, moral, cultural and social development of the children. A whole school, key stage or class Act of Worship takes place each day, led by the Headteacher or other members of staff. The Vicar leads the Act of Worship every fortnight and is regularly involved in the teaching of specific aspects of the Christian faith and special days, people and celebrations in the Church's year.

Caring and sharing, loving and giving, friendship, trust and respect for others are encouraged at all times. The children are also taught to care for the world in which they live and feelings of awe, wonder and curiosity are regularly shared as the children discuss and empathise situations and experiences with

their peers and adults. Special services to celebrate important times and festivals in the Christian Church's year take place in St. Mary's Church. Everyone in the school family, community and other friends and relatives are very welcome to join with us at these special times: Harvest, Christingle, Christmas, Mothers' Day, Easter and also at the Leavers' Service at the end of the summer term.

Parents have the right to withdraw their children from religious education and collective worship. Children withdrawn will be supervised by a member of staff.

Care Club

The Care Club is a before and after school service run by the school staffed with a qualified supervisor and assistants. The children can enjoy playing with their friends in the safe and secure surroundings of the school environment, looked after by adults experienced in caring for children.

The Care Club is open from 8.15 am to 8.45 am and 3.30 pm to 4.59 pm from Monday to Friday, term-time only. Further information is available on request.

Special Educational Needs

Many children, at some time in their school lives, have a special educational need and the Governors' policy on Special Educational Needs is implemented as follows. Often some additional support in the classroom and appropriate practice in basic skills can remedy the problem. Should further help be necessary, the school liaises with the Special Educational Needs Support Services and the Educational Psychologist and programmes of work are devised together which will address the child's need. Further steps, if needed, will be taken with regard to the Department for Education and Skills Code of Practice. Some children are particularly gifted in certain areas of the curriculum and consistently operate at a level far in advance of their peers. Such children will be given work of appropriate breadth and depth to challenge their ability and to develop their talents.

Arrangements for making complaints about the curriculum

The procedures for making formal complaints under Section 23 of the Education Reform Act, 1988 are as follows:-

- 1 Talk with your child's class teacher
- 2 Talk with the Headteacher
- 3 Communication with the Chair of Governors
- 4 Communication with the Local Education Authority:
The Director of Education
Staffordshire County Council
Tipping Street
STAFFORD ST16 2DH

Assessment

There is continuous assessment, recording and reporting of each child's progress during their years at St. Mary's Church of England School. Assessment provides information on the experience and achievement of the individual pupil, identifies what the pupil knows and can do, and provides information to guide future learning. Children are constantly being assessed by their teachers who monitor and evaluate their progress in all areas of school life and learning.

At the end of each Key Stage the assessment will be a combination of Teacher Assessment and the National Statutory Assessment tasks and test in English, Mathematics and Science. The average child is expected to reach level 2b by the age of 7 years, and level 4 by the age of 11 years. Obviously the levels of attainment will vary between individuals. A table of the results in Key Stage 1 and Key Stage 2 at local and national level for the last academic year are given on an insert sheet inside the back cover of this prospectus.

Reporting

Parents' afternoons/evenings are held every autumn and spring term, when parents are invited to look at their children's work and discuss their progress with the class teacher. Parents are, however, encouraged to contact school to arrange other meetings if required.

Every child will receive an annual Record of Achievement Report at the end of each school year. Reports for Year 2 and Year 6 children will include the detailed results of their performance in the National Statutory Assessment tasks and tests.

School records may also be issued to a child's parents at any time during the school year by request to the Headteacher.

Visitors to school and school visits

To complement the children's education and experience in relation to topics/themes and for added enjoyment and inspiration, we arrange for special groups or individuals to visit the school during the year. These visitors include people from the community, the Christian Schools' Assembly Team, the emergency services, the Staffordshire Music Service, the Travelling Book Company, Theatre groups, a children's entertainer and representatives from different charitable organisations.

Educational visits both locally and further afield are made by all children to many places of interest related to the termly topics.

"All feel welcome, safe and valued" - SIAS Inspection 2007

"Our school is just like a big family, everyone looks out for each other" - Pupil comment, Ofsted 2007

Extra-Curricular Activities

Children are encouraged to take an interest in extra-curricular activities which are provided by staff, parents and qualified instructors.

Music is seen as a life-enhancing subject and all the children are encouraged to participate fully in musical activities. These include:-

- Recorder groups and Choir
- Clarinet lessons with teachers from the Staffordshire Music Service

The following clubs are also available for the children:-

- In the autumn term there are football and netball clubs
- In the summer term there are rounders and cricket clubs
- Gardening club
- French Club



"The curriculum is very well enriched through well-chosen visits, including residential visits, visitors and a very good range of club activities" - Ofsted 2007

Homework

The school expects children to do some homework and it is likely that there will be an increasing number of tasks to do at home as the children grow older; all children are encouraged to extend learning into their free time and children are expected to read at home. In particular, children in Key Stage 1 will be expected to learn spellings and some multiplication tables.

Parents can also encourage their children by reading with them, assisting with research and ensuring that homework is completed on time. The Headteacher and teaching staff are pleased to give advice about the most appropriate ways of working at home.

"Children and staff show an exceptionally high degree of care for and consideration towards each other" - SIAS Inspection 2007

Awards

We believe that good work and behaviour should be positively reinforced and children can earn stickers and Certificates of Merit as a reward.

In addition, we encourage a team spirit by organising children into four houses, Red, Blue, Green and Yellow for sports day.

Charges and Remissions

A copy of the policies adopted by the Education Committee governing Charges and Remissions is available from the school upon request. In brief it is as follows:-

Governors understand that legally parents cannot be charged for delivery of the National Curriculum. However, they also recognise that if parents were not willing to make a voluntary financial contribution towards educational visits, it would be impossible for the school to support the cost, and a valuable source of education would be lost. No child will be excluded for non-payment, but a visit may have to be cancelled if a number of parents choose not to make a contribution. In a case of genuine financial hardship, Governors may consider taking up the offer of Trustees to assist with a particular family's needs. In such a case parents can contact the Headteacher privately. Music tuition from peripatetic teachers is available in school time at a subsidised cost for the clarinet.

School Lunches

Parents and children are given the option to have school lunches or to bring a packed lunch. School meals are of a high standard and are prepared, cooked and served from our own kitchen. We operate a cafeteria style service and there is a choice of main courses and desserts.



School Uniform

Children are expected to dress smartly and to wear school uniform in all school based activities. We feel it gives the children a sense of belonging and encourages equality amongst their peers.

Girls' uniform:

Grey skirt or pinafore dress or
medium grey trousers or shorts

White or navy polo shirt or blouse

St. Mary's school sweatshirt or cardigan

For summer wear: blue gingham dress

Black or navy shoes

Boys' uniform

Medium grey trousers or shorts

White or navy polo shirt or cotton shirt

St. Mary's school sweatshirt

Black or navy shoes

The school sweatshirts are available from Uniforms Plus in Rugeley and Buxton and Bonnet in Lichfield.

Please note, trainers should only be worn for Physical Education lessons.

Physical Education Kit

PE kit should be kept in school every day during term time and consist of:

Training shoes or pumps

Navy shorts

White T-shirt

Navy Tracksuit (optional for cold weather)

For swimming:

Boys: Swimming trunks (not swimming shorts)

Girls: Swimsuit (not bikini style)

Bathing cap (compulsory for all children)

Goggles (optional, permission is required)

Towel

The only jewellery that children are permitted to wear are watches and safety studs for children with pierced ears. For safety reasons, these must be removed for PE, therefore we would advise ear piercing to be done at the start of the six week summer holiday.

The wearing of make-up and unconventional hairstyles is discouraged.

Please ensure all items of clothing, footwear etc are clearly labelled with your child's name.

Science, art and craft activities

Protective clothing, such as a man's shirt or overall with sleeves is recommended.

Playtimes

A pair of Wellington boots is required in school for playtimes when the children are able to play on the field and in the conservation area.

Transfer to Secondary school

We aim to make transfer to secondary school as smooth as possible and strong links exist with Hagley Park Sports College which is the catchment school for the village of Colton and surrounding area.

Open evenings are held when children and parents can visit the local secondary schools and transfer arrangements are explained to them. In addition, the children spend a day, or half a day, in the new school during July. All records are passed on with the children and your child's teacher will also have the opportunity of speaking to a member of staff of the secondary school to pass on any necessary information.

Further information

Detailed information on the school aims, the curriculum (including religious education and collective worship), child protection, and other school policies are available on request from the school office.

We operate an open door policy and encourage parents and children to contact the school if there is anything they are unsure of.

'A good school with some outstanding features' - Ofsted 2007
'The distinctiveness and effectiveness of St. Mary's as a Church of England school are good -
SIAS 2007



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7th to 9th April 2017