



Federation Executive Headteacher: Mrs C. Gaskin

St Mary's Bluecoat Church of England Primary School

Lodge Lane, Bridgnorth, WV15 5EQ

PROSPECTUS

Head of School: Mrs C. Aston



Tel: 01746 763455

email: admin@stmarysbc.co.uk

School website: www.stmarysbc.co.uk

Welcome to St. Mary's Bluecoat CE Primary School

Thank you for your interest in St Mary's Bluecoat Church of England Primary School. I hope you will find this prospectus a useful introduction to our school. The document is by no means exhaustive, but we have tried to capture all of the main aspects that parents who are new to the school often ask school staff. Our school website contains a wealth of further information.

St Mary's is a thriving community school, based in our purpose-built site on The Grove which opened in 1963. We take our name from the majestic St Mary Magdalene church, built by Thomas Telford, which stands proudly overlooking the beautiful riverside town of Bridgnorth. Our links with the church began in our origins when the school was run by the clergy, and we remain today a voluntary aided Church of England school. Our Christian ethos remains at the centre of our school community and we are fortunate to be supported by the Bridgnorth team ministry who lead weekly assemblies at the school and celebrate with us other festivals throughout the year. Regular visits are also made to St Mary's Church during the year.

Our school has a warm, vibrant atmosphere where purposeful learning takes place. The teaching and support staff are skilled, enthusiastic, hard-working and caring. We aim to provide a quality education for your child and hope that you will work in partnership with us towards this.

I have been Executive Headteacher (EHT) for The Trinity Federation since 2014. Prior to this I was Headteacher at Worfield School for five years. My role as EHT is a strategic one across all of the schools within the federation and also at Morville School (academy). The Head of School at St. Mary's Bluecoat, Mrs Carol Aston, is responsible for the day-to-day effective running of the school (like a traditional Headteacher) and is the public face of the school.

If you are considering St Mary's Bluecoat CE Primary School for your child's pre-school or primary education, please telephone the main school office for an appointment. Mrs Aston would be pleased to show you around.

Yours sincerely

Mrs C. Gaskin
Executive Headteacher
The Trinity Federation

The Trinity Federation



in partnership with



St. Mary's Bluecoat CE Primary School and Worfield Endowed CE Primary School have worked in a federation since September 2014. Beckbury CE Primary School joined the federation in September 2015.

Our federation is one where all of the schools share a single governing body. Each school retains its own identity and character but shares a governing body and an Executive Headteacher and a Federation SENCO. Each school retains its own delegated budget.

Further information about our Governing Body can be found on the Governance area of our website.

In May 2019, Morville CE Primary School entered into a unique relationship with The Trinity Federation. Morville School is an academy within the Diocese of Hereford Multi-Academy Trust but, recognising the strengths of the federation, the Trust buys-in leadership support for Morville School from the governors of The Trinity Federation.

The benefits of our federation...

For pupils

- The schools each retain their own individuality and ethos but work together in creating joint approaches and activities ultimately increasing opportunities for pupils.
- All of the schools are Church of England Schools and this offers even more opportunities to enhance the Christian ethos of the Federation.
- Pupils can connect with other people from different schools which can aid transition to secondary school. This is particularly important in smaller schools or in smaller cohorts within a school.
- Pupils can have increased access to learning resources.
- Pupils benefit from high quality teaching and learning because our schools can share the very best, and latest, practices.

For staff

- Our schools benefit from shared resources and expertise.
- Our schools share established and effective school improvement systems and processes.
- Our schools can realise financial savings through increased purchasing power and over time these savings translate into increased resources, staffing and curriculum opportunities for our pupils.

- Access to the very best quality training can be afforded through pooling of financial resources for Continuing Professional Development (CPD).
- Staff are able to share knowledge with people from different schools with similar challenges – this regular sharing of expertise is rare where schools exist in isolation yet essential if staff are to stay abreast of the latest educational thinking and approaches to teaching and learning.
- We offer a high level of professional development to all staff; increased opportunities exist across the Federation enabling governors to retain good staff at all levels as they develop in their careers.

Admissions

Applications to School

As an Aided School, we are responsible for our own admission arrangements but in order to help everyone we follow the same timescale as the rest of Shropshire LA maintained schools for Reception class intake. The admissions processes are co-ordinated by Shropshire Council, which is the Local Authority (LA) and we liaise closely with Shropshire Council on all admissions issues.

Parents who are interested in sending their child to St. Mary's Bluecoat CE Primary School are welcome to arrange an initial visit to the school via the school administrator.

Mid-term Transfers

If your child currently attends another primary school and you wish to apply for a place at St. Mary's then please telephone the school administrator who will be able to arrange for you and your child to visit. Often children join our school mid-term due to a house move or a change in family circumstances, but we also know that on occasion, parents will consider school moves for other reasons. Please be aware that out of professional courtesy we will inform other Shropshire Headteachers when a request for a mid-term transfer is made for a pupil currently attending their school. We can also offer taster days in advance of a place being accepted.

A copy of our current Admissions Policy can be found on the Policies area of our website.

St Mary's Bluecoat Nursery (part of the Early Years Foundation Stage Unit)

St Mary's Bluecoat School Nursery is part of the school's dedicated EYFS Unit.



Our Nursery aged children and our Reception aged children work alongside each other every morning within our Early Years Foundation Stage Unit. We have created an educational, play based, emotionally and physically secure environment where Nursery and Reception aged children are totally integrated and where children who remain with us from Nursery to Reception will not have to experience another move until the start of Year 1. Within the EYFS unit we also have a high ratio of staff to children.

St Mary's Bluecoat School Nursery has a separate admission application form and places for the Nursery must be applied for. **Please note:** even if your child attends the School Nursery you still have to apply for a Reception place through the Local Authority.

For parents who require all day nursery provision, we recommend contacting Miss Leanne Broster, Manager of Hidden Treasures (an on-site, private pre-school). St Mary's Bluecoat School works in close partnership with Hidden Treasures. Many children who attend morning sessions at St Mary's School Nursery are collected at lunchtime by Hidden Treasures' staff and attend an afternoon session at their pre-school.

Staff at St Mary's Bluecoat C.E. Primary School

Federation Executive Leadership Team

Executive Headteacher: Mrs C. Gaskin
Director of Inclusion and SEND: Mr D. Lavell
EYFS Leader: Miss E. Docherty (Federation role)
Federation Schools' Business Manager: Mrs R. Dyke

Senior Leadership Team

Head of School: Mrs C. Aston

Early Intervention Practitioner for The Trinity Federation

Mrs T. Phillips

Administrator:

Mrs J. Seal

Teachers

Mrs S. Kumar
Mrs E. Duffy (secondment Sept 2021)
Mrs Malpass (secondment cover)
Miss C. Bristow (maternity leave 2020/21)
Mr B. Wills
Mr D. Taylor
Mrs M. Talbot
Mrs R. Ratcliffe
Mr C. James
Mrs C. Noakes
Mrs M. Cope

Higher Level Teaching Assistants

Mrs C. Handley
Mrs D. Bartholomew

Teaching Assistants

Mrs H. Gregg
Mrs M. Ashby
Mrs W. Lowe

SEND Teaching Assistants

Mrs R. Hickie
Mrs E. Eyke
Mrs C. Bosson
Mrs K. Morris
Mrs J. Gaulder

Site staff

Mr B. Evans	Site Manager
Mrs N. Roberts	Cleaner
Mrs M. Tristham	Cleaner
Mrs K. Drew	Cleaner

Lunchtime supervisory staff

Mrs N. Roberts	Supervisor / Play Leader
Mrs E. Eyke	Supervisor / Play Leader (hub)
Mrs K. Drew	Supervisor / Play Leader
Mrs H. Gregg	Supervisor / Play Leader (SEND support)
Mrs D. Sheldon	Supervisor / Play Leader

What are the Aims of our School?

We aim to create a stimulating and attractive learning environment for the children in our care, encouraging initiative, independence, self-confidence, tolerance, respect and a sense of responsibility among the pupils.

We aim to promote the personal development of each child as an individual helping him or her to make a successful transition from school into the demanding world beyond.

Pupils at all levels of ability are encouraged to reach their full potential whether their gifts are academic, sporting or creative.

Ethos Statement

“Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.”

Our Mission Statement

At our school we strive to:

- Provide a stimulating, safe and secure environment, which fosters a sense of pride and ownership in the school.
- Promote spiritual awareness and respect for all other religions, races and cultures.

- Promote a learning partnership between children, parents, teachers and governors where we value, develop and support our teachers recognising the value of their individual talents and interests.
- Enable each child to achieve his/her full potential, whether they be through a broad, balanced and relevant curriculum delivered through a variety of teaching approaches, sporting, academies, or otherwise.
- Encourage each child to develop a sense of self-esteem, self-discipline, personal responsibility and respect for others - high expectations of behaviour.
- Maintain strong links with the community, local, national and international.
- Care for God's World

Religious Education and Collective Worship

The religious education taught within the school is in accordance with the Shropshire Agreed Syllabus. The teaching is based on the belief that all faiths and practices should be valued.

As a Church of England school we have a special link with the local church of St. Mary Magdalene, Bridgnorth. Preb. Rev'd. Cawdell and members of the ministry team frequently lead collective worship for the school and we attend the church for special celebrations.

Parents may withdraw their children from all or part of the religious education and collective worship provided. *Please write to the Executive Headteacher if it is your intention to withdraw your child.*

The Curriculum

We provide a flexible and creative curriculum, which is relevant and meaningful to our children at their different stages, responding to the needs and interests of all learners.

We follow the National Curriculum which determines the content of what is taught and sets out a clear, full and statutory entitlement to learning for all pupils in the following subjects: English, Mathematics, Science, Art & Design, History, Geography, Music, Computing, Design and Technology (D&T), and Physical Education (PE). Religious Education is taught in accordance with the Shropshire Agreed Syllabus. Personal, Social and Health Education is also taught. Whenever possible, this curriculum is delivered through a creative approach which links subject areas under a theme and allows children to develop both disciplinary and substantive knowledge. Class teachers share curriculum overviews termly with parents. These can be found on our website.

We take great care to enrich learning through first-hand and practical experiences; we believe that experiential opportunities are central to children's learning. We ensure that a range of enrichment activities take place. We aim to provide a wealth of cultural experiences and opportunities and specialists are invited into school to hold workshops. Residential visits are arranged for our older children; usually in Year 6. Full advantage is taken of our local facilities including the beautiful town of Bridgnorth and St Mary's Church in addition to St James' Hall and Queens Parlour.

In Music, the school is supported by a range of peripatetic teachers. Parents who wish for their child to learn to play an instrument receive a half-termly invoice for lessons. Lessons are available in woodwind, brass and string instruments as well.

Transport for swimming lessons is by hired coach. Parents are asked to signify their consent to their children taking part in regular activities in advance of the visit/event. School journey/personal accident insurance cover is taken out for 'local' visits such as swimming. We ask for a voluntary contribution to cover the cost of transport to swimming lessons.

Parents are informed about other events in the half-termly information sheet and the weekly newsletter. The weekly newsletter is regularly sent out to all parents via ParentMail.

Pupil Wellbeing

Our school ethos promotes an atmosphere in which children feel happy, secure and well-motivated. We encourage the children to have respect for other people and for property and the environment. We expect them to be responsible and think carefully about their actions. Core Christian values underpin all that we do. Pupil attitudes are led by example through which they are encouraged to be polite, courteous and honest. Staff take a positive approach towards the children, giving praise whenever possible and always highlighting good behaviour.

Behaviour

At St. Mary's Bluecoat CE Primary School we value good behaviour in order to create a positive, purposeful atmosphere to enable all individuals to achieve their potential.

We firmly believe that all behaviours are a means of communication so our approach to behaviour management has evolved over time, increasingly moving away from a traditional behaviourist approach to a more humanist, relational and universal approach which is inclusive for all, and can benefit the whole school community. Thinking of a child as behaving badly disposes you to think of punishment. Thinking of a child as struggling to handle something difficult encourages you to help them through their distress. The schools in The Trinity Federation are currently participating in the Alex Timpson Attachment and Trauma Aware Programme (Rees Centre Research Project) which is actively supporting the development of our revised behaviour policy. This research programme aims to raise school staff awareness and increase understanding of the role of attachment and trauma in children's education.

As a federation of schools we are already recognised externally for our inclusive practice and we have seen first-hand the benefits of a nurturing approach with our children, (particularly those who have additional needs, are looked after or adopted from care). We know that what works for these groups of pupils also works for ALL children. Relationships are everything!

You can read our Behaviour Regulation Policy on our school website.

Bullying Prevention

Whilst bullying is rare in our school, and children say that bullying almost never happens, the federation has produced a leaflet to support parents/ carers in their understanding of bullying and

the school protocols. You can find this leaflet in your child's induction information pack or on our website.

You can read our Anti-Bullying Policy in our school website.

Special Educational Needs/Disabilities

As a Church of England Primary School, St Mary's Bluecoat School is an inclusive school with a strong reputation for successfully meeting the needs of pupils with additional needs.

The school's Special Educational Needs/Disabilities policy and information report (available on our website) detail how St Mary's Bluecoat Primary School will do its best to ensure that the necessary provision is made for any pupil who has special or additional needs and how those needs are made clear to all that teach him or her. The school will endeavour to ensure all teachers in the school are able to identify and have the skills to provide for pupils who have Special Educational Needs.

Children who have Special Educational Needs/ Disabilities will be offered full access to a broad, balanced and relevant education, including an appropriate curriculum for the Early Years Foundation Stage / National Curriculum. The school will encourage pupils with Special Educational Needs/ Disabilities to join in the activities of the school together with pupils who do not have Special Education Needs, so far as is reasonably practical and compatible with the child receiving the special education provision their needs call for and the efficient education of the pupils with whom they are educated.

The school has a firm commitment to offering equal opportunities to all children in all areas of the curriculum. Appropriate support services are obtained to help pupils with specific needs. Ramps are provided in school to aid access for wheelchairs and pushchairs. We also have a flat access entrance to the main school reception. Toilets and changing facilities for the disabled are available in school. The Single Equalities Scheme and Accessibility Plan (Disability Discrimination Act) is available on our website.

Parents with communication disabilities are advised to inform us as to how we may be of assistance.

The Federation Director of Inclusion and SEND is Mr D. Lavell.

The Hub@St. Mary's

The Hub@St. Mary's was established in September 2019 and is led by Mr Lavell, Federation Director of Inclusion and SEND (LSAT and SENCO). He leads a small, dedicated team of staff, teachers and teaching assistants, who work within the Hub.

Our Hub is a 10 place provision for children with a range of complex needs and a specific aim to support those children who present with a broad variety of Social, Emotional and Mental Health needs. Our classroom is self-contained but the children who attend the hub are very much a part of

the main school and they will often join their peers in school for some learning and social activities. Children attending the Hub are placed by the Local Authority's Specialist Placement Panel. The LA Inclusion Team works closely with parents of children who are to be placed in our hub. All children attending the hub have an Education Health Care Plan.

Religious Education and Collective Worship

The religious education taught within the school is in accordance with the Shropshire Agreed Syllabus. The teaching is based on the belief that all faiths and practices should be valued.

As a Church of England school, we have a special link with the local church of St Mary's. A member of the St Mary's clergy leads collective worship once a week at the school and we attend the church for special celebrations.

Parents may withdraw their children from all or part of the religious education and collective worship provided. Please speak to the Executive Headteacher.

Relationships and Sex Education & Health Education

All children receive health education delivered through the programmes of study for Science and as part of the curriculum for Personal and Social Health Education (PSHE). From September 2020, the government have made relationships education in primary schools compulsory. We have a comprehensive scheme of work which develops children's knowledge and understanding from EYFS to Year 6.

In accordance with the decisions made by the Governors, children in Year 5 and Year 6 receive aspects of sex, relationships and drug education as part of the general health and hygiene programme. Specialists such as the school nurse are invited into school to assist the teacher.

Children's questions are answered sensitively, and sex education is placed in the framework of family life. Parents have the right to withdraw their children from all or part of the sex education provided, except that which is required as part of National Curriculum Science. Parents can see teaching materials before they are introduced to the classroom.

Homework

The half termly information sheet will give you an outline of the teacher's expectations for that term. All children are encouraged to take their scheme/reading book home each day to read.

In the Early Years Foundation Stage (Reception/Key Stage 1) the children may not describe their home activities as formally as "homework" but nevertheless any short activities they may have, together with their reading will provide the opportunity for you and your child to enjoy learning together, helping to promote the partnership between school and home. For children in Reception

class we work with parents to keep a learning journal as a record of their child's learning at home and school. Details of this are given at the Reception parents induction meetings.

As children progress through Key Stage 2 they are expected to spend a little longer on their homework. Sometimes longer-term projects are set which demand research skills including the use of the Internet and/or the local Library.

Our Homework Policy can be found in the policies area of our website.

Extra-Curricular Activities

A wide programme of after-school activities is available on a termly basis. Clubs may include – Multi Skills, dodge ball, art, tennis and football.

Ask at the school office for a current list of clubs.

Sports

The school is fortunate in having a site which provides ideal facilities for Sports and Physical Education. The school aims to introduce children to a range of sporting activities and we encourage participation in events and competitions.

We are a member of the Shropshire PE and Sports Partnership and regular fixtures are held with other schools. Mr B. Wills is our school sports co-ordinator and he ensures swimming galas, football and netball competitions, athletics matches and cross country competitions (to name but a few) are entered regularly, as well as many sports festivals. Pupils are taken to Bridgnorth Leisure Centre for swimming and are taught by qualified teachers. Out of school clubs deliver additional opportunities. External Agencies such as Young Stars and Edge Gymnastics also provide after school clubs.

Sports Day

All parents are invited to our annual school sports day in the summer term (Covid restrictions permitting). This includes both fun and competitive events with children competing for their 'house team'.

Home-School Links

We believe that children learn best when parents and school work together in partnership. If your child attends our Nursery, then that partnership will begin when you meet with the Nursery teacher at school. Similarly, when your child is ready to start full time education you will be given the opportunity to meet the Reception teacher. Class teachers will tell you about the ways you can best help your child at home.

We aim to give you as much information as we can about your child's work and progress.

- Each half-term or term (dependent on length of theme) you will receive an information sheet about the work in your child's class.
- Parents have a login to Class Dojo which allows them to have direct communication with the class teacher as well as read and see work and useful information.
- You will also receive a regular school newsletter. This may contain a message from the Head of School, the Executive Headteacher or a subject leader, or information about routine matters or special events.
- Parents' Consultation Evenings are held in the spring and autumn terms. These are usually via a Parents Evening App.
- In the summer term, you will receive your child's annual written report.

If you have a brief query, then day-to-day contact can be made with the class teachers via Class Dojo or if you attend the school site, at the beginning or end of the school day. An appointment can be made through the school administrator for a longer consultation either in-person or remotely via our Parents Evening App.

Child Protection

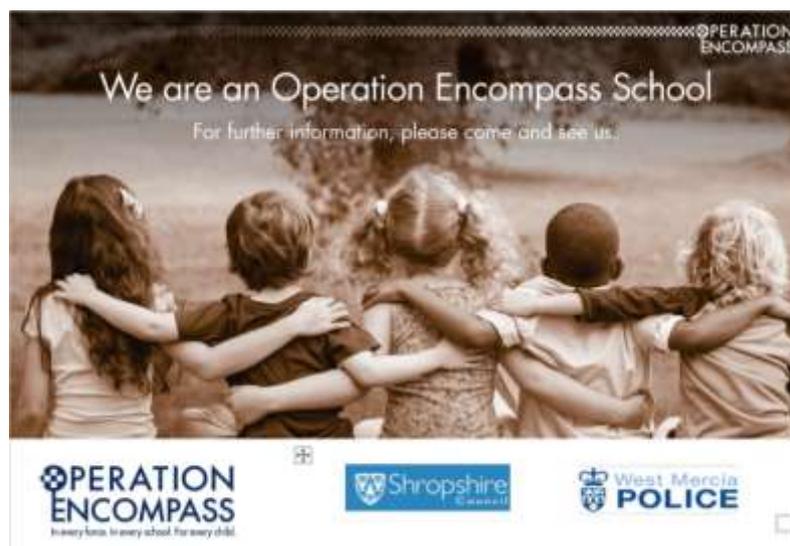
The school aims to help parents understand that our school, like all others, has a duty to safeguard and promote the welfare of all pupils. The school may need to share information and work in partnership with other agencies when there are concerns about a pupil's welfare.

Mrs C. Gaskin is the designated lead for child protection.

The following staff are deputy designated leads for child protection and safeguarding matters;

Mrs C. Aston

Mrs T. Phillips



Early Intervention

We have an Early Intervention Practitioner, Mrs Tracy Phillips, working across The Trinity Federation. Mrs Phillips can offer parents advice and practical support with regards to school attendance, children's routines at home, children's behaviours and understanding their child's needs, as well as being able to signpost parents to other services within the local authority which may be beneficial to them or their child.

Mrs Philips is also a trained emotional literacy support assistant (ELSA) and can work directly with parents and deliver one to one and small group interventions to support children's emotional wellbeing; developing their self-esteem, building confidence and independence. Parents who have worked with Mrs Phillips speak very highly of her and the positive impact her work has had with their child and often their family.

Illness and Medicines

If your child is ill at school you will be notified by the school and asked to make arrangements to collect your child.

Our school has a Medicines in School policy which can be found on our website. Medicines should not be brought into school unless they are prescribed by a doctor and therefore we cannot give medicines such as paracetamol or cough medicine. If your child is unwell then home is probably the best place for them to recuperate. We cannot administer medication to any child without the written permission of a parent or guardian, stating the dose and the time at which it is to be given. A medicines in school form (available on our website) must be completed and signed by a parent and handed in to the school administrator before any medicine will be administered. The only medication that a child may keep on their person is a prescribed inhaler for asthma. The school keeps a record of all medicine administered.

The following staff hold current "First Aid" qualifications;

Mrs J. Seal
Mrs H. Gregg
Mrs E. Eyke
Mrs W. Lowe
Mrs R. Hickie

School Medical Examinations

The following information sets out the arrangements for routine services provided by the School Health Service in conjunction with the school.

The school have access to the Shropshire School Nurse Service. The EHT, Head of School or Early Intervention Practitioner can refer a child to this service with parental permission.

During your child's first term at school, he or she will be offered a general health check, including a measurement of height and weight, and a hearing test to be carried out by the School Nurse. At some time during the first year at school, your child will also have a vision test carried out by the orthoptist.

The School Health Service now operates a system of selective medicals. During their first year, and preferably their second term at school, children are considered for such medicals if concerns are expressed by the school nurse, a doctor or parents. In all cases full discussion will take place with parents and parental consent obtained before any examination takes place.

If you have any concerns about your child's health in school, including bedwetting, soiling and behaviour at home, you can contact the school nurse who will be pleased to discuss those concerns with you. The School Nurse may then arrange for a doctor to contact you or may arrange an appointment to see you and your child if necessary.

Links with Secondary Schools

In previous years, our Year 6 pupils have moved on to Oldbury Wells School, Bridgnorth Endowed School, Wolverhampton Grammar, Wrekin College, Adams Grammar, William Brookes, Wolverhampton Girls' High School, Thomas Telford, and Newport Girls' High.

We liaise closely with our secondary school colleagues to offer curriculum enrichment and transition opportunities throughout the school year.

School Uniform

St Mary's Bluecoat School uniform is available to buy on line from <http://shop.schooluniformfactory.co.uk> or by calling into Bristows Club & School, 157 Victoria Road, Bridgnorth, WV16 4LL Tel: 01746 761701

Items available include: Sweatshirt, Cardigan, Caps, Reversible Fleece, School Book Bag, black PE shorts and white PE polo shirt.

All children in school are expected to wear school uniform, to take pride in their appearance and to be neat and tidy. Wearing uniform helps to set a tone of high standards in school.

Uniform:

White polo shirt with school badge; grey tailored 'school' trousers or grey knee length skirt (or grey shorts/ blue and white gingham or striped dress in the summer months); grey or white socks; royal blue sweatshirt with school badge or royal blue cardigan with school badge; black or brown plain shoes (not trainers). Please note that heels must be low as high heels present a health and safety risk in many school activities.

P.E. Kit:

Black shorts (skorts for girls who may prefer to wear these), white polo shirt with school badge, black plimsolls or trainers.

Optional extras:

Football boots (mainly KS2 pupils)

School Hoodies for outdoor PE/Sports- The hoodie is royal blue with our school logo on it.

In the summer, caps or sunhats may be worn. These are also available from Bristows.

In the interests of safety the wearing of jewellery is not permitted. In the case of children with pierced ears, only studs may be worn. For health and safety reasons all jewellery must be removed for PE.

Extreme hairstyles are also unacceptable for school – our policy with regards to uniform and presentation can be found on our website.

Your support and co-operation in ensuring your child is in full uniform will be very much appreciated. Please ensure all items of clothing are clearly named.

Toys in School

Unfortunately, we cannot be responsible for the safekeeping of toys in school. Occasionally we allow children to bring in toys to share with others in their class if it links to a theme or class topic. On these occasions the class teacher will inform you in advance. At other times toys should be kept at home. Under no circumstances must toys be exchanged by children for money in school and should children wish to swap any of their possessions they should obtain your permission first and make their “swaps” off school premises.

The School Day and Attendance Matters

Time of school sessions

Morning:	8.55 am - 10.30am	Session 1
	10.30 am - 10.45am	Break
	10.45 am - 12.00 pm	Session 2
Lunch:	12.00/12.05 pm - 1.00 pm	
Afternoon:	1.00 pm - 3.10*/3.15pm	*KS1 (break for KS1 only)

Foundation Stage: **Nursery:** Morning session begins at 9.00am and ends at 12.00 noon

Reception: Morning session begins at 9.00am and ends at 12.00 noon
Afternoon session begins at 1pm and ends at 3.10pm

Key Stage 1/Reception: 23 hours 5 minutes per week

Key Stage 2: 23 hours 30 minutes per week

Arrival at School and Home Time:

Children can arrive up to ten minutes before the start of the school day. A member of staff will be on duty from 8.45 am. Supervision before 8.45 am is the responsibility of parents. The large, rear carpark is available for parking at the beginning and end of the school day. Parents are reminded that children should be accompanied to their appropriate playground in the morning and collected from this area at home time.

Lateness:

If your child is late arriving at school, please ensure you accompany him or her to the school office and sign the late book. The school administrator can then take your child to their class. If children are not in school by the close of registration they are marked as late unless we are already aware of a reason why your child will be arriving late and the Executive Headteacher deems this to be a valid reason. Lateness is monitored by the Education Welfare Office. Persistent lateness will be followed up.

Absence:

Schools have a legal requirement to record every absence and the reason for that absence. If your child is absent from school please could you telephone the school office on the first day of absence and follow this up with a letter when your child returns to school. We operate 'first day call' whereby if we haven't heard from you by 9.30am to say why your child is absent from school, we will telephone to check the reason for their absence. This is also an important safeguard for our children.

Leave of Absence in Term Time: "Every School Day Counts":

The number of unauthorised holidays taken in term time is on the increase. The Education Welfare Service has issued guidance for parents. "There are only 190 statutory school days in one year. There are 175 days (weekends and school holidays) available to use for holidays, which would not have a negative effect on your child's education".

On 1st September 2013 there was a change in the School Attendance Regulations. Where there used to be the option for headteachers to grant leave of absence for the purpose of a family holiday during the term time in 'special circumstances' of up to ten days in a year, this has been removed.

Headteachers are now only allowed to authorise any leave of absence when an application has been made in advance and it is felt to be for an *exceptional* circumstance; the annual family holiday would not be deemed an exceptional circumstance.

An appointment must be made to discuss the exceptional circumstances with the Executive Headteacher or HoS prior to the completion of any leave of absence form. Written evidence in

support of exceptional circumstances may be required. Only the EHT can consider a request for leave of absence in term time.

Forms to request leave of absence may be obtained from the school office. The Executive Headteacher and the Education Welfare Officer monitor attendance. Unauthorised absences have to be reported annually to the Department for Education.

Lunchtimes at school

The school works in collaboration with Alliance in Partnership (AiP) to provide a delicious range of healthy meals which are cooked on site at St. Mary's Bluecoat CE Primary School. The termly menu can be found on our website.

All pupils in Reception, Year 1 and Year 2 in state-funded schools in England are eligible for universal infant free school meals (UIFSMs). Taking up your entitlement to this Universal Free School Meal offer, clearly gives families a substantial saving.

As a health promoting school we strongly encourage parents to take up this offer of a free hot meal for their child. Children who do not have a hot school dinner can bring a healthy packed lunch. Food containers should be clearly marked with your child's name. We ask for your co-operation in not giving your child fizzy drinks or sweets to bring into school. Glass bottles and cans should not be brought into school for safety reasons. **Nuts should not be sent into school.** Grapes provided in packed lunches should always be cut in half by a parent/guardian.

Shropshire Health Authority's advice is that sandwiches may safely be stored on our sandwich trolleys for up to 4 hours. The LA cannot accept responsibility for the storage of food brought into schools by pupils, and parents should ensure that they make appropriate provision.

Dietary Information:

If your child has been advised by their GP or Health Care Professional to follow a special diet please contact AiP by calling 0121 552 0121. AiP will do their utmost to work with parents and pupils to cater for specific needs.

You can, if you wish, take your child home for lunch however most children enjoy the social time with their friends after lunch and this is a valuable part of their personal, social and emotional development. Our team of lunchtime supervisors oversee the wellbeing of all children during lunchtime and reports directly to the Head of School. They are assisted by a team of trained play-leaders from Key Stage 2 classes. We welcome parental help in teaching children to use a knife, fork and spoon properly at meal times.

Paying for school meals when your child is in Key Stage 2 (Years 3-6):

In Key Stage 2 (Year 3 to 6) the cost of a school meal is currently £2.30

Meals can be paid for via our online Parent Mail system, all payment for school meals should be made in advance of the meal being taken.

All parents will be asked to provide contact details for the administrator to set up access to Parent Mail at the time of school enrolment.

The National School Fruit Scheme

We have signed up to this scheme, which entitles every infant child to a free piece of fruit each school day. The fruit is delivered to school in advance, for example, apples for Monday, pears for Tuesday and bananas for Wednesday etc. The aim of the national scheme is to increase fruit and vegetable consumption amongst children and so contribute to a reduction in the risk of heart disease and cancer in later life

Water

Research shows that children easily become dehydrated and this can affect their learning. Therefore, children are encouraged to bring a named plastic bottle of fresh water (not juice) to school each day. These bottles are stored in the classroom on the side and children can take small drinks from them whenever they feel the need.

Pupil Premium

The Pupil Premium is allocated to the school in respect of children from low-income families who would be eligible for Free School Meals (FSM) under the criteria outlined below. Applications forms for Free School Meals can be completed on-line at <https://www.shropshire.gov.uk/free-school-meals/>

As a school we encourage you to claim your entitlement to free school meals where you meet any of the criteria. No child or family will be discriminated against because they receive this benefit. Claiming helps your child, your family and supports the school.

Parents and guardians who have a statutory entitlement to Free School Meals must still complete the online form despite the Universal Free School Meal Offer to all children in Reception, Year 1 and 2. We will then be able to confirm whether the school is entitled to claim the Pupil Premium in respect of your child. As a result the school can benefit from additional funding and use the money to fund new equipment, pupil interventions or maybe more support staff.

Who qualifies for government free school meals?

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- 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 guarantee 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 four weeks after you stop qualifying for working tax credit

In addition, the following pupils will be protected against losing their free school meals as follows:

- From 1 April 2018, all existing free school meals claimants will continue to receive free school meals whilst universal credit is rolled out. This will apply even if their earnings rise above the new threshold during that time
- In addition, any child gaining eligibility for free school meals after 1 April 2018 will be protected against losing free school meals during the universal credit rollout period
- Once universal credit is fully rolled out, any existing claimants that no longer meet the eligibility criteria at that point (because they are earning above the threshold or are no longer a recipient of universal credit) will continue to receive free school meals until the end of their current phase of education (i.e. primary or secondary).

The universal credit rollout is currently expected to complete in March 2022.

Adopted Children and Pupil Premium

Schools will also receive Pupil Premium funding in respect of any pupil who has left local-authority care because of 1 of the following:

- adoption
- a special guardianship order
- a child arrangements order
- a residence order

Please speak to the Head of School in confidence if your child is eligible under this criteria so that the school may be aware, as well as receive additional funding to further support meeting your child's needs.

Emergency School Closures:

Our school has a clear policy to follow in the event of emergency closure which can be found on our school website.

It may be necessary to close a school for a variety of reasons including:

- Severe weather including snow, flooding or storms
- A direct instruction from Public Health England or the Government
- Disruption to transport, for example through petrol or diesel shortages
- Accommodation problems, for example loss of power supply, heating failures or fire damage

Our school will always endeavour to remain open where possible.

Factors involved in reaching the decision to close the school are likely to be:

- Access to the school, i.e. road conditions (obstructions, snow, ice, flooding etc).
- Breakdown of school essential services (heating, electrical services, water, storm damage etc).

The Executive Headteacher, supported by the administrative team, will advise staff and parents of any school closure through the text service and local radio.

Formal Complaints

St Mary's Bluecoat School prides itself on the quality of teaching and pastoral care provided to its pupils and families and generally receives positive comments about the quality of its provision. Formal complaints are rare, as most people with concerns tend to raise them at an early stage to either the class teacher or the Head of school so that the School can resolve the issues and they do not feel it necessary to use the formal complaint route.

A copy of the Federation Complaint's Policy can be found on the school's website.

Other documentation

We advise that parents frequently check the school website for useful information and updates. Parents can also register for access to their child's class pages via the website www.stmarysbc.co.uk

Copies of the school's policy documents, Ofsted Inspection and SIAMS reports are available on the school's website.

This document was last reviewed November 2021.