



## **Our Mission Statement**

At St Martin's Catholic Primary School, the Governors and Staff, in partnership with the parents aim to help each child realise its full Spiritual, Moral, Academic and Social potential in a happy caring Catholic Community in which every member feels valued.



*Dear Parents and Children*

*Welcome to our school community. We hope that during the time your child is at St Martin's you will continually work alongside the staff to provide the best educational opportunities for all.*

*Our partnership needs to be based on trust, co-operation and openness. If at any time you do have any concerns or fresh ideas do not hesitate to contact the school, your views count.*

*There will be many opportunities for your involvement within the life of our school. We would welcome any contribution you are able to make.*

*We look forward to a long and lasting relationship in Jesus Christ.*

*God bless you all.*

*Yours sincerely,*

*Mr P D Hallman  
Headteacher*

**Please be aware that this booklet needs to be read in conjunction with the updated annual papers available in the Prospectus folder.  
If these papers are missing please ask at the School Office for a new set.**

## **Admissions to School**

St. Martin's is a Catholic Primary School situated in the Diocese of Shrewsbury and is maintained by Halton Education Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

**The updated Admissions Policy is contained in the Prospectus Folder.**

## **Foundation Stage Reception Pupils**

As a result of changes made nationally, there is now just One Foundation Stage / Reception intake date each year and that is in September. **All children are now admitted full time in the September following their 4<sup>th</sup> Birthday.**

## **Pre-School Preparation**

At Easter time each year, we write to parents giving details of the pre-school programme. There is a parents meeting held in April / May for the September Intake.

**Home visits** are then made to discuss and take down all the relevant details. A pre-school programme of afternoon visits is arranged for the children to help them adjust to their new surroundings. There will be about four visits arranged at the end of June and the beginning of July.

Two booklets "**Getting Ready for School**" and "**Nursery and Number Rhymes**" have been prepared to give parents ideas on how best to help their Children. They are available from the school office. Children may also be given a "**Goody Bag**" containing a pencil, crayons, scissors, glue stick, colouring booklets and a number line to encourage them to improve some of their skills before they come into school.

Parents are encouraged to send their children to our Pre-School, **Tiny Steps**.

## **School Hours**

Children are encouraged to arrive in good time but not before 8.45am unless attending the Breakfast Club.

### **Morning Session**

Infants 9am to 12.15 noon; Juniors 9am to 12.30pm

### **Afternoon Session**

Infants and Juniors 1.15pm to 3.15pm

Please be on time – Literacy and Numeracy lessons take place first thing in the morning.

Try not to have children waiting in the playground too early in cold and wet weather. Ten minutes before school begins is just about right.

## **Breakfast Club**

The school runs a Breakfast Club from **7.30 – 8.45am**. For the current charges please see the attached sheets. (September 2013 £1.50 per pupil per session) The charge includes child care and breakfast. Details and forms are available from Mrs Karen Smith in the Extended School Learning Centre / KCs Café.

Children may be dropped off at school from 7.30am. Children may come on a daily basis or just for specific days to fit in with parental work patterns. All we ask is that you should fill in a form before the children start coming. Ask at the Extended School for further details.

## **Punctuality**

We hope that all parents and children will get into the habit of arriving at school between 8.45am and 8.55am. This helps the children to realise the importance of being on time and ready to start work. Children arriving late in class cause disruption of teaching time and they generally miss out on vital teaching points at the beginning of the day, particularly in literacy and Numeracy.

Children should not call at the Local Shops on the way to school or wait for other children on the way. Children are not allowed to bring sweets into school or to consume them in class.

We have a series of awards to encourage attendance and punctuality, please help your children to achieve these. If you have a problem getting to school on time or if your child is ill please contact school first thing in the morning. If there are consistent problems with attendance and punctuality school will seek the support of the Education Welfare Service to address the problem.

## **Security**

To assist with school security, all school gates will be closed soon after school starts. Parents and children arriving late must then enter via the main school doors and call at the school office to register in the late book. All **visitors** must sign the visitors' book and will be given a visitors' pass.

## **Meeting your children**

We like all of our Infant age children to be met by a parent or a friend each day in the interest of child safety. Infant children can be collected outside of their classrooms.

We ask all Junior parents to meet their children at the school gate to avoid congestion in cloakrooms and on the school pathways.

## **After School Care Club**

Facilities are available for children to be collected from school at the end of the school day to be taken to **Hillview Link After School Care Club**. Here the staff look after the children where they can take part in a variety of activities before being collected by their parents/guardians later in the afternoon.

For further details and to book a place please contact the staff.

There is provision also for care during the school holidays, please ask for further details from the school office or at the Hillview Link After School Care Club.

## **Absence from school**

Please contact school by telephone or by calling at the office if your child is absent from school. A letter should be sent to the Class Teacher if you are unable to telephone.

Please do not keep children away from school unnecessarily as it is often very difficult for them to catch up on work they have missed.

## **Family holidays**

Please ensure that whenever possible family holidays are taken during the school holidays. If you are forced to take a holiday during term time you must complete a form, which can be obtained from school. Please note as with national regulations the school can no longer authorise holidays except in truly exceptional circumstances and that HBC can fine families for taken holiday absence. All holidays will in the first instance be recorded as **unauthorised absence unless there are exceptional circumstances**.

## Permission to leave school

Children are not allowed to leave school in advance of the recognised times unless a parent collects the child and gives written permission for early release. We do prefer parents to call to collect children for dental and hospital appointments.

## Medicines

Medicines and tablets are generally not allowed in school particularly **Anti-biotics**. Should your child require regular or short term medication (inhalers etc.) please call at the school office to make arrangements (a form is now available for you to fill in).

Children should never be given medicines or tablets to bring to school.

We keep an adequate stock of First Aid Supplies and any injuries are dealt with by qualified First Aiders. In the case of more serious injuries, we always attempt to contact parents.

## Lunchtime Arrangements

We encourage all children to stay in school during lunchtime. Regular arrangements should be made for cafeteria lunches, packed lunches or to go home. We ask for week's written notice if there is a change to the regular pattern.

All our meals follow the Governments Healthy Eating standards and are prepared to the highest standards. If there are any special requests, our cook, is only too happy to speak to parents and to help.

## **Free school meals**

Parents who think they may be entitled to Free School Meals should go to the Direct Link Office in Halton Lea for approval. The rules for qualification are available at the Direct Link. If you are in receipt of income support or other benefits you may be entitled to Free School Meals. Please call at the above Office for further details. It is your entitlement and it benefits your School.

## **Packed Lunches**

All packed lunches should be sent to school in a sealed container so that spillages do not occur. The children are provided with a suitable place to sit and are expected to have good table manners. All uneaten food; wrappers, cartons etc. must be taken home so that parents will know of any waste. No glass bottles or fizzy drinks are allowed in school.

Children who do not behave in an acceptable manner during the lunch break will be excluded for a period of time; until we are assured that their behaviour is of an acceptable standard.

## **Emergency Information**

We should always know where to contact a parent if an emergency should arise. Please make sure we have your telephone number and that of a friend or neighbour in case you are out. It is also essential that we should have a work contact number if parents are working during the day. All of this information is kept on our computer system, so please keep us up to date with any changes.

## School Uniform

Our School Uniform has always been a welcome sight in the local community giving the children a true St. Martin's identity. In the long term, it has proved to be very cost effective and helps to stop children competing with each other in "fashion clothes" which we know are so expensive.

Boys And Girls Tie	Purple and grey stripes Elasticated Version also available.
Boys	Grey or Black Trousers
Girls	Grey skirt/Tailored Black Trousers/Pinafore Dress

Boys and Girls – Shirts/blouses in white/grey/blue.

Pullover/Cardigan in Purple with school Badge.

Socks in grey or white.

Girls may wear tights in cold weather.

**All children must wear school shoes not trainers.**

Please see the Prospectus folder for current price list for uniform sales.

Please ensure all new uniform is ordered in plenty of time for the New Year.

### **PE Kit**

We do encourage all children to wear our own P.E. Kit.

Games skirt

P.E. shorts Black shorts – plain

Polo Shirt

Pumps Black elastic slip-on type.

In cold weather, the children may wear a jogger, shell suit, or tracksuit over.

**All PE Kit and Uniform is available from M & R Fashions in Widnes. Price list available from the School Office**

It is essential that all items of clothing likely to be removed in school are marked clearly with names. School uniform items are very difficult to identify without a name.

Please refer to the attached sheets for the latest price list. If these are not attached please contact the School Office and we will gladly give you a copy.

### **Jewellery**

Earrings should be limited to a sensible sleeper or stud. No other jewellery should be worn at any time.

### **Shoes**

All children should have a change of shoes with them each day. Pumps or slippers are suitable. Girls must not wear shoes with a high heel because of the dangers of twisted ankles. When choosing shoes for school, could parents please make sure that they are easily fastened. This is particularly important for the younger children in school.

**Parents are asked to be sensible in this area, as loss of items can cause great upset. For this reason and for health and safety reasons rings and other jewellery may not be worn in school.**

## **School Curriculum**

All schools must follow the National Curriculum. This consists of the Core Subjects – English, Mathematics and Science; the Foundation subjects: - Information and Computer Technology, Art, Design Technology, History, Geography, Music, Modern Foreign Language and P.E; together with Religious Education.

Over the past few years there has been a major focus nationally on Literacy and Numeracy and the development of Information and Computer Technology. At St. Martin's, likewise, there has been a special emphasis on these basic skills. All children will have a Literacy lesson each day. In the main these lessons will take place during the morning sessions. In the next few years there will be an ever-increasing use of the Information and Computer Technology equipment in the classrooms to develop a whole range of knowledge and skills. Time is also given to cover the full range of Foundation Subjects.

Our school uses the 'The Way, the Truth and the Life' Religious Education as supported by the Diocese of Shrewsbury. However, Religious Education is not just a programme of study; rather it comes into all areas of school life.

## **Assessment and Testing**

Infant children are Key Stage 1

Junior children are Key State 2

Throughout the school year, the Class Teacher is assessing your child and progress in each subject area is recorded. At the end of Key Stage 1 and 2 the children are formally assessed using the National Programme of Standard Assessments and the levels children are working at. The daily work carried out by the children provides us with adequate evidence of effort and attainment. This will continue to be reported to parents at our usual Open Sessions held in the Autumn and Summer terms and through their annual report at the end of the Summer Term.

At the end of Key Stage 1 the average attainment nationally is Level 2

At the end of Key Stage 2 the average attainment nationally is Level 4  
Please see the attached sheets for information regarding the latest results from our Key Stage 1 and 2 testing. If these are not attached please contact the School Office who will gladly give you a copy.

## **Extended school and adult learning**

We now offer a range of courses, through our Extended School, often in conjunction with Halton College. The courses range from helping your child with Literacy and Numeracy, Christmas crafts, ICT to a Stop smoking group. Many of these have been heavily oversubscribed and there can be a waiting list. Many parents have benefited and they have taken exams in ICT at their own level. The courses have given them an insight into the importance of Computers in the Education of their own children as well as helping them for their own education.

Details of all courses are included in newsletters. Parents should apply immediately as they are quickly filled up.

# **Safeguarding and Child Protection**

Because of day-to-day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour, or failure to develop. Parents should be aware, therefore, that where it appears to a member of staff that a child may have been abused, the school is required, as part of Halton Borough Council Safeguarding procedures, to discuss its concerns with the Social Services Department.

## **Class Organisation**

All classes for 2013/2014 will be arranged in single age groups. Children work as individuals, in small groups or as a whole class as a response to the planning carried out by the teacher.

## **Special Educational Needs**

Children deemed to have Special Education Needs within the school would be entered on to the Special Needs Register, which is the direct responsibility of the Deputy Head teacher – Mrs G Walton.

Mrs Walton is the main link from the school with other agencies and should be the first point of contact for parents who have concerns about their children.

## **Homework**

All parents need to be involved in supporting their child's work at home, whether in listening to their child read or helping them with a particular piece of work. This is very important for all children from ages 5-11.

Homework continues to play an increasingly important role with all children having a piece of work set once/twice a week, connected to their language/maths or topic work. This can be in addition to reading, spellings and tables.

All children from Y2-Y6 may be given a homework diary in which the children will list spellings and other homework set for that week. The parents will be then asked to sign when they have checked the work. We hope in this way parents will be able to be more informed about what their child is being asked to do, and support the staff in their child's education.

## **Sport in School**

Within the School Curriculum, all children are involved in a programme of Physical Activities each week. This included gymnastics, dance and games. In addition, all Key Stage 2 pupils have a swimming session for about 30 weeks of the year.

All children are encouraged to take part in all activities, many of which are award bearing and enable the children to reach particular standards. Some specialist coaching is available each year generally through sponsored schemes run by the Extended School etc. School Teams are operational in Netball, Football, Cross Country, Swimming, Athletics, Rounders and Cricket. Inter School competitions are held in each of these sports with St Martin's being reasonably successful. Many of the sporting activities are available after school through the After School Club programme.

## **Swimming**

During the school year it is our aim to take each JUNIOR age group for Swimming Lessons at the Brookvale Pool until a certain standard has been achieved. Once this has been arranged for a class, parents will be notified of the day and times of sessions by letter, we consider that these lessons are most important and a letter should be provided if for any reason your child cannot take part. In order to enable this programme to continue, we will be asking for voluntary contribution of £10 per child per term (which is £1 per session)

## **Religious Education**

St Martin's Roman Catholic Primary school and the Religious Education provided is in conformity with the teaching of the Catholic Church.

Religious Education is provided within the timetable and is based on the themes taken from the new National RC Syllabus, "The Way, the Truth and the Life" which has been supported by many of the Bishops of England and Wales. Our aim is to relate Religious Education to the child's daily life and to involve the child in a living liturgy.

All classes in school use these themes for their Religious Education as part of the "The Way, the Truth and the Life" Scheme. Many of the School Assemblies will re-enforce the current them. We hope that parents will come along to class services and School Masses when invited. Special services are planned for Advent whilst preparing for Christmas and during Lent whilst preparing for Easter.

Masses will be arranged on Special Occasions –

Beginning of School Year  
All Saints Day / St Martin's Feast Day  
Epiphany  
Ash Wednesday  
St Peter & Paul  
Leavers Celebration Mass

## **Sacramental Programme**

The children in Year 3 will prepare for the Sacrament of Forgiveness and for the Sacrament of Holy Communion.

The preparation for both Sacraments is planned to start around February with a Special Mass of Commitment for parents and children. This Mass will be followed by a meeting later in the week to talk about the preparation. The children will then work in school and at home with their families. The Sacraments will be celebrated in May and June.

## **Parish Masses**

We hope that all families will try to attend Mass regularly and encourage the children to grow in God's Love.

### **Weekend Masses are usually**

Sunday morning at 9.00am

Fr George Malecki is our Parish Priest and he also serves the parishes of Our Lady Mother of the Saviour and St Augustine's Castlefields where he is based.

## **Education for Personal Relationships**

Education for Personal Relationships is taught in St Martin's. As the child moves through the school, their education for personal relationships is geared to their stage of development with questions being answered appropriately by the staff. The Governors have approved the programme we have adopted and parents are invited annually to view video material which is used. Sr Teresa of the Catholic Children's Society works alongside the Class Teacher to deliver a programme to the Year 6 children.

## **Secondary Transfer**

A place at St. Chad's RC and CE Comprehensive School is reserved for all children attending St Martin's. In preparation for the transfer, both parents and children are invited to St Chad's to an Open Evening in the Autumn Term to look at the school. This is followed by a series of liaison visits to St Martin's by the St Chad's staff designed to smooth the passage from Primary to Comprehensive school. Late in the Summer Term, the transfer group spend a few days at St Chad's to introduce them to the staff and to the type of work they will be doing in September.

The Head teacher of St Chad's is Mr A Keeley  
Mrs Bebbington deals with primary Transfer

Parents with any concerns about Secondary Education are asked to discuss it with Mr Hallman in the first instance or to make an appointment at St Chad's (telephone 564106).

## **Pastoral Care and Discipline**

We are aware that we share the responsibility with parents for the children in our care, which any reasonable parent would be expected to make. We control movement about the school, and supervise children at work and play, but by giving the children the opportunity to exercise self-discipline, we encourage a sensible independence. We regulate the life of the school to ensure, as far as possible, a civilising influence for child's own sense of security, and for the smooth running of the school. We insist on good manners, a respect for all adults in school and for each other.

## **School Discipline Plan**

The school Discipline Plan is aimed at creating an atmosphere in which the children can learn in a classroom free from Disruptive Behaviour. The approach emphasises Rewards and Consequences that includes: -  
Rules that the children must follow at all times  
Praise to encourage children following the rules  
Consequences when children choose not to follow the rules

It is constantly stressed to the children, that their responsibility is to make the right choices – to keep to the rules and be praised or rewarded or to disregard the rules and accept the consequences. The classroom rules for the children are quite simple having been chosen so that they can be applied at all times throughout the day.

1. Follow instructions the first time you are asked.
2. Keep hands, feet and objects to yourself.
3. No teasing.
4. Listen when someone else is speaking.

Rewards are an essential part of the scheme and are given in the form of certificates and stickers to encourage the children to work or behave appropriately and continue to do so. The consequences of choosing to break the rules mean that an increasing scale of sanctions is implemented. Every day begins with a clean sheet.

Warning Stage – Name written on the board

1<sup>st</sup> consequence – Removal from normal workplace

2<sup>nd</sup> consequence – 2 minutes spent in during next Break/after school

3<sup>rd</sup> consequence – 5 minutes spent in during next Break/after school

4<sup>th</sup> consequence – Note sent home to parents

The Classroom Discipline plan has proved to be very successful with children being much calmer and ‘on task’ with their work. As a result of this a School wide plan was started in April 1995 to cover the Playground and other out of class areas. The rules are broadly similar but the consequences remain the same. The children have been encouraged to play quieter games and are rewarded for good sensible play and kindness to others.

Now the Discipline Plan has become firmly established and understood, we do need to have the support of the parents to ensure the children continue to understand all that we expect of them in terms of Good Behaviour and Academic Effort. Children, who find it difficult to follow the rules, require even more support in order to make the correct choices. Being consistent in applying praise and following through with reasonable consequences is a key element of any discipline plan whether at home or in school.

## **Other activities**

### **Out of School activities**

Over the years, we have run a number of after-school activities for the children to help them develop new skills and talents. Much enjoyment has come from them. These have included:-

Football, Art, Cricket, Netball, Music, Samba, Drama, Art & Craft, Golf and Athletics

Generally activities are available for children from Year 2 to Year 6 and the details are given in the Newsletter. If you wish your child to join an activity, please fill in a form for the club and then ensure full attendance on the club day.

Many other activities are arranged by the Teaching Staff for the benefit of your children. We hope you will take full advantage of these. A very high percentage of children who have attended St Martin's have been able to enjoy a week away with their school friends.

Since 1999 the Year 6 children have taken part in a residential.

Programmes include a range of outdoor activities including water activities. A similar visit has been arranged for future years. In 2004 we also began a residential trip for our Years 3 and 4, this is due to continue in future years. We have also now run a series of trips to France with our Year 6 pupils to give them a chance to experience French language and customs. This can only continue if we are in receipt of subsidies.

As part of the 1988 Education Reform Act, the Governors have made the following arrangements with regard to charging for activities:

The Governors recognise the right to a free school education and the immense value of supplementary activities and visits which enhance the school curriculum. These have formed an integral part of the school since opening in 1976, and have been provided largely through the support of Voluntary Contributions made by parents. A small portion of school funds is used each year to ensure that no child is denied the benefits of such activities.

Our policy is to continue to seek Voluntary Contributions in support of such activities as without them it will be impossible to finance them and a most valuable part of the curriculum would disappear. As each trip is arranged, a minimum costing will be given suggesting how much the Voluntary Contribution might be. If insufficient money is received from the group, it may not be possible to complete the trip. In arranging any trips, we will always endeavour to provide value for money and keep costs as low as possible.

Should any parents find it impossible to make a contribution, please call in to discuss it with Mr Hallman, as we do not want any child to miss out on any activity if it is at all possible.

The Governors have considered the question of seat belt provision in coaches and minibuses used to transport children on outings. This

follows the National concern over coach speeds and recent new legislation. Coaches, cars and mini-buses used to transport children are all fitted with seatbelts. On occasions, local journeys may involve the use of public transport (buses or trains), which do not have seatbelts. At all times, we will try to ensure that children are seated safely. Children will always be encouraged to sit throughout the length of the journey and not to kneel on seats and face the wrong way. The safety and comfort of all pupils and staff is very important at all times.

Parents are asked to note that the School Governors, Teachers, and the Local Authority cannot accept any responsibility for loss or damage to personal property and clothing whilst on the school premises. We will always endeavour to look after and promote good care of property but we ask that items of any value be left at home.

## **Keeping in touch worries and problems**

As has been mentioned previously, a good home/school liaison is essential as this links in with our Home/School contracts. Parents are encouraged to support the school and the staff in their work with your children. Parents are formally invited to school in the Autumn and Summer term to meet the class teacher. If we are concerned at any other time of year, we will send for you. We encourage parents to call at any time they feel a problem is developing. Members of staff are happy to see parents by appointment.

## **Monthly Newsletters**

Our Newsletters are designed to keep you up to date with all school activities and events. Please read them and keep them handy at home for future reference. They are also always available on line at our school website: [www.thelifecloud.net/schools/StMartinsCatholicPrimarySchool](http://www.thelifecloud.net/schools/StMartinsCatholicPrimarySchool)

## School Website

Our School website, [www.thelifecloud.net/schools/StMartinsCatholicPrimarySchool/](http://www.thelifecloud.net/schools/StMartinsCatholicPrimarySchool/) provides a wide range of information about our school including information about activities in each class. There is also a link from this website to our School on line shop [www.buy.at/st.martinsmurdishaw](http://www.buy.at/st.martinsmurdishaw) which we encourage all parents to make full use of this to support fundraising at not cost to themselves.

The details given in this booklet are accurate at the time of printing. However, some changes may be necessary during the year. Parents will be informed of any significant changes through the monthly newsletter.

Mr P D Hallman  
Headteacher  
September 2013