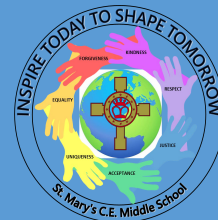


# St Mary's

C.E. Middle School, Puddletown



## School Information Pack, 2023-2024



*"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."*



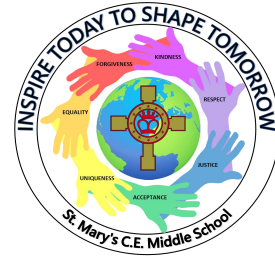
Coombe Road, Puddletown, Dorset. DT2 8SA

[office@stmaryscemiddle.uk](mailto:office@stmaryscemiddle.uk)

Tel: 01305 848293

[www.stmaryscemiddleschool.co.uk](http://www.stmaryscemiddleschool.co.uk)

# Welcome to St. Mary's C.E. Middle School

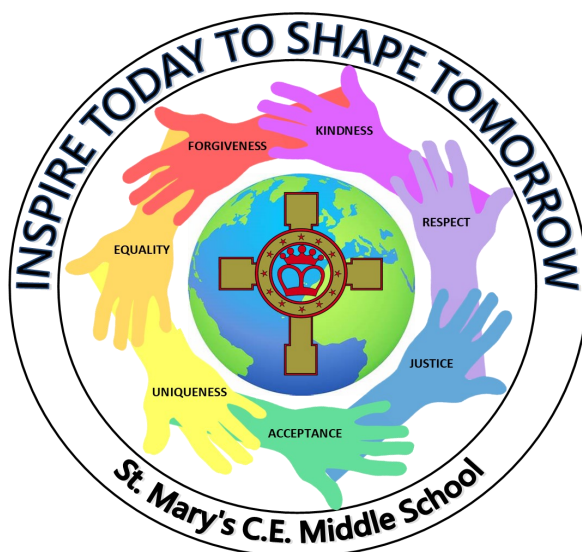


We would like to extend you a warm welcome to St. Mary's C.E. Middle School. Our school is a vibrant and exciting place to learn and we were proud to be graded as a good school, both by Ofsted and by SIAMS in our last Church of England inspection.

The school benefits from being part of the Wessex Multi Academy Trust (WMAT). This is a growing organisation, with schools from all phases of children's education. The trust helps us to foster close relationships with our partner schools, to create a unique and outstanding learning environment for all pupils and to ensure that shared expertise secures continuous school improvement and opportunities for personal development.

We are a church school with an ethos built on the core Christian values of Justice, Kindness, Equality, Forgiveness, Acceptance, Uniqueness and Respect. Our school vision is to equip our pupils to thrive as outward-looking, global citizens and to inspire them to shape the world of tomorrow. We embrace and celebrate difference and strive to build a school culture in which prioritises everyone feeling a strong sense of belonging. We believe it is the role of the school to nurture and develop our pupils' interests, talents and beliefs and prepare them to become lifelong learners in the 21st Century world.

This information pack is intended to introduce you to our school and we hope that you find it useful.



***Do not change yourselves to be like the people of this world, but be changed within a new way of thinking. Then you will be able to decide what God wants for you and you will know what is good and pleasing to God and what is perfect. Romans 12:2***

Our vision is to develop well rounded, confident, spiritual and educated individuals who with God's love thrive throughout their lives. We encourage our pupils to be active citizens in a rapidly changing world, working together as a community to make it a better place for everyone.

Our goal is to support and nurture our pupils' natural desire to be life-long learners by demonstrating the value of education. We build skills allowing them to flourish throughout their education, in their future careers and in God's world.

We offer a safe, happy place where everyone is known and valued, and where differing needs are acknowledged, accepted and met. We celebrate our uniqueness in God's diverse world and respect the same in all other people. Our goal is to build a community in which a deep sense of belonging is felt by everyone.

God has entrusted us to look after his wonderful creation and we strive to show our pupils the importance of caring for this, developing an understanding of our impact on the world's ecosystems and working to develop a harmonious and sustainable future.

### School Leadership Team (SLT)

#### Senior Leadership Team

Head of School  
Dr T Ennion

Support Services Manager  
Mr B Trim

Assistant Headteacher  
(SEND/Inclusion)  
Mrs M King

Assistant Headteacher  
(Pastoral/Year Teams)  
Mr M Tubb

Assistant Headteacher  
(Teaching & Learning)  
Mr L Mitchem

Year 5 Leader  
Miss W Young

Year 6 Leader  
Mrs. R Doak

Year 7 Leader  
Miss L Osborne

Year 8 Leader  
TBA

#### Core Subject Leaders:

KS2 English (Mrs. A Monroe), KS3 English (Mrs C.O'Rouke), KS2 Maths (Mrs. R Doak/Miss. W Young), KS3 Maths (Mrs. D Masters), Science (Mr. J Houldey), R.E./T and E/Collective Worship (Miss. J Goy)

#### Foundation Subject Leaders:

Geography (Mr. L Mitchem), Computer Science (Miss. H O'Brien), Design Technology (Mr. T Evans), Cooking and Nutrition (Mrs. C Evans), Music (Mrs. N Rogers), P.E. (Mr. J Bingham), French (Mrs. L Moore), Spanish (Mrs. J Crocombe), History (Mr. J Aspinall)

#### Form Teachers / Subject Teachers:

Miss. S Foot, Mrs. P Scott, Miss. N Chantrell, Mr. C Stow, Ms. A Moore, Mrs J Hammett, Mrs S Staton, Ms E Watts



Dr. Tim Ennion	Head of School SLT
Ms. Mel King	Assistant Headteacher, SENCo, SLT
Mr. Luc Mitchem	Assistant Headteacher, Geography Subject Leader, SLT
Mr. Bryan Trim	Support Services Manager, SLT
Mr. Matt Tubb	Assistant Headteacher, SLT
Mr. John Aspinall	Year 5 Tutor (5AL), History Subject Leader
Mr. Justin Bingham	P.E. Subject Leader, Year 8 Tutor (8BI)
Miss. Nancy Chantrell	French Teacher
Mrs. Jo Crocombe	Spanish Teacher, Year 7 Tutor (7OC)
Mrs. Catherine Clark	Textiles Teacher, Year 7 Tutor (7CS)
Mrs. Beccy Morgan-Doak	Year 6 Leader, KS2 Maths subject leader, Year 6 Tutor (6DW)
Mrs. Clare Evans	Cooking and Nutrition Subject Leader, Year 5 Tutor (5FE)
Mr. Tom Evans	Design Technology Subject Leader, Year 7 Tutor (7EH)
Miss. Sophie Foot	Year 5 Tutor (5FE), Year 5 Teacher, Cooking and Nutrition Teacher
Miss. Julia Goy	RE/T&E Subject Leader, Collective Worship Leader, Year 6 Tutor (6WG/6SG)
Mrs. Jo Hammett	Year 6 Teacher
Mr. Jim Houldey	Science Subject Leader, Year 7 Class Tutor (7EH)
Mrs. Dawn Masters	KS3 Maths Subject Leader, Year 8 Tutor (8MA)
Mrs. Anna Monro	Year 5 teacher, Year 5 tutor (5MO)
Ms. Alison Moore	Art Teacher, Year 5 tutor (5YM)
Mrs. Lucy Moore	Modern Foreign Languages Subject Leader, Year 7 Tutor (7MW)
Miss. Holly O'Brien	Computer Science Subject Leader, Year 8 Tutor (8OB)
Mrs. Christie O'Rourke	KS3 English Subject Leader - On maternity leave
Miss. Laura Osborne	Year 7 Leader, P.E. and Science Teacher, Year 7 Tutor (7OC)
Mrs. Natalia Rogers	Music Subject Leader, Year 8 Tutor (8RW)
Mrs. Polly Scott	PSHE Subject Leader, Year 6 and 5 Teacher, Year 6 Tutor (6SG)
Mrs. Sophie Staton	English Teacher, Year 7 Tutor (7CS)
Mr. Chris Stow	Maths Teacher, Year 6 Tutor (6ST)
Ms. Esther Watts	English Teacher, Year 6 & 8 Tutor (6DW & 8RW)
Mrs. Laura Welch	English Teacher, Year 6 Tutor (6WG)
Ms. Kimmaree Williams	CCN Base Lead
Miss. Wendy Young	Year 5 Year Leader and Year 5 Tutor (5YM), KS2 maths subject leader
Mrs. Clare Journeaux	Cover Supervisor
TBA	Cover Supervisor

### Office Staff

Mrs. Wendy Alcock	Office Manager / Data Manager
Mrs. Charlotte Newman	PA to the Headteacher / Administration Officer
Mrs. Tori Galloway	HR Administrator & Payroll
Mrs. Kellie Gaughan	Administration Officer / Media Administrator

### Learning Support Leaders

Mrs. Rebecca Ross	Designated Safeguarding & Wellbeing Lead
Mrs. Jessica Ward	Dyslexia Support Specialist /Teacher

### Learning Support

Miss. Charlotte Allgood	CCN Resource Provision Teaching Assistant
Miss. Nikita Bishop	Teaching Assistant
Mrs. Dee Brown	Teaching Assistant
Mrs. Nicola Burrige	Senior Teaching Assistant / Behaviour Support
Mrs. Jo Cluskey	SEND Administration Officer
Mr. Steve Dennis-Andrews	CCN Resource Provision Teaching Assistant
Mrs. Tina Dutton	Teaching Assistant/Senior Teaching Assistant
Mrs. Lucy Edwards	Senior Wellbeing Teaching Assistant
Miss Maddie Edwards	CCN Resource Provision Teaching Assistant
Mrs. Jenny Mair	Teaching Assistant
Mrs. Yvonne Matthews	Senior Teaching Assistant
Mrs. Fiona Orr	Senior Wellbeing Teaching Assistant
Mrs. Donna Owers	Teaching Assistant
Mrs. Heather Richards	Teaching Assistant
Mrs. Danielle Windust	CCN Resource Provision Teaching Assistant
Miss. Jordan Wood	Teaching Assistant

### Other support staff

Mr. Jawad Haq	ICT Technician
Mrs. Linda Joynson	Librarian / Reprographics and Resources
Mrs. Lynne Rainford	Science Technician
Mrs. Jacqui Warder	Design / Art / Textiles Technician and Display

### Lunchtime Staff

TBA	School Cook
Mrs. Diane Penny	Kitchen Assistant
Mrs. Mandy Gifford	Lunchtime Supervisor
Mrs. Daphne Hallam	Lunchtime Supervisor

### Site Staff


Mr. Roger Matthews	Site Manager
Mr. Sam Matthews	Caretaker

### Cleaners

Mrs. Mandy Gifford, Mrs. Nicola Walder, (Other cleaners employed through agency)

On arrival at school, the children will gather in the playground before coming into school when the bell rings at 8.40am. On a wet day, the doors will be opened early and pupils will be asked to go straight to their tutor rooms.

The outline for the timings of a normal school day at St. Mary's C.E. Middle School is shown below.

8.40am – 8.50am	Pupils allowed into school. During this time, pupils are to unpack their bags, go to the toilet and be ready to start learning activities at 8.50am.	
8.50am – 9.00am	Morning Registration and Numeracy	  Nb. AOW = Act of Worship
9.00am – 9.50am	Period 1	
9.50am – 10.45am	Period 2	
10.45am – 11.00am	Key Stage 2 Break / Key Stage 3 AOW	
11:00am—11:15am	Key Stage 3 Break / Key Stage 2 AOW	
11.15am – 12.10pm	Period 3	
12.10pm – 1.05pm	Period 4	
1.05pm -1.50pm	Lunch	
1.50pm – 2.25pm	Afternoon Registration, PSHE, Reading	
2.25pm – 3.15pm	Period 4	
3.15pm – 3.25pm	Homestart (preparing, ready to go home)	
3.25pm	End of School	

Pupils will be dismissed from school a year group at a time, starting with Year 8.

- At the end of the school day, pupils who are not catching one of the buses home will leave school via the footpath out of school. If pupils are travelling into the middle of Puddletown, please can we ask pupils to use the higher footpath to avoid walking down the narrow and busy access road to the school.
- Pupils catching the buses will leave via the front reception area and travel to their designated bus. Year 8 bus monitors will register your child as they enter the bus.
- Pupils being collected by car should travel around the outside of the building and enter the lower car park by the gate in between the music wing and the waste collection area. Pupils should walk on the grass to get to their parents car and avoid walking behind parked cars.

The learning journals given to all pupils at the start of the year contains a page outlining our expectations of the pupils who use school transport. Please take time to read through this page with your child.

Should you have any problems or concerns with travelling on the buses, please contact your child's tutor or Mrs. Burrridge (Behaviour Support Assistant).

### Autumn Term

Friday 1st September 2023	INSET DAY
Monday 4th September 2023	First day of school for <b>Year 5 ONLY</b>
Tuesday 5th September 2023	ALL PUPILS IN SCHOOL
Friday 20th October 2023	End of half-term for pupils
Monday 30th October 2023	INSET DAY
Tuesday 31st October 2023	Start of 2nd half-term for pupils
Friday 15th December 2023	End of Autumn term



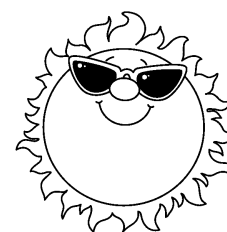
### Spring Term

Tuesday 2nd January 2024	Start of Spring term
Thursday 8th January 2024	End of half-term for pupils
Friday 9th January 2024	INSET DAY
Monday 19th February 2024	Start of 2nd Spring half-term
Friday 29th March 2024	End of Spring term



### Summer Term

Monday 15th April 2024	Start of summer term
Monday 6th May 2024	May Day Bank Holiday
Friday 24th May 2024	End of half-term
Monday 3rd June 2024	Start of 2nd Summer half-term
Friday 19th July 2024	End of Summer term



## Parents Evening 2023 / 2024

Meet the Tutor Evening (IN SCHOOL) - Thursday 5th October 2023 4.00 - 7.00pm

Subject Evening (VIRTUAL) - Thursday 30th November 2023 4.00 - 7.00pm

Subject Evening (VIRTUAL) - Thursday 14th March 2024 4.00—7.00pm

Parents Evening (Tutor only - IN SCHOOL) Thursday 11th July 2024 4.00 - 7.00pm



There may be times when you need to contact staff at the school to discuss matters concerning your child. We ask that you follow the system below to ensure that your enquiry is dealt with as swiftly as possible.

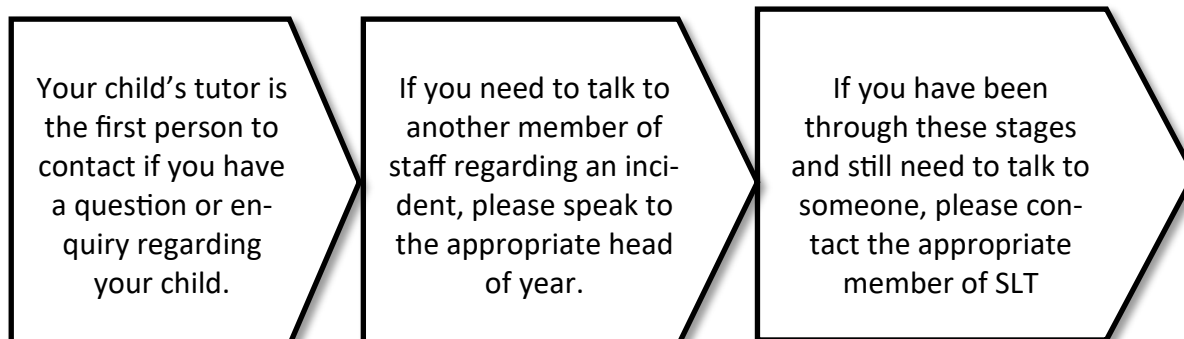


The main point of contact is the school office. You can phone at any point between 8.30am and 4.30pm. A member of the office team will take details and pass them on to the most appropriate member of staff to deal with your enquiry. ***Please note that it is rarely possible to talk directly with a teacher due to their teaching commitments. Staff will get in contact with you as soon as possible.***

Parents may also want to contact a member of staff by email. Send (and address) all emails to the school office and mark them for the attention of the staff member you are trying to contact. ***Please do not use members of staff's individual email.*** Emails sent directly to members of staff will result in a delay in reply as email boxes are only expected to be checked once per day. The office email is constantly monitored throughout the day.



The flow chart below shows you the communication chain for your child.



- If your enquiry is of a safeguarding nature, please contact Mrs. Ross - Designated Safeguarding Lead (DSL). This is best done by phone to ensure that the issue is addressed promptly.
- If your enquiry is relating to SEND, please copy in Miss King (Assistant Headteacher-SEND).

### St. Mary's C.E. Middle School Email Protocol

St. Mary's email protocol allows for staff to send emails when it suits them, prioritising wellbeing and safeguarding concerns. Parents should avoid using staff direct emails for contact, including outside of school hours and during school holidays or weekends (unless in an emergency). Aggressive or abusive emails will not be responded to but passed to the head of school and recorded as a safeguarding concern. Repeated abuse by emails will result in a communication ban being issued.

### Every Day Counts - School Success Starts With Attendance



It is important that your child is in school every day to allow them to meet their full potential. Good attendance is not just valuable, it's essential. The minimum expected attendance for all pupils at St. Mary's is 97%. This means that pupils should not miss any more than 6 school days in any one academic year. It is vitally important that parents work with the school to set the highest expectations of attendance.

Please let us know if you are experiencing difficulties getting your child to school. All pupils' attendance is tracked and monitored closely. If we see that a pupil's attendance is beginning to fall, a member of the school's support team will contact you to check if there is anything we can do to ensure that the level of attendance does not fall any further.

Attendance levels of below 90% will be referred to the Dorset Council attendance officer who may advise further action be taken.

### Reporting a pupil's absence



Should your child be ill and unable to attend school, it is essential that you inform the school. This can be done by calling the absence line on (01305) 848293 which is where you should report the absence. Please state the name of your child and, if possible, their tutor group., along with a reason for their absence. The school operates a policy that a parent will be sent a text by the school on each day of a pupil's absence if a message has not been received by the school office.

### Pupils leaving school before the end of the day

Pupils will only be released from school for a medical or dental appointment if they have a signed note from their parent (on paper or in the learning journal) or a telephone message/email has been left with the school office. We would encourage parents to try and make appointments outside of school hours wherever possible. Please provide a copy of any appointment letters to the school office.

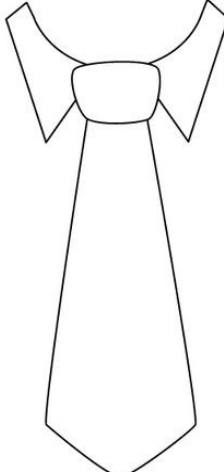


### Term-time holiday requests





Should a parent wish to request a leave of absence for their child during term time, they will need to request a holiday form from the school office. Requests are considered on a case by case basis. Please note that the majority of requests for term time absence will not be authorised. Only absences for exceptional circumstances will be granted (these are defined as situations where it is impossible to take the absence at any other time). Family holidays in term time are not authorised.

We expect all children at St. Mary's C.E. Middle to be smartly dressed in full school uniform and we ask for your continued cooperation to ensure that it is worn correctly. The uniform policy applies to all children.

<u>Boys Uniform</u>		<u>Girls Uniform</u>
White shirt(long or short sleeved)		White shirt (long or short sleeved)
St. Mary's school tie*		St. Mary's school tie*
Dark grey or black tailored trousers <b>or</b> shorts		Dark grey/black tailored trousers <b>or</b> dark grey/black skirt <b>or</b> shorts
Black/grey socks		Black/grey socks <b>or</b> tights
St. Mary's school sweatshirt		St. Mary's school sweatshirt
Sensible black covered shoes (please see website for further details)		Sensible black shoes (please see website for further details)
N.B. ~ It is not possible to list all of the items that cannot be worn. More detailed information can be found on the school website. Items marked with a * can be purchased directly from the school office.		

Whilst the above uniform guidelines are split into boys and girls, the school accepts that some pupils may feel more comfortable wearing the uniform of the opposite sex. We ask that parents talk to the school in these circumstances.

<b><u>Trousers</u></b>	Tight fitting trousers/leggings and trousers with prominent zips (other than a small zip for the flies) are not permitted. Belts need to be unbranded and black or brown with a simple fastening. Printed fashion belts are not permitted.
<b><u>Jewellery</u></b>	Pupils are allowed to wear one set of plain stud earrings without a protruding pin. Nose, eye brow, belly piercings and piercings to the upper ear are not permitted. Earrings should not be worn during PE/Games lessons. Children who have recently had their ears pierced should wear tape over the earrings during the lessons for the period of healing (6 weeks)
<b><u>Make-Up</u></b>	No make-up, including nail varnish, should be worn to school. Make-up that has been applied in school may be confiscated and returned later in the term. Make-up remover will be used to remove any cosmetics worn.
<b><u>Hair</u></b> 	<p>Please make sure that hair is kept neat and tidy. You may be asked to tie back long hair in some lessons and so you should have a hair band available. Extremes of hairstyle are not permitted. No temporary hair colour should be worn to school and pupils are also not permitted to have hair colour outside of what would be considered a natural colour.</p> <p>Pupils are allowed to wear a hair band (plastic or fabric) providing that these do not have protruding parts (such as cat shaped ears). Bows are also allowed to be worn providing that they are of a small to medium size and are used for the purpose of restraining hair.</p>
<b><u>Shoes</u></b> 	St. Mary's C.E. Middle School follows the guidelines on appropriate footwear that have been agreed across all three DASP middle schools and The Thomas Hardy School. Pupils are required to wear formal black school shoes which must be leather/leather-look/'polishable' and have a sole colour matching the shoe. Trainers, boots (including Doc Martins), skate shoes, shoes designed for leisure wear, suede or canvas shoes or shoes with prominent logos (including Vans) are <u>not</u> permitted. Details, including pictures of appropriate footwear, can be found on the school website.

### St Mary's P.E Kit

It is important that you have the correct equipment for all of your P.E. lessons. This is so you can remain safe and reduce the chance of injury. This page will explain what you will need to have available.

#### Basic Games kit

- Blue shorts\*
- Tracksuit bottoms/leggings (plain) - *Shorts must be worn over leggings*
- Blue St Mary's P.E T-shirt\*
- Blue rugby shirt\*
- Long blue football socks\*/ white socks
- Trainers (not canvas based)

#### Additional items

- Thin waterproof jacket
- Gloves
- Skins/base layer (same colour as P.E. top)

\*Available online from [www.swischoolwear.co.uk](http://www.swischoolwear.co.uk)

- **No jewellery is to be worn in PE/Games lessons. If earrings are unable to be taken out then they must be taped. Long hair will need to be tied back.**

For some lessons throughout the year specialist equipment will be required. Please use the table below to familiarise yourself with the different equipment required for each year group.



<i>Specialist Equipment</i>									
	Autumn			Spring		Summer			
	Shin-pads	Football boots	Gum-shield	Rugby/football boots	Gum-shield	Swimwear*	Towel	Googles	Flip flops
<b>5 Girls</b>	✓		✓			✓	✓	✓	✓
<b>5 Boys</b>	✓	✓	✓	✓		✓	✓	✓	✓
<b>6 Girls</b>	✓		✓	✓		✓	✓	✓	✓
<b>6 Boys</b>	✓	✓		✓		✓	✓	✓	✓
<b>7 Girls</b>				✓	✓	✓	✓	✓	✓
<b>7 Boys</b>	✓	✓		✓	✓	✓	✓	✓	✓
<b>8 Girls</b>				✓	✓	✓	✓	✓	✓
<b>8 Boys</b>	✓	✓		✓	✓	✓	✓	✓	✓


### Girls must wear a one piece swimming costume

Pupils will come to school in P.E. kit on the days when they have P.E on their timetable. Pupils should only be in a St. Mary's school rugby tops and are not permitted to wear other training tops or hoodies. Please pack a spare kit incase of wet weather. This can be an additional P.E kit or school uniform.





As a middle school, we offer a broad and balanced curriculum that includes access to subject specialist teaching from Year 5 onwards. The curriculum map for the school is shown below.

	Hours per week	Year 5	Year 6	Year 7	Year 8
	<b>English</b>	6 Hours	6 Hours	4 Hours	5 Hours
	<b>Maths</b>	5 Hours	5 Hours	4 Hours	4 Hours
	<b>Arithmetic</b>	1 Hour	1 Hour	N/A	N/A
	<b>Science</b>	2 Hours	2 Hours	3 Hours	3 Hours
	<b>Humanities</b>	2 Hours	2 Hours	N/A	N/A
	<b>History</b>	N/A	N/A	1 Hours	2 Hours
	<b>Geography</b>	N/A	N/A	2 Hours	1 Hour
	<b>Computer Science</b>	1 Hour	1 Hour	1 Hour	1 Hour
	<b>P.E.</b>	2 Hours	2 Hours	2 Hours	2 Hours
	<b>Music</b>	1 Hour	1 Hour	1 Hour	1 Hour
	<b>French</b>	1 Hour	1 Hour	2 Hour	2 Hour
	<b>R.E.</b>	1 Hour	1 Hour	1 Hour	1 Hour
	<b>Drama</b>	N/A	N/A	1 Hours	N/A
	<b>Design (Food and Nutrition, Resistant Materials, Textiles)</b>	2 Hours on Rota	2 Hours on Rota	2 Hours on Rota	2 Hours on Rota



Home learning (homework) is set for all year groups through the Satchel One platform (also called Show My Homework). Log-in details and instructions on how to use the platform will be sent home at the start of the year. The amount of home learning expected of each year group varies and pupils will be given a home learning timetable at the start of each year.

At various points throughout the year, pupils will sit some tests or complete an assessment so that their teachers can check they are making the expected progress in their learning. Details of the timing of these assessments can be found on the school website. At key points in the year, your child's teacher will assign your child a number grade to reflect how they feel they are doing at that point in time. These grades will be reported to you so that you can track progress at home.

We use the same system of assessment as agreed across all WMAT middle schools and this is based on a 1-5 grade. The meanings of the grades are shown below.

1	2	3	4	5
You are working towards the level of pupils in the same year group as you.	You are close to working at the level of pupils in the same year group as you.	You are working at the same level as pupils in the same year group as you.	You are working above the level of pupils in the same year group as you.	You are working at significantly above the level of pupils in the same year group as you.

Pupils are judged against the objectives listed in the National Curriculum (referred to as Age Related Expectations—A.R.E.) and these have been standardised through moderation with other schools in the area.

### Continuous Assessment

Your child will also receive a continuous assessment grade at the three points during the year. These grades reflect the effort and attitude towards work and not the attainment of an individual pupil. These grades will also be reported to you so that you can monitor this aspect of your child's performance throughout the year.

The meanings of the continuous assessment grades are shown below.

<b>A</b>	Your attitude to learning is consistently outstanding and this is really helping you to progress in your learning. You are highly motivated and make valuable contributions to lessons.
<b>B</b>	You are working hard in your lessons, often doing more than is asked, and your teacher has recognised your effort. You are well motivated and actively involved in lessons.
<b>C</b>	You are doing what you have been asked to do in lessons, meeting the expectations of your teacher, and your work is of a good quality overall. You are motivated to learn.
<b>D</b>	Your teacher has a concern about an aspect of how you are performing in this lesson. They will talk to you and your parents about the concern and how to improve.

Pupils will record both sets of grades in their homework diaries and pupils will be expected to monitor their own progress. Should you have any concerns over the grades assigned to your child, please make an appointment to speak to your child's tutor by contacting the school office.

## How to support your child's learning

All the research shows that there is a very strong link between parents' involvement in their children's learning and success at school.

The more you can encourage and support your child's learning at home, the better, and we will offer you plenty of opportunities to get involved.

**Attendance** - Firstly, and most importantly, please work with us to set high expectations of attendance. Every school day is essential; if your child is not in school, they will miss out on important learning and the staff are unable to support them. If you begin to experience any difficulties at home with attendance, please let us know as soon as possible.

**Reading** - A child's ability to decode and comprehend text is key to unlocking the rest of the curriculum. If there is one thing we would strongly recommend you to do at home, it is to encourage your child to read. Please continue to regularly listen to your child read and take time to read to them. Develop their understanding of the text by asking them questions about what they've read. You will find a reading diary section in your child's learning journal that is dedicated to framing a home-school dialogue about your child's reading. We will also offer informal events at the school to support you to build your child's reading skills at home—please come along!

**Knowledge organisers** - Talk to your child about what they are learning at school. To help you with this, in your child's learning journal you will find 'knowledge organisers' for each subject. These summarise all the key subject knowledge that your child will be learning during their current school year. Use the knowledge organisers to frame a discussion about a topic they are learning, or use it to quiz them or test them on what they have remembered.

**Homework** - Your child will be given regular, carefully planned homework that is designed to consolidate and build on their class learning. Homework is set on the 'Show My Homework' app, so you will be fully aware of what homework your child has and the deadline for completion. Please support and encourage your child to complete their homework by providing them with a quiet space to work and talking to them about what they have to do. You will often find details of the subject content of homework by referring to the relevant knowledge organisers in your child's learning journal (see above).

All pupils and staff at St. Mary's will be allocated to one of the four houses. To reflect the rural nature of the school, on the edge of Puddletown Forest, the houses are all named after trees.



**Ash**



**Elm**



**Oak**



**Yew**

Pupils earn house points through hard work in lessons, being a good citizen or by helping out the staff of the school. They can earn up to a maximum of 3 house points for any one piece of work or good deed. The house points, collected electronically, will earn certificates and credit marks when they reach a certain number of points. These rewards are:



**Bronze**  
**50 House Points**



**Silver**  
**100 House Points**



**Gold**  
**150 House Points**



**Platinum**  
**200 House Points**

If your child collects 250 or more house points in a year, they will receive the special governor's award. They will be awarded a special badge to mark this achievement.

House points from all classes are added together at the end of each term and the winning house is awarded the house point trophy in the final celebration assembly.

### Credit Marks

Each time you are awarded a certificate, you will also receive a credit mark. These credit marks can be used in different ways. They can swap them for:



A reward pencil or other stationery



Collect 2 credits and exchange it for a book.



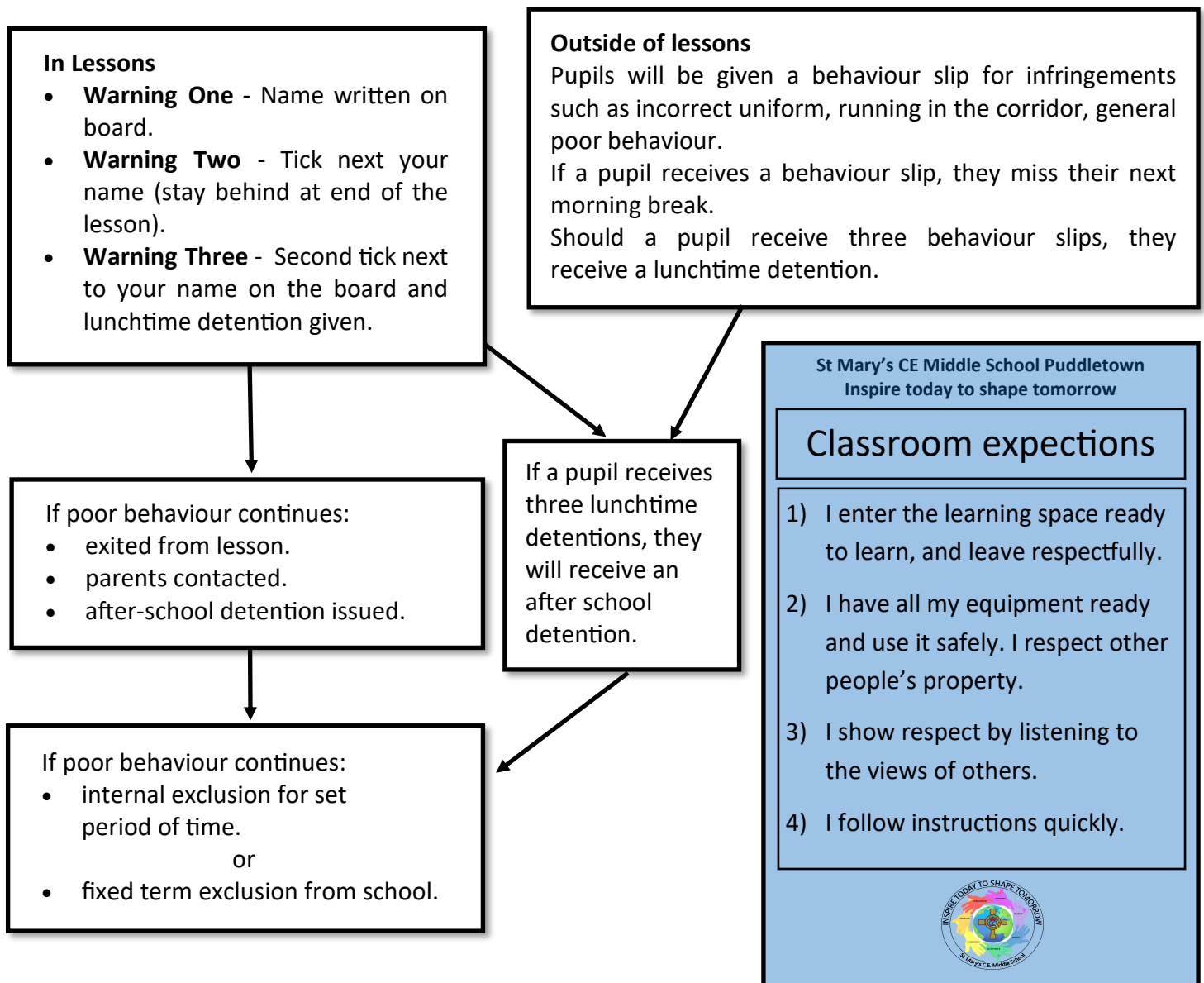
A Fair Trade snack.



Collect 32 credit marks as a class to earn a non-uniform day.

The school's full behaviour policy is available through the school website. The policy applies to all pupils in the school and, by selecting St. Mary's as the school for your child to attend, parents are indicating an agreement to accept and adhere to this policy.

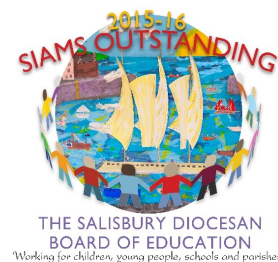
As a school, we look to focus more on rewards and systems to motivate pupils. However, when pupils demonstrate behaviour that is unacceptable, the school will use the system below to give pupils a chance to change their behaviour, or issue a sanction if necessary.



The school **will not accept** physical violence or abusive language between pupils or from pupils towards members of staff. These incidents are likely to result in a serious sanction being issued which may include internal removal from lessons, removal of social time or, in extreme cases, a fixed term exclusion from school.



St. Mary's serves a geographically defined catchment area and is the designated school for a specified community. We are a Church of England school operating within the Wessex Multi Academy Trust (which is made up of both faith and non-faith based schools). The Diocese of Salisbury has close links with the school and are involved in the regular inspection of the standard of spiritual education offered to our pupils. We were delighted to have been judged as a 'good' school in this area of our work in 2023.



St. Mary's has developed an ethos that is underpinned by the Christian values of respect, uniqueness, forgiveness, justice, equality, kindness and acceptance. These values underpin both our daily work and our policies and procedures.

### **Collective Worship**

Collective worship is distinctively Christian in nature and includes a prayer, a quiet moment of reflection and a hymn. Two acts of worship per week are undertaken in pupils' classrooms where they are based around the theme of the week.

Parents wishing to withdraw their child from collective worship must write directly to the Headteacher.

### **Communion**

During the first term of Year 5, children have the opportunity to prepare for, and then participate in, the Act of Communion. Preparation takes place during R.E. lessons where pupils will learn about the significance of the act of Communion and the distinctiveness of a church school. A communion service is held after the first half term when children who have been baptised and have parental consent can receive Communion for the first time. This is a special moment, and parents, family members and friends are warmly invited to attend the service.

The school holds regular monthly communion services in school which all children can participate in.

### **Religious Education (R.E.)**

All year groups have one discrete R.E. lesson a week (referred to as Theology and Ethics in Key Stage 3). During these lessons, children not only learn about the Christian faith but also a wide range of other religions and cultures. This allows children to start reflecting upon and developing their individual beliefs. The school sees its role as educating, not indoctrinating, and the beliefs (or non-beliefs) of individuals are respected.

### **Confirmation**

The school will offer the opportunity to pupils in Year 7 and 8 to attend Confirmation classes before they leave St. Mary's. These classes culminate in a Communion service where the children involved are confirmed into the Church of England. These classes are entirely voluntary and do not take place during R.E. lessons.

Our act of worship programme, made up of a mixture of assemblies and tutor based reflection sessions, is based around a central theme each week. The list below shows the themes for the coming academic year. Please ask your children about their act of worship time each week.

Week Beginning	Theme for the Week
Monday 4th September 2023	New beginnings
Monday 11th September 2023	Dedication
Monday 18th September 2023	Gratitude
Monday 25th September 2023	Kindness
Monday 2nd October 2023	Creation/Fall and caring for the
Monday 9th October 2023	Motivation
Monday 16th October 2023	Overcoming adversity
Monday 30th October 2023	Sportsmanship
Monday 6th November 2023	Peace
Monday 13th November 2023	People of God
Monday 20th November 2023	Justice
Monday 27th November 2023	Hope & dream
Monday 6th December 2023	Advent
Monday 11th December 2022	Incarnation
Monday 1st January 2024	New Year
Monday 8th January 2024	Helpfulness
Monday 15th January 2024	Gospel: Miracles of Jesus
Monday 22nd January 2024	Dignity
Monday 29th January 2024	Patience

Week Beginning	Theme for the Week
Monday 5th February 2024	Acceptance
Monday 19th February 2024	Gospel: The Lord's Prayer
Monday 26th February 2024	Gospel: The Lord's Prayer
Monday 4th March 2024	Respect
Monday 11th March 2024	Motivation
Monday 18th March 2024	Holy Week
Monday 25th March 2024	Easter
Monday 15th April 2024	Opportunity
Monday 22nd April 2024	Friendship
Monday 29th April 2024	Time
Monday 6th May 2024	Forgiveness
Monday 13th May 2024	Famous people
Monday 20th May 2024	Kingdom of God: The early church
Monday 3rd June 2024	Self-worth
Monday 10th June 2024	Honesty
Monday 17th June 2024	Uniqueness
Monday 24th June 2024	Responsibility
Monday 1st July 2024	Proverbs
Monday 8th July 2024	Appreciation
Monday 15th July 2024	Moving on

### **First Aid and Medication**

Some of our staff are qualified First Aiders and they look after the First Aid Room where children are attended to if they become ill or have an accident during the day. If necessary, on these occasions, office staff will contact parents/carers identified on the emergency contact list. (It is essential that these numbers are kept up to date).

All children who suffer from an ailment which requires medicines during the day should leave them with the office for safe keeping and dispensing. The bottle, box or inhaler, should be clearly labelled with their name, the dose and when it needs to be taken. We require written permission from parents to dispense medicines and forms for this purpose are available from the office.

### **Charges and Remissions Policy**

In accordance with the Education Reform Act 1988, the Governors concur with the principle of a free education for all pupils, but nevertheless recognise the valuable contribution that is made to the children's wider education by activities such as clubs, visits and residential experiences.

The Governing Body reserves the right to make a charge for:

1. The board and lodging element of all residential activities deemed to take place within school hours;
2. The full cost to each pupil of activities deemed to be optional extras eg ice-skating or bowling, taking place wholly or mainly outside school hours;
3. Materials or ingredients if parents wish to retain the items made in Food Technology, Textiles, Ceramics or Resistant Materials (see later);
4. Instrumental music tuition and the hire of school instruments;
5. The cost of damage to, or loss of, school property where this is the result of a pupil's misbehaviour or negligence.

Although no child will be excluded from any activity offered during school hours because of parental inability or unwillingness to pay, the Governing Body will generally need to invite voluntary contributions from parents to cover the cost of, or subsidise, the activity. There is no obligation to contribute, but the Governors must point out to parents that school funds are not sufficient to cover the cost of children whose parents are not prepared to make a voluntary contribution and in such circumstances the whole activity may, regrettably, have to be cancelled. Parents in financial difficulty are reminded that they may contact the Headteacher in confidence to request help from the Welfare Fund.

Pupils who are eligible for pupil premium payments can have part or all of the charges for a residential visit covered. If you would like to discuss this option, please contact the school office.

The governors of St. Mary's are proud to be part of the team of staff and students who make the school so vibrant and optimistic.

We all work together to ensure that everyone learns and develops in a challenging and supportive environment and that every child has the opportunity for a broad and stimulating education.

We are proud of the exam results that our students achieve but we cherish the fact that our students leave the school as well-rounded, self-assured young adults.

The present members of the St. Mary's C.E. Middle School governing body are listed below.

Community Governor: Mr. Martin Kimberley (Chair)

Foundation Governor: Mr Caleb Brown

Foundation Governor: ??

Staff Governor: Mrs. Polly Scott

Elected Parent Governors: Mrs Chrissy Hancock

Head of School: Dr Tim Ennion (ex-officio)

Vicar of Puddletown Benefice: Rev Sarah Hillman (ex-officio)

Clerk to the Governors: Appointed by the WMAT (Wessex Multi Academy Trust)



The school has vacancies for governors, particularly foundation governors. Being a governor is a great opportunity to be involved in the life of the school and to have an input on it's future development and work. We are looking to grow our governing body and would love to speak to any new parents or members of the local community who would be interested in joining the St. Mary's team of governors. If you are interested, please contact the school office and ask to speak with Martin Kimberley (chair of the local governing board). Mr. Kimberley will also be available to speak to at the parent's welcome evening in September.

St. Mary's C.E. Middle School is part of the Wessex Multi Academy Trust which operates under a board of directors taken from representatives from the community. The full list of directors can be found on the Wessex Academy website (<https://www.wessex.ac/>). Please find below a list of key personnel within the academy trust.

Chair of the Board of Directors: Mr Mike Foley

Wessex Multi Academy Trust (WMAT) Chief financial officer: Mrs. Debbie Shutts

Wessex Multi Academy Trust (WMAT) Company secretary: Mrs Karen Weir

(Website: <https://www.wessex.ac/>)

We have included below a copy of the page from the pupil's homework diary showing the guidelines that we have set for the presentation of class and homework. We would be very grateful if you reinforce these guidelines with your child when completing work at home.

### A well presented piece of work

The learning question for the lesson has been written at the start of the piece of work and underlined with a ruler.

Writing has been completed in blue pen.

Tables and drawings have been drawn using a pencil and a ruler for the straight lines.

Date

Learning Question

Writing should be completed in blue or black ink only. If you make a ~~miscake~~ mistake, use a ruler to neatly cross it out.

Attempt	Time (sec)

The date for the lesson has been written at the start of the piece of work and underlined with a ruler. A short or long date is acceptable.

Colouring in has been done using pencil crayons. Felt tips can be used for poster and display work.

Please **do not** use highlighters or gel pens for colouring in your work.

Shown below is a guide to the symbols that teachers at St. Mary's C.E. Middle School may use when marking pupils work. Marking will be completed in purple pen. We ask that when pupil responds to a teacher's marking comments, they do so in green pen so that we can track the improvements they have made. It is really helpful if your child has their own green pen!

Symbol	Meaning
sp	Indicates a spelling error. The spelling error will be underlined and the correct spelling written elsewhere on the work. You need to write the corrected spelling out three times.
g	Indicates a grammar error. The error will be underlined and corrected by either the teacher or the pupil.
p	Indicates a punctuation error. The error will be underlined and corrected by either the teacher or the pupil.
C	Indicates an error involving a capital letter. The error should be circled and corrected by either the teacher or the pupil.
//	Indicates the need for a new paragraph.
^	Indicates a word that has been left out.
~~~~~	When written under a passage of writing indicates that it does not make sense.












In St. Mary's C.E. Middle School, you will be expected to organise and look after your own equipment in a pencil case. To help you prepare for this, here is a list of equipment that you will need:

- Writing pen (blue ink—no biros)
- Green ink pen
- Pencils (at least two)
- Colouring pencils
- Rubber
- Pencil sharpener
- Ruler
- Glue Stick
- Scissors

It is also very useful to have a clear water bottle and a pocket dictionary. Please help us by making sure that all equipment is labelled.

The school does run a stationery shop in the school library during some lunchtimes. Pupils will be able to purchase some of the above items here should they need to. A price list is shown below.

	Berol Handwriting Pen (Blue) 50p each		Frixion Erasable Rollerball Pen (Blue or Green) 2.00 each	
	Fineline Pen (Green) 50p each		15cm Clear Plastic Rulers 15p each	
	Ink Corrector Pen (Blue) 55p each		Staedler Norris Eraser 50p each	
	Pencil Sharpener 10p each		Pencil 15p each	

### Lockers

Your child will be allocated a locker to put their belongings in. To secure the locker, pupils will need to purchase a padlock. To ensure that they are compatible with our lockers, the arch bolt of the padlock needs to be between 0.6mm and 1cm in thickness / diameter.



The pupil premium is a Government initiative that provides specific funds targeted at improving outcomes for disadvantaged pupils. Research has indicated that this group of students underachieve when compared to their peers. The premium is provided in order to support these pupils in fulfilling their potential.

The Department for Education states, "school leaders are best-placed to assess their pupils' needs and use funding to improve attainment. It is up to school leaders to decide how to spend their pupil premium." There is no obligation upon schools to spend the money directly upon those in receipt of free school meals or in care, however, this additional sum of money is provided to support schools in narrowing the achievement gap between different groups of pupils. The school will ensure that pupils in receipt of free school meals or in care, will be the highest priority in terms of receiving support.

### **Eligibility Criteria**

Accessing funding that is rightfully available for your child can make a really positive impact to the school, your child and indeed all of our children. Below are the criteria that determines if your child is eligible to receive funding through pupil premium. If you feel that any of these apply to you, then you should complete an application form which can be found at [www.dorsetcouncil.gov.uk/free-school-meals](http://www.dorsetcouncil.gov.uk/free-school-meals). If you are eligible for pupil premium funding, you will also be able to claim a free, healthy meal. If you do not want your child to receive a free school meal, they can continue to bring in their own lunch as normal. Please either apply for pupil premium only or complete the free school meals application form, both available via the Dorset Council link. The school does not see any specific information about your income or the benefits that you receive. If you have any questions regarding this, please contact Mrs. Ross via the school office.

Your child is eligible for Pupil Premium funding if you are in receipt of any of the following:

- Universal credit
- support under part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit; this is as long as you're not entitled to Working Tax Credit and your annual gross income is no more than £16,190
- Working Tax Credit 'run-on' payment (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit: this is as long as your household income is less than £7,400 a year (after tax and not including any benefits you get)

Pupil Premium is also paid for pupils that have left local authority care for one of the following reasons;

- Adoption
- Special guardianship order
- Child arrangements order
- Residence order

### **Service Pupil Premium**

Service Pupil Premium is allocated to schools so that we can offer mainly pastoral support during challenging times and to mitigate the negative impact on service children of family mobility or parental deployment. Service parents need to make the school aware of their status ahead of the October census deadline.

We are confident that your child will have a successful and enjoyable time at St. Mary's in Year 5 and beyond. Here are a few things to look forward to.



**Year 5  
Greek  
Day**



**British  
Museum**



**Langar  
Meal**



**Year 5  
Rainforest  
Day**

We hope that this guide has answered all of your questions regarding your child starting at St. Mary's C.E. Middle School. Should you have any further concerns or questions, please contact the school office who will put you in touch with the best person to help.

All the staff at St. Mary's