



St Marys CE Academy, Walkley

School Prospectus 2020-2021



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Welcome to our lovely school!

Dear Parents and Carers,

We are delighted to provide you with our school prospectus which should give you just a taste of all the fantastic things that our children experience at St Mary's! We're all very proud of our children & school and see ourselves as one big family, building "Excellence through faith and learning."

Our families come from diverse backgrounds and cultures and we are determined that each child should feel valued and recognised as an individual whilst feeling a sense of belonging in the community. We aim to provide a secure and happy learning environment where children will continue to develop the skills, attitudes and capabilities that will help them throughout their lives and contribute to society in the 21st Century.

We want all of our children to fulfil their full & amazing potential as a child of God & to have great fun in doing it!

We look forward to working together in the education of your child!

Yours Sincerely,

Karole Sargent
(Proud to be) Executive Headteacher

Karen Miller
Head of School

Anne Camm
Chair of Governors



Welcome to our lovely school!

Our Vision

We will work as a team, in partnership with all members of the school community, to offer a high quality, stimulating, safe and innovative learning environment which values and supports all children to achieve their potential. We will nurture children who understand and are able to adapt positively as active citizens and courageous advocates, to the diverse world in which they live, both now and in the future and grow as people.

Our high standards of teaching and personalised learning are set within a broad, balanced and creative curriculum. A curriculum which is intended to prepare our learners to make a positive contribution towards society and enjoy future success.



Our Mission

“Excellence through Faith and Learning”

At St. Mary's we provide a welcoming, safe and happy school where everyone is respected and listened to; a school where we take pride in ourselves and our achievements, enabling children to become confident and successful learners.

We aim to rise above the ordinary and promote excellence by providing a positive, inclusive environment for learning and growth. Inspired by our faith in Christ, and together with our parents, carers, churches and communities, we aim for each person to reach their full potential in body, mind, heart and spirit.

Our Values

We actively seek to promote the teachings of Jesus & particularly: “Do to others what you would have them do to you” (Luke 6:31). We will uphold the principles of justice & compassion for all, forgiveness & generosity and will encourage all children to work for the good of others rather than for their own self interest.

Our History and Environment

St Mary’s Church of England Academy is situated in the very heart of Walkley. Our school is housed in a three storey Victorian building. This gives us the advantage of providing the children with the opportunity to benefit from being in the same school environment throughout their primary education and enjoying a memorable, caring and friendly school atmosphere.



We are able to support smooth transitions from Foundation Stage to Key Stage 1 and through to Key stage 2 as the children are already familiar with all staff and the building.

On the ground floor we have a fully integrated Foundation Stage Unit for 3

and 4 year olds including an outside space with covered area, a Year 1 classroom large enough to provide continuous provision and build on FS practice, along with the main office and the Leadership offices. The kitchen, hall, staff room and the Year 2 classroom are on the first floor and classrooms for Years 3 to 6 are on the second floor.



School also benefits from being able to access Ruskin Park, just across the road from school, which we have used for sports day and many other visits to support the learning in the classroom.

What is a Church of England Academy?

St Mary’s is a Church of England Academy. This means that we are owned by a the Diocese of Sheffield Academy Trust (DSAT). We receive all of funding from the Education Skills Funding Agency and it is the Governors responsibility to decide how the school budget should be spent. As part of DSAT, we work in partnership with other Church of England Primary Schools in South Yorkshire to support each other and share good practice.

As a Church School we hold assemblies which are predominantly Christian based. Our Religious Education Syllabus is also largely Christian, although we also cover many aspects of Judaism, Islam, Sikhism & Hinduism. And whilst we have our own Admissions Policy, we welcome all children to our school — whether from families of ‘Churches Together’ or who profess another, or no faith. A copy of our Admissions Policy can be found on our website.

Our school rules consist of one overarching principle & 5 easy to remember ‘Rainbow Rules’.



The Rainbow Rules:

1. Follow Instructions;
2. Listen Carefully;
3. Work Hard;
4. Respect Others;
5. Keep Safe.



Behaviour

We are extremely proud of the high standards of behaviour in our school!

We believe in ‘respecting yourself, respecting others and respecting the environment’ and we have a policy of ‘positive behaviour’ & believe in rewarding children to build their self esteem & guide them in the right direction.

We have four Merit Teams: *Ruby, Diamond, Sapphire & Emerald* and children are given merit points for following the rules & helping each other. We also have a half termly treat afternoon for the winning team!



Sporting Achievements

All our children, whatever their age, gender or ability have equal opportunities to join in our sporting activities. We have an annual sports day which we hold at school. Although these are competitive events, we value the effort made by all of our children whatever their achievement. We have several very enthusiastic and committed sports teams (boys and girls football, basketball, netball, tag rugby etc.) & compete in Sheffield & county matches and tournaments. Their play is characterised by selfless teamwork, which has been admired wherever they have played! We are proud to have been awarded the School Game's Gold Mark since 2016.



Books and Equipment

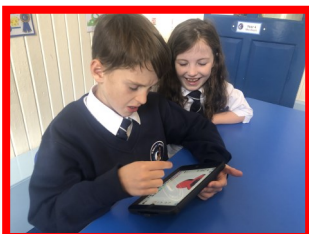
In 2019-2020 we heavily invested in books across school to ensure the high quality texts were enjoyed by children both in school and at home. Each classroom has a class library and quiet reading area which children can choose to access and books from the class libraries are available to take home.

In the summer of 2020 we opened our new school library for all children to enjoy.

Our range of resources and equipment is constantly being updated in all curriculum areas & includes: Literacy and Numeracy, PE, IT & Early Years resources.

IT Facilities

Our school has excellent IT facilities! We are committed to developing both our hardware and software for Computing, which is integrated throughout the entire curriculum. All our staff receive IT training and make good use of our 30 laptops— enough for every child in a class to have individual access. All classrooms also have their own class computers plus access to iPads and interactive whiteboards that teachers use to teach innovative & interactive lessons. We also have a range of hardware and software to support the teaching of computing such as Bee-Bots, Makey Makeys and Crumble Chips.



Equal Opportunities and Inclusion

Our school's aim and ethos is rooted in each & every child reaching their full & amazing potential! We are determined to offer every child both the full range and equal access to the curriculum. Boys and girls, regardless of race or ability / disability are offered the full curriculum. We encourage all our children to show mutual respect and tolerance to everyone. We strive at all times to remove barriers to learning which discrimination creates and also alert our pupils to the dangerous effects that prejudice has on our society.

School Meals

Our school meals are cooked on the premises by excellent catering staff employed by Taylor Shaw and are well known for their high standards, excellent value for money and fantastic nutritional value! Children always have four choices & can choose from a selection of additional items from salad, fresh fruit, bread & yoghurts. All Reception and Key Stage One children are eligible for a free school meal each day & also receive fruit daily free of charge. Children can choose to not have a school dinner made on the premises, but can instead bring in a healthy packed lunch from home. Children in Key Stage 2 can also bring in a piece of fruit to eat during morning playtime.

School Events and Extra Curricular Activities

Throughout the school year, we have a varied programme of school events, including: the Easter, Harvest, remembrance & Christmas church services, whole school concerts & productions, Sports Day, Book Week, Maths Week, Science Week, Online Safety Week, aspire week and prayer day.

All our children visit museums and other places of interest. Recent trips have included: Kelham Island, The Magna Centre, The Deep, Bishop's House, Yorkshire Wildlife Park, Eden Camp, Anston Butterfly House and various theatre visits. We also offer a wide programme of activities during school lunchtimes and after school including: STEM Club, Computing club, Young Voices, BEBRAS, Netball, Basketball, Karate, and Lego club.

Breakfast and After School Club



At St Mary's we provide wrap around care that has been rated 'Outstanding' by OFSTED. Wrap around care ensures that if needed, children can be cared for by adults in school all day. We are very lucky to have a designated space in school which is just used for Breakfast Club and After School Club.

Breakfast is open from 7.30am until the school day starts when children are taken to their classroom by our staff. The charge for Breakfast Club is £3.00 per day. Please book in advance through the school office. Parents must complete a registration form before accessing the provision.

After School Club is open every evening from 3.15pm until 5.45pm. The charge for this is £7.50 per day which includes a snack (shorter sessions are available at a cost of £5.00)

Our wrap around provision provides a high level and standard of care within a fun and educational environment with activities which include arts and crafts, baking, sports etc. Please contact the school office for further information.



Getting To Know The School

Parents and children are always invited into school prior to admission. Additionally, we will arrange for the Foundation Stage / Reception Class Teacher to meet 4 to 5 year olds either at home or at nursery.

Regular school familiarisation sessions are also arranged. Parents, whose children are offered a place, will be contacted automatically and invited to these sessions.

Early Years Provision

St. Mary's provides a vibrant and stimulating Foundation Stage environment where children are supported and educated by a highly skilled, dedicated and caring staff team.

We have a 26 place nursery which will accept children the term after their third birthday either for morning sessions or all day.



Children in the Reception class follow the EYFS statutory framework. We know that children learn in different ways and as such we provide a variety of teaching methods to make learning exciting for our children. Extra help is given to pupils who are experiencing difficulties and more demanding targets are set to extend the more able children. We aim to develop positive attitudes to learning and children receive praise and encouragement at every opportunity.

Safe and Secure Environment

We take great care of the safety of our children, staff and parents in school.

We strive to keep a balance between having an 'Open Door Policy' where parents feel comfortable about dropping into school at anytime and having the responsibility for the safety of our children. Our whole site is fenced & access to the school is tightly controlled.



Child Protection

As a school, we are totally committed to child protection on every level! The school has a strong Safeguarding Policy which has been approved by the Governing Body. Our Designated Safeguarding Lead is the Head of School and her deputy is the Vice Principle. Other staff in school have been trained as deputy safeguarding leads and their information can be found in the school office. The school Safeguarding Policy is available either from the School Office or is published on our website.



Dress Code

All children are expected to adhere to the school dress code and wear the uniform as it gives children a sense of identity and pride in their school.

We wish to avoid distress which occurs when items of clothing are lost. Please make sure that all items of clothing are clearly marked with your child's name.

Jewellery can pose a health and safety risk in schools. Can jewellery please be confined to small stud earrings and watches.

Shirts	Plain white polo shirt or white shirt. Children must wear a school tie.
Sweatshirt	Blue Sweatshirt or cardigan with the school crest . School blazers can be purchased from the office if desired
Trouser, Skirts, Pin-fores, Shorts	Black or dark grey – but no denim.
Dresses	Blue gingham dress
Tights	Plain grey or black
Footwear	Plain black shoes or trainers, wellingtons for outdoor play in wet weather. Sandals, high heels or brightly coloured trainers are not permitted.



PE Kit

Children have one indoor and one outdoor session of PE each week and they need to be suitably dressed for both sessions.

Children cannot wear any jewellery during PE so please ensure earrings are taken out at home if your child cannot do it themselves.

Shorts/ tracksuit bottoms	Black or grey
T-Shirt	Plain white or a school crest-ed T-Shirt
Plimsolls/ trainers	Black plimsolls



Teaching and Learning

What we teach and how we teach it is of fundamental importance to us. We have a host of excellent teachers who constantly strive to be the very best & to make their teaching innovative, exciting as well as sufficiently challenging for all children.



The National Curriculum is a framework of subject areas set out by the Government by which all schools must operate. Our school has schemes of work and policy statements

for all subjects including: English, Mathematics, Science, Computing, PE, Geography, History, Music, Modern Foreign Languages, Personal Social Health and Moral Education (PSHE) plus RE.

We use the nationally agreed Early Years Foundation Stage Profile for our reception children which addresses their need for learning about literacy, numeracy and knowledge of the world through play. Social and physical development is also carefully planned for. We seek to maintain the enthusiasm and curiosity for learning which very young children have & to build on this throughout their time with us — all the way into Y6!

At St Mary's, we also have an underlying curriculum & believe in building a strong 'Learning Culture' in order that children can understand how they learn best in order to get the most from their education. We also believe in 'building' our children to be confident, resilient & able to work independently as well as collaboratively. We have a strong Christian ethos which



seeks to equip children to be respectful, tolerant of all & extremely caring for each other as well as

those in the world less fortunate than themselves. We also seek to equip children with the skills of enterprise in order that they have a strong charitable ethos alongside an understanding of business.



Special Educational Needs

Termly meetings are arranged between all teaching and support staff to review the personal, social and academic development of all children in our school with a view to the earliest possible intervention and help whenever it is required.

A child will be identified as having Special Educational Needs when:

- he/she has significantly different learning need from the majority of children of the same age (specific or general); or
- he/she has a disability (medical, emotional or behavioural) which hinders or prevents learning.

At St Mary's, we always regard parents as active partners in their child's education. This is especially important when a child has Special Educational Needs and/or a Disability (SEND). Parents of children with SEND are always fully consulted and have the opportunity to be involved in all aspects of their child's education.

Educational Needs or Disabilities (SEND). Parents of children with SEND are always fully consulted and have the opportunity to be involved in all aspects of their child's education. Confidentiality is always maintained.

We have a SEND Policy, which is available on request (or on our website), which sets out our commitment to our children with SEND.

All children with SEND receive some form of extra help, depending on their individual needs and which stage they are at.



This help may be by any of the following methods: differentiated class work, extra class teacher time, extra teaching assistant time, use of specific teaching aids or methods, small group work, extra workbooks, individual target plans, advice from LA Support Teachers, consultation with the Educational Psychologist or support from an outside SEND Teacher or Teaching Assistant. Our SENCO is: Mrs Sylvie Roux & our Inclusion Governors are: Mrs Yvette Jackson and Dr Jenny Owen.

The More Able Child

At St Mary's we also take care to recognise and provide for the more able and talented child. Our aim is to provide:

- ☺ A broad, balanced curriculum;

- ☺ Access to suitably differentiated and challenging curriculum materials;
- ☺ Opportunities for all learners to achieve their full potential and a commitment to life-long learning.

Pupils are taught and encouraged to use effective thinking skills, to work in a team and to develop their skills of enquiry, communication and participation both academically and in the broader field.

Parent's Evenings and School Reports

We hold three Parents' Evenings each academic year (one each term). If you have any concerns about the emotional or social welfare of your child at any time, please do not wait for an open evening, but see your child's teacher as soon as possible. The Head of School is also be available for you to talk to if you have concerns - *whether big or small!* You will also receive a school report for at the end of the academic year.



Concerns/Complaints Procedure

We hope that you do not have cause to complain, but if you do, there is a procedure that can be followed in order that your complaint can be fully dealt with.

Firstly, it's always a good idea to make an appointment to see the teacher of your child. The class teacher will make every effort to investigate the concern thoroughly and report back as soon as possible. If the matter is still not resolved, then an appointment to see the Head of School can always be made to sort things out further.

Finally, if it is still felt that the matter hasn't been resolved, then concerns can be put in writing & sent to the Chair of Governors. Letters can be given to the main school office who will then give them to the Chair of Governors.

We genuinely do want to help & have the very best of intentions for your child to be safe & happy. As a result, we will do everything that we can to sort out any issues quickly & with a good outcome.



Absence

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence.

There are two types of absence:

1. Authorised where the school is able to approve pupil absence eg illness, sickness and other extenuating circumstances.
2. Unauthorised (where the school will not approve absence). A form needs to be completed from the school office for any leave during term time. This may or may not be approved by the Head of School. Parents will be informed in writing. If the leave is unauthorised, parents may incur a fine.

If a child is absent, parents should call the school on 01142344461 on the first day of the absence stating the reason. The school will then decide whether to authorise the absence.

If your child is absent without reason we will contact you to find out why your child is not at school. If we are unable to contact you by telephone it is school policy that we will visit your home to discuss the reason for absence.

The School Day

School is open from 8:40am for you to bring your child into their classroom and for you to spend some time and have a look at what they are doing in school. Parents must leave the building by 8.50am for registration.

	Morning	Afternoon
FS1	8:40-11:40	12:30-3:30
FS2	8:40-11:40	12:40-3:15
KS1	8:40-11:40	12:40-3:15
KS2	8:40-12:10	1:10-3:15

Access to the school is via the Main Cundy Street gate between 8:30 – 9am and 3:00 – 3.45pm, and the Burgoyne Road gate between 8:30 – 9am and 3:00 – 3:45pm. Nursery collection at 11.40am is via the Main Entrance on Cundy Street. Access during school hours is via the main school entrance on Cundy Street where there is an intercom system to gain access to the school office. If your child is late (after 8.55am) they will need to sign in at the school office.

Many parents bring and collect their children by car. Please, for the safety of all the children, park away from the zigzag lines and please be courteous to our neighbours, some of whom are disabled.



Medicines in School

Children should not bring medicines into school. Medicines are not allowed in classrooms and class teachers are not responsible for their administration. Inhalers for children in KS1 should be clearly labelled and handed to the main office where a Care Plan will need to be completed. KS2 children are allowed to be responsible for their own inhaler but a Care Plan will need to be completed.

We do understand that special arrangements may be necessary in cases where children need long term medication. Prescribed medicines may only be administered by nominated members of staff after a *Parental Agreement to Administer Medicines* form has been completed and signed by the Head of School.



St. Mary's CE Academy

'Excellence through faith & learning'



Appendix 1 School Staff

Karole Sargent– Executive Headteacher

Karen Miller– Head of School

Katie Hancock– Class Teacher

Jo Lovatt- Class Teacher

Lauren Mansell– Class Teacher

Elizabeth Norris– Class Teacher

Michelle Grant– Class Teacher

Laura Mellow– Class Teacher

Rebekah Binney– Class Teacher

Sylvie Roux– MFL/SENCO

Cheryl Grand– Teaching Assistant

Rachel Waller- Teaching Assistant

Caroline Maxwell-Arthur-Teaching Assistant

Emma Hancock- Teaching Assistant

Kristin Monaghan- Teaching Assistant

Kathryn Wright- Teaching Assistant

Tina Mappin- Teaching Assistant

Jen Garrod- Teaching Assistant

Olivia Goss- Teaching Assistant

Cheryl Bridson- Lunchtime Supervisor

Louise Gregory – Lunchtime Supervisor

Daisy Marshall – Lunchtime Supervisor

Allison Houston- Lunchtime Supervisor

Lianne Fox- Lunchtime Supervisor

Kim Jacobs- Lunchtime Supervisor

Sally Moorwood– Finance Manager

Rachel Hutchinson– School Administrator

Louise Gregory – School Administrator

Chris Webb– Buildings Supervisor

Pedro Jorge– Buildings Maintenance



St. Mary's CE Academy

'Excellence through faith & learning'



Appendix 2 School Governors

Chair of Governors: Anne Camm

Vice Chair of Governors: Mrs Alison Warner

Dr Jenny Owen

Ms Yvette Jackson

Mr David Clark

Dr Duncan Payne

Revd Canon Dr Matthew Rhodes

Our school is part of the Diocese of Sheffield Academies Trust.
The Diocesan Director of Education is Mr Huw Thomas



Appendix 3 Homework Policy

Purpose of Homework

- to encourage a home/school partnership;
- to encourage independent study skills;
- to reinforce/ rehearse skills that have been learnt at school.









The purpose of homework changes as children get older. For children at Key Stage 1, developing a partnership with parents or carers and involving them actively in children's learning is a key purpose. As children get older, homework provides an opportunity for children to develop skills and independent learning and this should increasingly become a main purpose.

The purpose of the policy is to encourage continuity and progression for our children. The policy gives clear guidelines for consistent expectations of homework for children, teachers and parents.

Weekly Homework

All year groups in school get homework in the same format and they get approximately the same amount.

Each Term we send out a Homework Menu. We expect children to complete a task on the menu to a high standard once a fortnight. Children can evidence they have done this task however they feel is appropriate.

 Year_4_Autumn Homework Grid Colour in each box once you have completed the homework assignment. One must be completed each fortnight.				
Computing Create a simple game in Scratch. 	French Learn how to sing 'Happy Birthday to You' in French. 	Research Learn More About the Iroquois. Where did they live? Describe their lifestyle and customs. Who were their enemies? Why were they called "The Five Nations"?	Writing Write an alternative ending to the story of the our topic book, 'The Indian in the Cupboard' by Lynne Reid Banks.	Art Make your own longhouse. 
STEM Try the static electricity experiment, 'Jumping Frogs' shorturl.at/gKPT9 	Research There were many different native tribes in America. Draw and colour a map the Iroquois land.	Quiz Can you find the United States on a map? Test your knowledge of all 50 States with this online quiz. shorturl.at/jnM6	Environment Make a bird feeder. 	Discussion Discuss with your family ways to reduce your plastic waste. 
Reading Read a book and write a review. 	Design and Technology Make a cupboard. Decide what you will put in it to transform to a living thing. Materials: Paint, Markers, Glue, and a Cardboard Box	Independence Donate canned items to a food bank. 	Mathematics Learn square numbers up to 12. 12²	Get Active Make a kite and fly it! 

In addition to the homework menu, each class will be given a weekly sheet that contains several calculations to complete, weekly spelling list, Spelling, Punctuation and Grammar task/Phonics task, a reading prompt and a Times Tables Rock star reminder.

Children should bring the homework back to school when it is asked for in order that it can be marked. If the homework is handed in late, then it may not be marked. We understand that sometimes there are good reasons why homework has not been done during the school week or weekend.

If children repeatedly and frequently do not do their homework, then the class teacher will discuss this with the child and their parents; the Head of School will also be informed. Children will not make the same progress as their friends if their schoolwork is not supported at home.

Homework will not be set for the school holidays. Our children work hard and need a rest!

Our expectation of the children is that they should:

- do their best;
- hand in / return work when asked to do so;
- balance their extra curricular activities, e.g. music and sport, with school work.



Our expectation from parents is that they should:

- allow their child time and a quiet place to study at home;
- encourage their child to do the work independently. Parents are asked not to do homework for them or correct writing, etc. as homework is often used by the teacher to help assess the child's understanding and ability to work independently.
- Check that their child does not become involved in so many after school activities that their school work suffers. Children need to have time for their homework but should not be too tired for school.

Homework should not be a burden to parents or their children. Rather it should be something that is enjoyed & is pleasurable. If there is a problem, parents are invited to come and talk about it and not to worry unnecessarily! Remember, we are working together to support your child to achieve their very best & this can also be enjoyable!

Appendix 4

Statement from the Diocesan Board of Education

The Anglican schools within the Diocese of Sheffield were established as parish schools to provide a distinctively Christian based education for the local community. They are rooted in the belief that church schools stand at the centre of the Church's mission.

Our schools express their Christian foundation in their worship, and the religious, spiritual and moral educations offered to the pupils, and are places where the spiritual dimension of life is acknowledged and affirmed.

Our schools, like all others, are there to provide the best possible education for their pupils, closely involving governors and parents, with the Headteacher and staff. What is distinctive is that they set out to do this in an explicitly Christian setting, with the active involvement of local Christian representatives and the Sheffield Diocesan Board of Education.





Appendix 5

At St Marys CE Academy, we consider that regular attendance is extremely important in order that every child can reach their full & amazing potential – as well as experience all of the wonderful things that happen at St Mary's! As a school we have a shared policy & practice with Sheffield Local Authority in the form of our Term Time Leave Policy. The key features are as follows:

- Parents can request term time leave and the Head of School will consider each request. If the request is not granted, the absence will be recorded as unauthorised.
- Requests for term time leave need to be made 20 days in advance.
- The circumstances for leave may be classed as 'special' or 'exceptional'. For example, an annual or regular holiday would not demonstrate special circumstances.
- Absence from school could result in action being taken against the parent by the authority, which could include a fine or court action.

This means that schools in Sheffield do not authorise leave for family holidays or other reasons unless special circumstances can be demonstrated. These may include:

- during workplace closedown;
- Parents required to take leave during workplace closedowns;
- Inflexible leave allocation in a parent's profession;
- Death of a close family member;
- Critical or life threatening illness of a parent or close family member;
- Parent / carer required to take time to recover from a critical illness;
- Once in a life time opportunities
- Events of a religious or cultural significance.

For more information please see the full term time leave policy which is available from the school office and on our website. Attendance will be celebrated during our weekly Celebration Assembly & will also be published via this newsletter each week.

Support and guidance on attendance is always available and if you have any questions about this or if you need any help to achieve an improvement then please contact us to discuss the situation. Advice and support can also be made available to you through the Attendance and Inclusion Service by contacting 0114 2735701.



Appendix 6

Road Safety and Parking

The areas around the school's main entrances is very busy and congested so for your child's safety, please bear the following in mind:

- Cars should **never** be idle on the road outside of school
- Cars must **never** be parked on the pavement area outside school
- Cars must **never** stop on the yellow zig-zag lines outside the school entrance even for dropping off.

We would also ask you to be considerate to our local residents and **never** block their access – even for short periods.

Please ensure that every person who brings your child to school or collects them after school is familiar with this request.

St Mary's Church of England Academy

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Walkley

Sheffield

S6 2WJ

01142344461

Email: enquiries@st-marys.sheffield.sch.uk

Executive Headteacher: Karole Sargent BA (Hons) MA PGCE NPQH

Head of School: Karen Miller BA Ed (Hons)

