



ST. MARY'S

ROMAN CATHOLIC PRIMARY SCHOOL

PROSPECTUS

Welcome from the Chair of Governors

Dear Parents/Carers

Welcome to St. Mary's Roman Catholic Primary School.

St. Mary's is a Roman Catholic Primary school taking children from Nursery to Year 6 where the teachings of Jesus Christ are at the very centre of the daily lives of our children.

The aims of the school are contained in our Mission Statement:

'Growing in God's love, joyfully we pray, play and respect all, changing our world forever.'

I have been a member of the Governing Body for eight years and became Chair four years ago.

St. Mary's holds a special place for me, having attended the school as a child, beginning my teaching career here and now my grandchildren come here.

My background is in education as a Headteacher and Executive Headteacher before my retirement eight years ago. Our Governing Body come from varied business and educational backgrounds with a wide range of skills, knowledge and experience, which is a great asset when discussing key issues such as finance, buildings and school improvement. The role of the Governing Body is to support the school to continue to provide an exciting, engaging and friendly environment, where our children thrive and actively want to learn and become independent.

I do hope you enjoy reading our prospectus and look forward to meeting you.

Chair of Governors
Margaret Hyde





Our Aims

The aims of the Governing Body and staff of our school are to:

1. Create a stimulating Catholic environment which is welcoming, warm, open and friendly, yet disciplined and ordered.
2. Develop love and understanding of the Roman Catholic faith through daily prayer, worship and liturgy.
3. Support the Parish in the delivery of the Diocesan Sacramental Programme.
4. Provide a broad, balanced curriculum which is differentiated to meet the needs of each child and is centred on the teachings of the Gospel.
5. Strive towards the highest educational standards by delivering the curriculum through excellent classroom practice and thereby lead every child to the fulfilment of their potential.
6. Sustain and strengthen links with parents, families and the community at large in order to provide enhanced learning opportunities and pastoral care.
7. Provide for the enhancement of the physical, emotional and cultural development of each member of the school community.
8. Work co-operatively within the school and the wider community in order to achieve our purpose.

Senior Leadership Team and Governing Body

Head Teacher
Deputy Head Teacher
Assistant Head Teacher
Assistant Head Teacher
Assistant Head Teacher
Children's Welfare Officer

School Business Manager

Mrs S Bollado
Mr M McGrail
Mrs C Braisdell
Miss C Dovey
Mrs B Bonnar
Miss C McKenzie

Mrs D Lyons

The Governing Body

Mrs M Hyde
Mr S Crankshaw

Chair
Vice-Chair/Foundation Governor

Canon T Mullins
Mr O Olushuyi

Foundation Ex-Officio
Foundation Governor

Mrs F Garvey
Mrs B Bonnar

LA Governor
Staff Governor

Mrs K Warbuton
Mrs M Poole

Foundation Governor
Foundation Governor

Mrs E Tague
Mrs MB Anyasodor

Parent Governor
Parent Governor



School Attendance

Regular attendance and punctuality are very important and we are required to keep detailed records of all aspects of attendance. We ask that you support us by ensuring that your child comes to school on time, and that you make every effort to avoid taking your child out of school during term time.

Children who are late should come to the main school office to report to Mrs Doherty, Mrs Porter or Mrs Lyons where they will need to be signed in by the adult bringing them to school.

If your child is ill, please telephone the office or leave an answerphone message as soon as possible. Once the registers have closed (8:45am) office staff will look at the absences and if we do not have a reason we will contact the parent.

Children who need to leave during the school day for an appointment must be collected from the main entrance by a responsible adult. Office staff will need to see proof of appointment to ensure this remains an authorised absence.

Whenever a child leaves the school during the school day the adult who collects them will need to sign the child out on the electronic signing out system.

The Education Welfare Officer checks our attendance records regularly. If there is a cause for concern, she may carry out a home visit or invite you into school to discuss the matter. Rochdale Education Authority will vigorously enforce the laws which require parents to ensure that their children attend school regularly.

Term Time Leave

The law states that parents do not have the right to take their child out of school for holidays during term time. Only in exceptional circumstances can school allow parents to take their child out of class for up to ten school days in a school year. Parents should apply for this permission through the Head Teacher. Permission must be requested in advance. The school policy is that absence during term time will be classed as Unauthorised. Unauthorised absence of a school aged child is a criminal offence for any adult with parental responsibility. Parents can risk going before the Magistrates Court and the result could lead to a large fine and one of a range of Orders available to the court.

Any child with 98% attendance or above may be granted three days of their holiday authorised by the Headteacher. This attendance percentage will depend upon what time of the year it is and previous academic year attendance will be taken into account before days are authorised.

Collecting Children

If anyone apart from a parent is collecting a child, you must notify school by completing the 'Alternative Collection' sheet which is sent out to all parents every morning by text message. **This must be completed by 2pm please.**

Any child who needs to leave school during normal school hours (e.g. dental appointments, etc.) will only be given permission to do so if we have a written request from a parent, or if the parent or other responsible adult collects him/her and shows proof of the appointment. Under no circumstances whatever will a child be allowed out of school during normal school hours unless a responsible adult calls for him/her.

Financial Assistance

For families whose income is below a certain level, some financial assistance may be available. Children of families in receipt of Income Support and Family Credit are entitled to free school meals. To apply for benefit related free school meals please follow the below link or contact the school office:



<https://www.rochdale.gov.uk/childcare-children/early-help-support-families>

Admissions Policy

St. Mary's is a Roman Catholic Primary School under the trusteeship of the Diocese of Salford. It is maintained by Rochdale Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

For the school year commencing September 2026, the Governing Body has determined that the number of children to be admitted to St Mary's R.C Primary School will be 60.

Admissions to the school will be determined by the Governing Body. Parents must apply for a Reception class place via the Rochdale Council website. If parents wish to transfer a child from another school, they must contact the school office to complete an in-year transfer form. Where more applications are received than places available for the September intake, children will be placed in order of the below admissions criteria and offered places accordingly.

If parents wish to have their application considered against the schools religious criteria then they must **ALSO** provide proof of baptism.

If there are fewer than 60 applications, all applicants will be offered places. Pupils with a statement of special educational needs naming the school in the statement will be allocated a place before any other places are allocated. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

1. Baptised Roman Catholic Looked after Children or previously Looked After Children
2. Baptised Roman Catholic children who have a sibling in the school at the time of admission
3. Baptised Roman Catholic children resident in the parish of Our Lady of the Assumption
4. Baptised Roman Catholic children resident in other parishes
5. Other Looked After Children and previously Looked After Children
6. Other children who have a sibling in the school at the time of admission
7. Other children.

Parents should note that the acceptance of one child into the nursery or school, in no way guarantees a place for other children or that a child may automatically transfer from nursery to primary phase. For further rules to applicants, please click the link below to our Admissions Policy:



<http://www.stmrc.co.uk/policies>





Appeal

Parents of children who have not been allocated to their preferred school can appeal using the following link; this will take you to the Rochdale Council website:

<https://www.rochdale.gov.uk/school-admissions-appeals/primary-school-admission-appeals/4>

Nursery Admissions

St. Mary's R.C. Primary and Nursery School is a voluntary-aided school established to provide education for Catholic children between the ages of 3 and 11 years.

Admissions to the Nursery class at St Mary's Roman Catholic Primary School will be on a part time or full time basis. Decisions will be made by the Governing Body in accordance with our admissions policy.

1. Baptised Roman Catholic Looked After Children or previously Looked After Children
2. Baptised Roman Catholic children who have a sibling in the Primary School at the time of admission
3. Baptised Roman Catholic children resident in the parish of Our Lady of the Assumption.
4. Baptised Roman Catholic children resident in other parishes
5. Other Looked After Children and Previously Looked After Children
6. Other children who have a sibling in the Primary School at the time of admission
7. Other children.

The School Day

Infants	8.30am to 3:00pm
Juniors	8:30am to 3.00pm

Nursery

Full day	9.00am to 3:00pm
Afternoon session	12:00pm to 3:00pm
Morning session	9.00am to 12 Noon

Please note: There is an option of a Nursery breakfast club that runs from 8:30am-9:00am at a charge of £2 per day.

Breakfast Club

Operates in the school hall every morning from 8:00am. Children need to arrive before 8:10am as the doors will then be closed and access will be refused.

Parents MUST book and pay for sessions via EduSpot, School Money app. Breakfast club is £1 per day, per child.

After School Club

Operates in the school hall from 3:00pm-5:45pm, term time only. Please book sessions via the Eduspot, School Money app..

3:00pm - 4:15pm	£6 per day , per child
3:00pm - 5:45pm	£12 per day, per child

Bookings must be made in advance and **cannot** be made on the day.

Lunch Time

At St Mary's we use a meal system called Evolve. Parents are responsible to order school meals for their children. If your child is new to St Mary's, you will be given a user guide and an individual access code to activate your child's account. It is parents responsibility to record any food allergies or preferences.

A two course, nutritious meals are prepared on the school premises at a charge of £2.90 per day, when you order the meals on Evolve, unless your child is entitled to free school meals. All Reception, Year 1 and Year 2 children are entitled to receive Universal Free School Meals.

If a child qualifies for free school meals, the application must be submitted to Rochdale Council, please follow the link below:



<https://www.rochdale.gov.uk/benefits-money/free-school-meals>

Please complete for Infant children also, as school will receive Pupil Premium funding for your child if your application for Free School Meals is successful, and we rely on these Pupil Premium payments for many extras for our children.

Packed lunches should be carried in a lunch box or a plastic carrier bag. Glass bottles are not allowed. Please do not send any foods containing nuts, as we have children in school with serious nut allergies.

You are requested not to allow your children to bring other foods such as crisps, sweets, drinks in cans or bottles for morning or

afternoon breaks. Water is provided for all children. You can buy a water bottle from the school office for £1.50p.

Full details of the Governors' policy on charging and remission are available from the school office and details can be found on our school website.

School Uniform

Parents are asked to conform to the schools uniform policy. The following uniform is required:

Girls

Tartan skirt or pinafore (available at Broadbents)
White shirt
Tie (Available at Broadbents or from the school office)
Navy blue sweatshirt or cardigan with crest (available at Broadbents)
Grey or Black trousers
White/Grey/Black/Blue socks
Black shoes
Grey or black tights (in autumn/winter)
Blue and white gingham dress (during summer months)

Boys

Grey or black long or short trousers
White shirt
Tie (Available at Broadbents or from the school office)
Navy sweatshirt with school crest (available from Broadbents)
Black shoes
White/Grey/Black/Blue socks

All belongings should be clearly marked with the child's name. The school will not accept any responsibility for loss of clothing or valuables. Kit should be brought into school in a small P.E. bag.





PE Kit

Plain white t-shirt
Plain navy shorts
Tracksuits in cold weather
Black plimsolls
There should be no logos on any items of PE kit.

Jewellery

Small studs only are permitted but these must be removed by the child before games or P.E. We would prefer that no jewellery be worn. If, for some reason your child must wear studs, the school requires that you, the parent or guardian accepts full responsibility for any accident involving such jewellery.

General Appearance

Long hair must be tied back at all times and short hair must be in a suitable style for school. 'Extreme' haircuts are not permitted in school ('extreme' being any haircut that is considered by our school to be significantly different and not in keeping with the school's ethos.) Examples of haircuts not permitted include: tram lines or equivalent, shaved sides with longer hair across the centre, mohican or shaved heads shorter than a no.2 grade.

Discipline

The Education Act 2011 outlines the responsibilities of the governing body and the Head for pupil discipline. It provides guidance on the use of reasonable force and outlines the responsibilities in relation to the Behaviour policy.

The Education Act 2011 requires the Head, governing body and the Local Authority to exercise their functions with the view to promoting the safety and welfare of the pupils. It details the power to exclude a pupil.

According to the Education Act 2011 Local Authorities must make arrangements for the provision of education otherwise than at school for those children who need it because of illness, exclusion or for other reasons.

Homework

Children are to complete electronically based homework via:

- Maths - Whizz
- Times-Tables - Rock Stars Learning with Parents
- Learning with parents

We place a great emphasis on the importance of reading. Children take home a book and a reading record and a dialogue is established between home and school. Children are expected to read at least five times a week to be a 'green reader'.

Home, School and Parish

Each child grows in the ways of Christ within the context of the Christian family formed by home, the school and the local church. Religious education is a fundamental part of the total curriculum. This partnership of parents, teachers and parishioners is emphasised by the Salford Diocesan programme for the Sacraments of Initiation that will prepare our children for Reconciliation and Eucharist within the wider family of the whole Church. It is important that common aims be established and developed in a climate of mutual trust and openness. Home, school and parish should work together for the building of God's Kingdom, based on the Gospel values of love, peace and justice.

We believe that the partnership between home and school is very important. Parents are encouraged to keep in touch with what their child is doing at school.

We send home regular letters to keep parents informed of what is happening in school. We also have a parent app called 'Dojo'. Parents have a log in and an account and can keep in contact with the class teacher.

Curriculum

In this prospectus there is only space for brief descriptions of what is intended to be taught within the broad term 'curriculum.' Curriculum policies and other relevant documentation on curriculum areas are available on request.

In planning and implementing the Curriculum, we endeavor to:

- Provide an interesting and stimulating environment with a caring, secure atmosphere, in order to foster self-discipline, good manners mutual respect and tolerance, and where children may become happy and well-balanced individuals.
- Provide the basic skills which children need for work and life by giving each of them a thorough grounding in English and Mathematics appropriate to their age, aptitude and ability.
- Make every effort to offer a broad balanced curriculum to all pupils regardless of ability, gender, religion or ethnic origin. We follow the national curriculum in all subjects. However, we continually look for ways to adapt and modify the curriculum to suit the needs of our children.

Religious Education

St Mary's is a Roman Catholic primary school. At the heart of all we teach must be a love of God, of His people and of His word. To foster this, we teach pupils about the Roman Catholic Faith and the influence that the practice of the religion should have in every aspect of their lives.

Religious education is regarded as a shared responsibility between school, parents and parish. It is expected that children admitted to the school will take a full and active part in the religious life of the school. Parents wishing to withdraw their children from the religious instruction and worship must inform school of this.

RSHE

For RSHE, our school uses the programme, Life to the Full, produced by the Catholic Educational Organisation, Ten- Ten Resources. This programme is fully endorsed by the Catholic Education Society (CES) and Salford Diocese.

The link here will take you to our school website where you can find the parent portal - <http://www.stmrc.co.uk/rshe/>



Please don't hesitate to contact either **Mr McGrail** or **Mrs Bollado** if you have any questions regarding RSHE.





Safeguarding

Our Designated Safeguarding Lead
Mrs S. Bollado (Headteacher)

Our Deputy Designated Safeguarding Lead
Miss McKenzie (Children's Welfare Officer)

Our Children's Welfare Officer is **Miss. C. McKenzie**

Safeguarding our children, staff and visitors is of the utmost importance to us at St. Mary's. We have policies and procedures in place to make sure that everyone is safe from harm. All staff are annually trained in the DFE's guidance, Keeping Children Safe in Education, which is updated every year. This feeds directly into our school's Safeguarding Policy. Both documents can be found on our schools website at www.stmrc.co.uk

Pastoral Care

All staff are involved in the pastoral care of the children. Over and above this the Local Authority provide further facilities of a Welfare, Medical, Therapeutic and Psychological nature. In particular the children undergo various screening processes in hearing, sight and dental care during their primary years.

We have full time Children's Welfare Officer on site at St Mary's and her name is Charelle McKenzie. You can speak to her via contacting the school office or on **07812 231 321**.

SEND

At St Mary's we work with children and their families who have a wide range of special educational needs and disabilities (SEND). Our ambitions place SEND children at the heart of personalised learning and our curriculum and provision is tailored to meet individual children's needs.

All pupils follow the National Curriculum at a level and pace suitable for their ability and to successfully match pupil ability to the Curriculum.

Our SENCO lead at St Mary's is **Mrs Feighan**. For more information about SEN in our school, please read the SEN Policy and the SEN Information Report on the link provided which is on our school website:



<http://www.stmrc.co.uk/home/sen/>

Our Vision Statement

*'Nurturing growth, igniting dreams,
building futures, guided by God.'*



'Nurturing growth, igniting dreams, building futures, guided by God.'



0161 643 7594 office@st-mrc.co.uk

St Mary's RC. Primary School, Wood St, Langley. Middleton M24 5GL