

Welcome to St Martin's CE Primary

We value and appreciate the views of all members of our community.

Parents and carers are important to us at St Martin's and we have a strong commitment to develop links between home and school. Parents' Evenings, detailed reports, newsletters and willingness to seek the views of others demonstrate the value we give to this important partnership.

At St Martin's we make sure we know each child really well. We want to ensure that everyone enjoys school and feels safe and secure.

Visitors to our school always comment about the friendly, happy atmosphere and vibrant learning ethos.

From Nursery to year 6, we positively promote the children's self-respect, confidence, creativity, independence and social skills. As a team we are proud that we promote self-discipline and a sense of responsibility; encouraging children to care for themselves and others.

Pupils at St Martins are supported by classroom teachers and Learning Support staff who use an extensive range of activities, strategies, resources and initiatives to promote a love of learning and the celebration of success along the way!

We believe that success and progress is achieved through experiences that are inspiring, fun and challenging.

We encourage children to 'aim high', rewarding them as they travel on their learning journey.

If you have any suggestions regarding any other information that might be of use in this handbook, please let us know as it will be updated on an annual basis.

School Vision Statement

We foster and promote an appreciation of life-long learning in a safe, friendly environment.

We welcome new challenges and exciting learning experiences.

We are a team who aim high:

high expectations of all;

high standards for all;

high quality learning for all.

We celebrate our own successes and the successes of others.

Based upon Christian family values, in a multi-cultural society, we strive to develop and grow to our full potential as citizens in our local and world community.

Our Vision – developed by the School Council

We like our school; it gives us new ways to learn in an exciting, happy and safe place.

We like to learn new things even if they are a bit difficult.

When we do things, we try to do them as best we can, working as part of a team.

We try hard to present our best work.

We are helped to find out answers and guided in the right direction.

We respect the religions of other cultures and have friends in other countries.

We try to do our best everywhere we go, not just at school



Healthy Schools 2010

Eco Award 2011

Quality Mark Award 2012

Artsmark Gold 2013

Investors in People Award 2013

ICT Mark Award 2013

PSQM Award 2013

Ofsted Good with Outstanding features 2013

Our Aims:

- To provide a happy, caring, stimulating learning environment that caters for the needs of all.
- To nurture and encourage potential, through high expectation of teaching, learning and achievement
- To offer a broad balanced curriculum in which learning is relevant, active and motivating
- To encourage pupils to develop lively, enquiring minds and the ability to question and discuss rationally; encouraging imagination and powers of reasoning and powers of self assessment/ownership of learning
- To promote the ethos of the Christian Church, and respect for religious, moral and cultural values.
- To instil in children a high level of self-esteem and confidence in their own worth and ability.
- To fully involve pupils in their own learning and act on children's interests
- To provide high quality learning and teaching which meets pupils needs and encourages high standards of personal achievement and attainment
- To create a school community in which mutual respect, courtesy and high standards of behaviour are expected, through positive role modeling and praise and reward systems
- To provide a caring environment supportive of pupils physical and emotional health and wellbeing
- To foster positive partnerships with parents, the local authority, other schools, outside agencies and the wider community
- To ensure that pupils develop a good grasp of basic skills in Literacy and Numeracy

To achieve these aims there must be co-operation between home and school and an effective, friendly and positive partnership between parents and staff of the school.

TIMES OF THE SCHOOL DAY



MAIN SCHOOL (Reception to Year 6)

8.55am	First bell - Pupils collected from playground and to class. Register taken
9.00am	Second bell – KS2 door closed – pupils now recorded as late when entering through main reception
10.15 – 10.30am	Morning break (KS2)
10.45 – 11.00am	Morning break (KS1)
12.10 – 1.00pm	Lunchtime
2.00 – 2.15pm	KS1 afternoon break.
3.15pm	End of school day for Reception pupils (leave through Reception rear exit)
3.20pm	End of school day for KS 1. (Pupils are escorted to the main entrance. Staff will allow children to leave when they see their parent/carer.)
3.25pm	End of school day for KS 2. (Pupils are escorted to the main entrance. Staff will allow children to leave when they see their parent/carer. Year 6 are allowed to walk home on their own with written parental permission)

IN WET WEATHER

In wet (or very cold) weather the children are allowed to come into the building via the rear school door from 8.45am.

NURSERY

Morning Nursery Session:	Begins	8.45am
	Ends	11.45am
Afternoon Nursery Session:	Begins	12.25pm
	Ends	3.25pm

(Doors open at 11.35 and 3.15 to allow parents the opportunity for discussion time with staff members if needed)

DRESS CODE



It is expected that all pupils will wear school colours every day.

At St Martin's CE Primary School we have a school dress code. This code of acceptable dress is called our "School Colours".

For every activity we do it is important that we dress appropriately, are smart but comfortable and show positively that we belong to the school. Smart appearance helps to set the high standards, which we hope all children will achieve.

It is requested that parents provide their children with suitable clothes for school, which adhere to the school dress code and are in school colours.

The school colours are royal blue, grey, black and white.

Items of clothing should be in plain colours, not patterned or containing other colours or logos. Denim and other "fashion" and sports fabrics should not be worn.

Extremes of hair styling (shaven heads, coloured hair, 'mohicans', heavily gelled and spiked etc.) are not acceptable as part of the school's dress code.

School wear for all pupils

Shirt/jumper - Plain royal blue sweatshirt, jumper or cardigan, worn over a white, grey or royal blue shirt. (In summer parents may prefer girls to wear blue and white striped or gingham dresses.)

Please note that in summer months, girls should not wear sandals that are secure and will not easily come off in the playground.

Grey or black trousers or shorts or skirt

Plain black suitable footwear. Sports trainers should not be worn unless for outdoor PE sessions

All items of clothing including coats, hats, scarves and P.E. kit should be clearly marked with the child's name and are the responsibility of the child.

Whilst reasonable efforts will be made to locate items of lost property the school is unable to accept and responsibility for pupils' clothing or personal belongings.

Jewellery

For health and safety reasons jewellery should not be worn at school with the exception of small 'stud' style earrings and watches for pupils who wish to wear them.

PE wear for all pupils



All children will need a change of clothes on days when they have Physical Education.

Plain royal blue, black or white P.E. shorts.

Royal blue or white short sleeved top.

Black plimsolls or trainers

A warm fleece may be worn for outdoor PE in cold weather.

(Other items, such as track suits and jogging suits are not essential but can be brought in addition to the items in the above list.)

Children are expected to remember to have their P.E. kit in school on the correct days.

Pupils are not allowed to wear P.E. dress in school for the whole day and must get changed after their PE session.

It is expected that pupils will develop a growing sense of personal hygiene and this will be encouraged by home and school alike.

SWIMMING KIT

Some KS2 classes will need kit for swimming during the year. Swimming kit includes a costume, towel and swimming hat, where appropriate. All items should be contained in a clearly named bag. Swimming kit should be brought to school on swimming days and be taken home, to be laundered, on the same day.

Forest Schools



We always try to find different ways to encourage and engage our children to learn.

Our school has a meadow and woodland area that we use during our Forest Schools sessions. Forest School is now embedded into our school curriculum. All pupils will take part in these sessions during the school year.

Forest School learning increases self-esteem, independence, risk taking, language development and much more! Children are able to explore their own preferred learning styles while developing a lifelong love and appreciation for the natural environment. Through carefully planned activities, pupils are able to develop and extend their personal, academic and spiritual development.

We are proud to have our own qualified Forest Schools Leader! If you have any questions about this part of our curriculum, please give Mrs Coleman a call at school.

We offer a wide range of learning activities as part of our Forest School:

Learning about life cycles

Mini-beasts and plants

Mud kitchens!

Looking after and exploring the natural world

Camp fires

Artwork

Forest safety

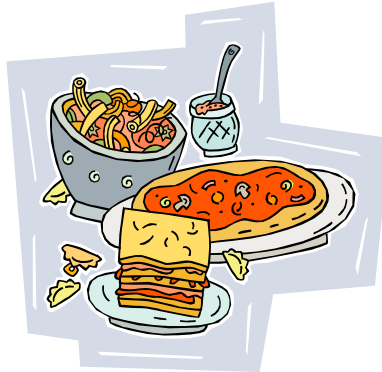
Etc

Etc!

A reminder letter is sent out to parents/carers at the beginning of each half term for the year groups that will be taking part in Forest School activities. This will inform you of the clothing that is needed.

We are always on the look-out for volunteers to help support our Forest School sessions, so if you are interested, please contact the school office.

School Dinners



Dinner money is usually paid on a Monday morning. The correct money should be contained in the sealed envelope with the child's name, class and the amount clearly written on the outside.

If more than the correct amount is handed in, the pupils will not be given change. The extra money will instead be retained by the school office and put towards their next payment.

Pupils are entitled to change from dinners to sandwiches on a weekly basis.

Children in Reception, Year 1 and Year 2 are entitled to a free school meal.

Packed Lunches



Children bringing a packed lunch in a clearly named container should store it on the trolley or shelves provided in the corridors. Containers should be taken home every day. The school does not accept responsibility for lost or damaged lunch containers. Pupils should be encouraged to bring healthy lunch choices.

Pupils do not need to bring a drink to school for lunch as water is provided.

ASSEMBLIES AND COLLECTIVE WORSHIP



St Martin's Primary School accepts the **Policy on Collective Worship** recommended by The Sandwell Standing Advisory Council on Religious Education (SACRE) and detailed in Circular 14/1998. The school will also take into account any guidelines issued by the Diocese of Lichfield.

School assemblies are an important part of the school day and fulfill a variety of needs, including the fostering of personal, social, moral and community values as well as statutory requirements.

The school is a voluntary Controlled Church of England School and seeks to educate its pupils in all aspects of the Christian religion whilst recognizing the other major religions practiced by the families of pupils. An awareness of all these things is taught through the medium of assemblies.

Assemblies are also an important time in the life of the school as a community, when worthwhile things can be shared and congratulation given to pupils for achievement either individually or collectively.

In order to effectively cater for the needs of the different age groups within the school, there are a range of assembly meetings throughout the week.

We are very proud that our school is a Voluntary Controlled Church of England School and seeks to educate pupils in all aspects of the Christian religion whilst valuing the many other religions and cultures represented within our school and local community.

Our school assemblies and worship times are an important part of each school day, enabling the school community to gather together for reflection and celebration.

Food and Drink Policy

Milk and drinks in school



Cartons of milk for children who have ordered it, will be delivered to the classroom at the beginning of the day and should be consumed at or just before morning playtime only. Children who do not have milk are provided with school water bottles. Drinks should not be taken in to the playground at dinnertime or at afternoon playtime (unless in very hot weather). Water (bottles) should be available in class daily, at reasonable times. Each classroom has a filter tap for drinking water.

'Tuck' for morning break



The school has a Tuck Shop which is managed by Year 6 pupils at break time. Pupils may bring a small snack to be eaten at morning playtime only. Chocolate or sweets should *not* be part of school snacks, and pupils should ideally only bring fruit. Fruit should be encouraged by staff. Parents should be advised to only send an amount that their child can comfortably eat in about five minutes. All empty packets, wrappers and unwanted food should be put into the playground bins before the end of playtime. ***Pupils should not bring drinks for morning break, as access to water bottles is provided in classrooms.***

National Fruit Scheme

All pupils in Foundation Stage and Key Stage 1 are entitled to a piece of fresh fruit every day. All pupils currently take part in this scheme and are encouraged to eat the fruit rather than crisps, biscuits, etc.

Sweets

School asks that parents refrain from sending children in with sweets, chocolates and crisps into school. Chewing gum is *not* allowed in school.

ACCIDENTS / INJURIES / ILLNESS / FIRST AID



Minor injuries will be dealt with by the supervising teacher.

If there are any doubts as to the seriousness of an injury, a qualified first-aider will then be consulted.

If the injury proves to be serious or if there are any further doubts, the Head or Deputy Head will be notified. They, or the school office, will then inform parents and take whatever action is necessary. School will notify parents/carers of all head injuries (including minor bumps) using the standard letter and by telephone if there is concern. **The class teacher will notify parents personally about any incident directly at the end of the school day.**

Any parents with a child in need of special treatment should discuss this in full with the class teacher and a senior member of staff so that a clear treatment plan is agreed.

Asthma

Since asthma is such a common place condition, it is important to be specifically aware of its management.

Please note that any pupil with Asthma on their medical form, who is in school without an inhaler will be sent home if parents cannot send one in immediately.

It is parent/carer responsibility to check the expiry dates of inhalers.

Illness

If children are taken ill during the school day they should be referred to the Head or Deputy Head, usually via the School Secretary. The office will contact parents/carers if they feel a child needs to be collected and taken home.

Medicines in School



With the exception of asthma treatment and Epi Pen use, medicines or tablets should **not** be administered in school. The school has no facility for the safe storage of medicines and staff are not allowed to administer medicines. Any parent who has a particular difficulty in this respect should discuss the matter with the Headteacher. If any type of paracetamol is required for headache/migraine/menstrual pain etc, it needs to be given to the pupil by the parent.

Where a pupil has a diagnosed special medical condition a School Health Care Plan should be formulated and agreed between the parent, the child's doctor and/or the school health team and the school.

Behaviour in School



The most successful classrooms are those where success is celebrated, positive behaviour rewarded and the self esteem of class members is high.

The behaviour of our pupils has been graded as Outstanding by Ofsted.

The school employs the following general behaviour management strategies:

- A class agreement is set up, which emphasises the rights and responsibilities of the pupils. This is displayed within the classroom and referred to when necessary and appropriate.
- The School Council and their class representatives help pupils to have involvement in decisions and suggestions.
- Year 6 responsibilities (HALs) encourage them to set the standards of behaviour that should be expected – they are role models for other pupils.
- Lunchtime Supervisors use a range of play/game equipment to ensure suitable activities take place.
- Pupils sit in mixed House Groups at lunchtimes to instill a sense of shared community
- Friendship Stops are used at Lunchtime to encourage a sense of involvement and citizenship
- Agendas at staff and phase meetings have a 'child needs' slot for staff to share specific information and for sharing strategies for resolving any issues.
- An appropriately structured curriculum and effective teaching and learning strategies are employed to enable planning for the needs of individual pupils.
- Pupils are actively involved in their own learning, with structured feedback.
- Lessons have clear objectives, understood by the children.
- Marking and feedback is a supportive activity, providing guidance on progress, achievements and next steps, and a signal that children's efforts are valued and that their progress matters.

Information Sources



School Information Sheet

A School Information Sheet, detailing term and holiday dates and other important information, is produced at the beginning of each school year and is circulated to parents. Copies are available for the parents of casual admissions and are displayed in the main entrance of the school.

Newsletters

The school tries to keep all parents and friends of the school well informed about school activities and events by the half termly production of the 'St Martin's Mail' which is distributed to all families and displayed on the notice board by the main entrance.

Class Newsletters

Class Newsletters are produced half termly and contain information about the curriculum and targets for the next half term. These newsletters also contain information about educational visits and events and information about homework. These will be uploaded to the Learning Gateway and issued as paper copies to parents, by class teachers, at the beginning of every half term. Please support your child in their learning by exploring things at home too.

School Learning Online Gateway/website

This is a valuable tool of information for both staff, parents, governors and pupils.

Letters

All letters sent from school will be printed on headed paper.

Please keep us informed

At the beginning of every school year, parents/carers are issued with a pack of information sheets to complete. Please complete and return these to us as soon as possible – and keep us updated of any changes during the year.