

Inspire



Educate

Love



Reaching our potential together in Christ.

# PROSPECTUS



*Reaching our potential together in Christ.*

At St Mary Magdalen's we believe that:

**We must Inspire our children, and in order to do this we must:**

- Promote Enjoyment.
- Strive for Happiness.
- Develop an environment where children are glad to come to school.
- Celebrate our successes.
- Always aim to have health and well-being.

**By accepting God's word, Love will always be at the centre of our school, and we will show this by:**

- Remembering our uniqueness.
- Believing in equality and accepting and respecting differences.
- Living by our Christian values.
- Forging partnerships.
- Being Forgiving.
- Accepting forgiveness.
- Showing patience.
- Being prayerful.
- Ensuring there is a safe environment both physically and emotionally for our children and staff to grow in.
- Having self-reflection.
- Remembering our spirituality.
- Creating a love of learning.

**When we Educate our children, we must:**

- Ensure that all our children achieve their full potential.
- Remember the whole child.
- Have high expectations in all areas for all our children.
- Create a curriculum to stimulate all our children.

**We seek to help all of our learners to 'live and live splendidly' (John 10:10)**

## **Admissions**

**N.B.**

### Induction Programme

All children offered a place are admitted into school at the beginning of the Autumn Term. In the term prior to admission, parents are invited into school for an Open Evening and the children are invited to spend 3 half day sessions in school during the Summer Term.

Appointments to look around school and discuss matters with a member of the Senior Management Team may be made by telephoning 01254 232329.

### School Organisation

St Mary Magdalen's is a Primary School that provides full time education to boys and girls between the ages of 4 and 11 years. It is a Voluntary Aided Church School, adjacent to the parish church and housed in a Victorian building.

There are 7 classes and 196 children on roll.

The children move through the school according to their chronological age.

Reception	Foundation Stage	4 – 5 years
Years 1 and 2	Key Stage 1	5 – 7 years
Years 3, 4, 5 and 6	Key Stage 2	7 – 11 years

The school is grouped the following way:

#### SCHOOL STAFF

<b>Head teacher:</b>	Mrs Karen Hardman (DSL)	
<b>Deputy Headteacher/Headteacher:</b>	Mrs Helen Bird ( <b>Lead DSL</b> )	
<b>SLT</b>	Mr Wilson (DSL)	
	Mr James Hardman (DSL)	
<b>Class Teachers</b>	Mr Adam Walne	(REC)
	Miss Katie Jones	(Yr1)
	Mr Daniel Fielding	(Yr2)
	Mr Damian Wilson	(Yr3)
	Miss Donna Greenwood	(Yr4)
	Miss Lauren Kaufman	(Yr5)
	Mr James Hardman	(Yr6)
<b>SENCo</b>	Mrs Helen Bird	
<b>Office Manager:</b>	Mrs Lisa Morgan	(DSL)

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**Office Assistant**

TBC

**Network Manager**

Mr Gary McNab

**Teaching Assistants:**

Mrs Claire Blunt

Mrs Nadia Hall

Mrs Rachael Crawshaw

Mrs Jenna Morgan

Mrs Victoria McKee

Mrs Janet Lovell

Mrs Anne Ormerod

Mrs Susan Yates (HLTA)

Mrs Julia Naughton (HLTA)

Miss Megan Mitchell

Miss Stephanie Bradshaw

Miss Megan Jackson

**SEND Team**

Mrs Christine Sneddon (HLTA)

Miss Nicola Jackson

Mrs Kelly Jones

Mrs Donna Barr

**Site Supervisor:**

Mrs Carole Peckett

**Cleaner:**

Mrs Lisa Jenkinson

Miss Jessica Hayward

**Site Maintenance:**

School Health and Safety Team

**Cook:**

Mrs Lorraine Clegg

**Assistant Cook:**

Mrs Lisa Jenkinson

**Kitchen Assistants:**

Mrs Beverley Barber

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**Lunchtime Supervisors**

Mrs Christine Sneddon  
Miss Megan Mitchell  
Miss Sarah Oliver  
Mrs Jenna Morgan  
Mrs Vicky Evans  
Mrs Magdalena Darwood  
Miss Amber Watson  
Miss Jessica Hayward  
Mr Kyan Evangelista

**Mary Mags ASC**

Miss Stephanie Bradshaw  
Mrs Christine Sneddon  
Miss Amber Watson

**STAFFING IS SUBJECT TO CHANGE**



### **The School Curriculum**

At St Mary Magdalen's Primary school, we provide a broad and balanced curriculum in line with Early Learning Goals and the National Curriculum. We concentrate on the five core subjects of English, Mathematics, RE, Science and Information and Computing, alongside the foundation subjects of Personal, Social, Health and Citizenship Education, History, Geography, Art, Music, Physical Education, Design Technology and Modern Foreign Languages.

All work is carefully planned to take account of the age and ability of the children in each class and to provide continuity and progression throughout the school. Children are taught through whole class lessons, group work and practical experiences and are encouraged to become confident and independent learners. We currently follow National Curriculum guidelines to create our school curriculum.

### **Access to information**

Statutory documents relating to the curriculum, schemes of work, children's records etc., may be viewed in school by appointment with the Headteacher. The School Profile may also be accessed on the Internet.

### **English**

The skills of reading, writing, speaking, and listening are taught in a daily English lesson and throughout other subjects. Our aims are to stimulate the children's interest and enjoyment in the spoken and written word and enable them to become effective communicators. Children are encouraged to practise their skills at home as well as in school and parents'/carers' support with this, is invaluable.

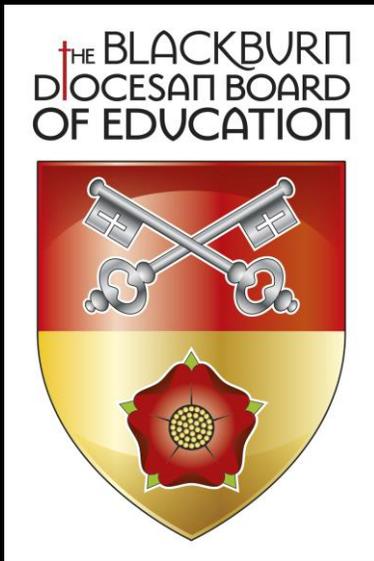
### **Mathematics**

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Children are taught mathematics skills and are given opportunities to practise them and to develop an awareness of the uses of mathematics in the 'real world'.

### **Science**

At St Mary Magdalen's, we want our children to develop lively enquiring minds and to understand the need for accuracy as well as open-minded acceptance that some problems may have more than one solution. We offer opportunities to develop knowledge and understanding of important scientific areas, processes and skills and relate these to everyday experiences. The children also develop thinking skills by observing, exploring, discovering, questioning, and investigating the natural and manmade world.



### **Religious Education**

As a church school, our religious education is based on the teachings of the Church of England. Children attend St Mary Magdalen's Church at the times of most major Christian festivals as well as other special school occasions. Parents are warmly invited to join us for these services. The school's RE teaching reflects an awareness of the multi-cultural pluralistic society in which we live. Parents have the right to withdraw their children from RE and acts of worship, though as the school is Christian, it would not be possible for any pupil not to be aware that they are within a Christian community. Any parent wishing to withdraw their children from all or part of RE or Worship is asked to discuss this with the Headteacher.

### **Computer Science**

We believe that computing is a vital skill for our children as they develop as 21<sup>st</sup> Century digital citizens. We have a well-equipped networked computer suite with PC/IPads for use throughout the school. Each classroom has an interactive whiteboard that is used for teaching and learning throughout all the curriculum areas. Pupils learn how to use computing for storing and retrieving information, for design work, the art of coding and programming and to organise and present information in different forms for specific purposes. Great emphasis is always placed on on-line safety.

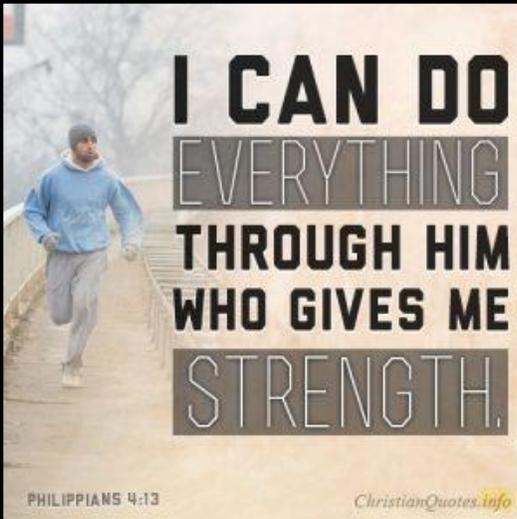
### **History**

Children are taught to investigate history in their own lives and family, through books, talking to people, visiting places of interest, TV programmes and historical artefacts and photographs.

### **Geography**

In our geographical studies we aim to stimulate the children's curiosity and interest in their surroundings, to increase their knowledge and awareness of the world and to develop competence in specific geographical skills.

## Physical Education



PE provides an essential opportunity for children to exercise their bodies as well as their minds. Skills such as hand-eye co-ordination, swimming and teamwork build confidence which is often transferred to more academic subjects. The children are encouraged to develop skills in games, movement, and gymnastics as well as problem solving. Games are played outside when the weather permits and children from Class 3 upwards have the opportunity to go for swimming lessons at Accrington Academy at certain times throughout the year.

## Modern Foreign Languages

Currently all children from Year 3 to Year 6 have an opportunity to learn Spanish for 30 mins weekly. In Key Stage 2, children will be introduced to modern foreign languages, mainly concentrating on giving children opportunities to practise spoken Spanish.

## Design Technology

It is often said that technology is the 'Practical Application of Science'. Whether it is making a musical instrument, a pair of slippers or a pizza in food technology, the children are given opportunities for designing and making based on their own ideas. This enables them to see their ideas become reality as they develop their skills and confidence and learn how to use materials and tools safely.

## Personal, Social, Health Education

Health education is part of the school curriculum and includes things like road safety, personal hygiene, food and fire and water safety. We aim to provide opportunities for all pupils to develop confidence and a sense of responsibility which will enable them to make the most of their abilities. This will help them develop a healthy, safe lifestyle and good relationships with others based on respect for the differences between people, all of which enable them to play an active role as a 'good citizen'.

## Sex Education

Sex and Relationships Education (SRE) is underpinned by the ethos and values of our school, and we uphold it as an entitlement for all our pupils. We recognise the need to work with parents and carers to ensure a shared understanding of SRE and to deliver an effective programme that meets the needs of our pupils.

## Art

Art is a creative subject where the children are given the opportunity to work with and use a wide variety of materials to develop skills and confidence. Children are encouraged to develop

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observational skills, discuss the work of other artists as well as use their imagination when creating their own work.

### **Music**

When asked, almost everyone will enthusiastically admit to liking a certain type of music and/or musician, even though they may not claim to be musical themselves. It is our intention that children should learn to appreciate the pleasure to be gained from music through singing, using instruments and listening to a wide range of music. We believe that music helps develop the 'whole child'.

### **Special Educational Needs**

*'An inclusive school provides quality education for pupils with learning needs which are different from or additional to other learners.'* (DfES 2001)

Many children need help or support at some time in their school life. For some this help will always be needed, for others it may just be for a short time to help overcome a particular difficulty.



The Headteacher, together with the Special Educational Needs Co-ordinator, works in close partnership with all specialist agencies to ensure we have the most up-to-date information to support our staff, pupils, parents, and governors. Partnership with pupils and parents is at the forefront of a successful inclusion policy and we try to ensure that the flow of information regarding any particular pupil is a priority. Any specialist provision made for your child will be

discussed with you.

### **Inclusion**

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### **Equal Opportunities**

All children at St Mary Magdalen's are treated as individuals. All children have access to the curriculum regardless of race, creed, or gender.

### **Gifted and Talented Children**

At St Mary Magdalen's, we provide opportunities for those children who exhibit talent in areas such as creative arts, sport, and music to develop and extend their abilities. Those children who are academically gifted or able are identified and valued in our school. They have provision made for them in class settings so that their abilities are extended and stretched.

### **Assessment and Reporting**

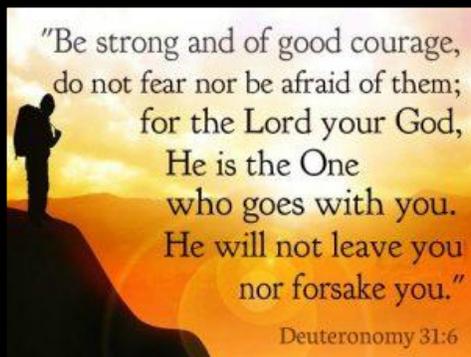
Children's progress is continuously monitored, assessed, and reported by their class teachers. Children are assessed soon after they start school using Baseline Assessment. All the children in the Foundation Stage have a Foundation Stage Profile that is used to monitor and record their progress through their reception year. At the end of Key Stage 2, Statutory Assessment (SATs) and in addition all children are assessed throughout the year by means of Teacher Assessment.

Formal reports are issued annually in the Summer Term a Parent's Evening for the whole school in the Autumn and Spring Term. However, parents are welcome to discuss their child's progress with the class teacher or Head teacher at any time. Special meetings are sometimes arranged for parents of children in the Foundation Stage, SEN, and Able and Talented children to highlight or explain various aspects of the curriculum.

### **National Curriculum Targets and Results**

Further details on this subject are available from Mrs Hardman.

### **Registration**



### **Attendance Percentages Sept 2022 – July 2023:**

In every case a pupil must have had a minimum of 5 school days (10 sessions) lost to unauthorised absence during the current term or 7 school days (14 sessions) in 2 consecutive terms before a Penalty Notice is considered.

A penalty notice is an alternative to prosecution, which does not require an appearance in Court unless the fine is unpaid after 28 days. Full payment of the penalty means that parents/carers can avoid being prosecuted and convicted.

[Education \(Penalty Notices\) Regulations \(England\) 2007](#)

Penalty notices will always be issued by post to your home and are issued to each parent individually in respect of each child.

### **Homework**

Children in Reception to Year 6 are encouraged to take home books to read with parents. They may also bring home words to learn, spellings, times tables etc. Helping your child with these is much appreciated. Sometimes your child may be asked to complete an activity begun in school or find out information for a topic. The recommended weekly time for homework changes as children

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move through school. Homework books for Year 1 to Year 6 are available to buy from the school office.

### **Behaviour in School**

We have high expectations of the standards of behaviour in our school. Our policy provides clear guidance of what is acceptable and how we deal with any problems. It is clearly based on the ideas of modelling good behaviour and positive reinforcement.

#### **Our four behaviour expectations are:**

At St Mary Magdalen's we **ALWAYS**:

- Show Respect for Everyone
- Show Respect for Property
- Follow Instructions
- Are Ready to Learn

### **School Uniform**

- Red sweatshirts/cardigans with blue school logo
- White polo shirts with blue school logo
- Black trousers/shorts for boys
- Black or new plaid design skirts (please ask at the office) skirts/pinafore dresses/trousers for girls.
- Red or blue checked summer dresses for girls
- Black shoes
- Chaplains' blue sweatshirt/cardigan

### **Reception Uniform**

- Grey sweatshirt or cardigan with school logo
- White polo shirts with blue school logo
- Black trousers/shorts for boys
- Black skirts/pinafore dresses/trousers for girls
- Red or blue checked summer dresses for girls
- Black shoes
- Wellington boots and waterproof raincoat for outdoor learning

We ask that all school uniform is **CLEARLY** marked with your child's name.

The day of your child's PE lesson they may attend in the correct PE kit. During PE, games and swimming, **all earrings and watches** must be removed for safety reasons. It is better to leave these

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items at home as we cannot be responsible for any loss or damage to them. Please note it is harder to trace unnamed items of clothing.

The PE kit should consist of: -

- white t-shirt, black shorts, and pumps for indoor PE
- white t-shirt, pumps/trainers, black tracksuit pants and top for outdoor PE

ALL clearly marked with your child's name. These should be kept in a labelled PE bag. **NB** Trainers are **NOT** part of St Mary Magdalen's uniform.

The school will **NOT** tolerate outlandish and extravagant hairstyles or modes of dress. At the head teacher's discretion, pupils may be excluded.

## **MAKEUP OR NAIL POLISH IS NOT TO BE WORN IN SCHOOL.**

### **School Council**

We believe that children have very valid opinions and feelings about issues that concern them. These opinions can be voiced through our School Council. Two children from Year 1 – Year 6 class are voted by their peers onto the Council and meet regularly to discuss issues that are important to them.

### **School Chaplains**

Our school chaplains have been given the role of guiding the other pupils to do the right thing throughout their daily lives. They are very keen to work hard for everyone at school and to build greater links, through our on-going involvement, with our church parish. Chaplains all work well together as a team and would love to hear suggestions on ways we can make our school the best it can possibly be. The children really enjoying being Chaplains and holding regular Worship Committee meetings.

*"We also love our special jumpers which help children identify us as someone they can go*



*to if they have a problem or just need a friend."*

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### **Medical Information**

In cases where staff are concerned about an ill child it is essential that we have a contact address and telephone number so that arrangements can be made for the child to be collected from school. We also require an emergency telephone number in case urgent hospital treatment is required, as hospitals are reluctant to treat children if a parent is not present. In addition to this information, we also need any relevant information about your child such as allergies etc. Please will you ensure that contact details are up to date.

**In emergency cases where we are unable to contact parents/family members, we will refer the situation to Children's Integrated Services (formerly Social Services).** Please note that medicines to be administered in school time, should be prescribed by a doctor, however paracetamol can be administered but a medical form must be filled in for all administered medication.

Inhalers for asthma sufferers and EpiPens for children who suffer extreme allergic reactions must be clearly labelled and arrangements will be made for these to be kept in a safe place.



### **School Nurse**

We maintain close links with the school nurse who undertakes an ongoing programme of medicals and health checks for the children. Letters are sent home informing parents of her visits. If at any time you feel you would benefit from some help or advice, please contact school.

### **Child Protection**

At St Mary Magdalen's we believe that all children are entitled to dignity, respect and innocence and a life free from humiliation and abuse. This is implicit in our whole school goal of enabling children to learn and grow to their full potential in a caring environment where they feel safe and secure, where they are respected and learn to show respect to others. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

All staff have an important part to play in the recognition of any sort of child abuse and, after the Education Act 2002, have a legal obligation to refer any cases of suspected child abuse to the Headteacher. The Headteacher takes the responsibility of liaising with Children's Social Care and any other relevant agencies over cases of child abuse.

### **School Security**

We have a security system for entry to school and this operates successfully. Fire drills are undertaken every term, ensuring that the children can leave the building quickly and safely. The Health and Safety Officer checks the building regularly and liaises with the Headteacher and Site Supervisor. The school's fire regulations do not allow for numbers of parents to congregate outside

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classrooms, so parents are asked to wait for their children in the school yard. **Please note that the school and its grounds are no-smoking areas, and, for reasons of hygiene, dogs are not allowed.**

On Admission to school parents will be asked to give permission for their children to use the Internet in school and for their children to be photographed. To comply with Health and Safety Regulations all adults are asked to sign in on entry into the school building.

### **School Lunch**

When children come to school, they can have a school dinner cooked on the premises, bring a packed lunch from home, or go for their lunch at home. Children in Reception and Classes 1 and 2 are entitled to Free School Meals, details are available from the local Education Office.

School dinner money should be sent in a clearly marked envelope each Monday morning for the week (£12.00 per week). Please notify school beforehand if your child is going to be in school later than 10:30am but requires a school dinner.

Lunch boxes should be clearly marked with your child's name and cold drinks should be in a sealed plastic container. For health and safety reasons, please do not send hot soup or drinks, glass containers, cans, or sweets. As we have achieved National Healthy School Standard, we also recommend that parents would take healthy eating into account when preparing packed lunches.

### **Milk/Fruit**

Milk is provided through [www.coolmilk.com](http://www.coolmilk.com) at approximately £15.00 per term for Reception year 1 and Year 2. Please note all children need to register with cool milk to receive milk in school including any children eligible for free school meals. As part of the Healthy Schools initiative, we have pieces of fruit delivered straight to school free for all infant children who wish to have it. We do try to encourage all the infant children to try the fruits that have been delivered.

Key Stage 2 children are encouraged to have a healthy snack for 10p each day. They may also pay for the half term to have a carton of milk/juice each day at a cost of £1 per week.

### **Breakfast Club**

The school offers a breakfast club which is open from 8:00am to 8:45am at a cost of £1 per day. Children may be dropped off and can eat their breakfast safely in school where they will be supervised. There are organised activities for the children to participate in.

### **After School Club**

The school also offers an After-School Club which is open from 3:15pm till 5:45pm daily during term time. The club is run by school staff and sessions cost £3.00 for the first hour and £7.00 for the full session. If you require further information on this, please contact the office.

### **Home/School Liaison**

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Parents are always welcome to discuss their child's wellbeing at a mutually convenient time whenever the need arises. Each half term you will receive a letter from your child's teacher. This gives information about the topics that will be taught during that half term. We find this allows parents to support their children's learning more successfully.

Please note that discussion will only take place with the designated person who holds parental responsibility or legal guardianship.

We welcome any parents and friends who wish to come and help in school. If you are interested in helping in school, please contact your child's class teacher. Parents and friends are invited to share in special events such as Easter Services, Harvest and Christmas and our Celebration Assemblies that are held each week.

The school is supported by FOSMM (Friends of St Mary Magdalen's) which supports the work of the school by raising money to purchase specific items. They do this by organising such events as Christmas Fairs, Discos, Beetle Drives etc. It is a good way to meet other parents, and everyone is welcome. Our chairperson is Mrs Vickie Howe, please contact her via school for more information.

### **Extra-Curricular Activities**

During their time at St Mary Magdalen's, your children may be given the opportunity to take part in out of school clubs. These presently include football, netball, computer, chess, choir, scrabble, first aid and worship. These usually take place at lunchtime or after school.



Children may also can represent the school at various events. We take part in sports matches between local schools and have a very active and well-respected choir..

Trips are regularly arranged to place of interest such as zoos, museums, theatres, and factories to extend children's knowledge and add interest to topic work.

### **Charging for School Visits**

The Education Reform Act (1988) relating to Charges for School Activities specifies that the education provided should be free of charge if it takes place wholly or mainly in school hours. Charges can be made for education that takes place outside or partly outside of school hours.

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The Governing Body has adopted the LEA policy as it relates to charging for educational activities. It has authorised the Headteacher to seek voluntary contributions from parents in connection with any activity both in and out of school hours, providing that the contributions are genuinely voluntary and that a parent's inability or unwillingness to pay does not prevent a child from taking part in the activity. However, it must be recognised that if voluntary contributions for an activity are sought but are not forthcoming, then the activity might not take place.

In our experience most, complaints are minor and usually arise from misunderstandings. These can normally be dealt with by consulting the class teacher and/or the Headteacher. Any parent who is still not satisfied should contact the Chair of Governors or another member of the Governing Body.

If preferred, however, a complaint can be made to Lancashire Education Authority.

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## Times for the Academic Year

### Session Times

Morning	EYFS	8:55am to 11:30am
	Infants (KS1)	8:55am to 11:30am
	Juniors (KS2)	8:55am to 12:00 noon

Afternoon	EYFS	12:30pm to 3:00pm
	Infants (KS1)	12:30pm to 3:15pm
	Juniors (KS2)	12:45pm to 3:15pm

Playtimes are from

Morning	EYFS and Infants (KS1)	10:10am	–	10:25 am.
	Juniors (KS2)	10.35am	-	10:45am
Afternoon	EYFS and Infants (KS1)	1:30pm	-	1:45pm
	Juniors (KS2)	1:50pm	–	2:05pm

The total teaching hours per week including Religious Education but excluding the daily Act of Collective Worship and breaks are:

Foundation and Key Stage 1	21 hours and 55 minutes
Key Stage 2	23 hours and 10 minutes



For safety reasons please **do not send children before 8:45am** doors on the yard open at 8.50am (where they are greeted by class teachers and assistants), unless they are attending Breakfast Club. **Please try to be on time, but it is better to arrive late than not at all.**

**PLEASE SEE ADDITIONAL SHEET FOR TERM TIMES AND HOLIDAY DATES**

We discourage parents from removing children from school for a holiday during term time. However, if you wish to take your family away during school time, application forms requesting this can be obtained from the school office.

### School Governors

Each school has its own Governing Body made up of representatives of the Local Education Authority (LEA), the Local Authority, the Church Council, the teachers, the parents, and the Head teacher.

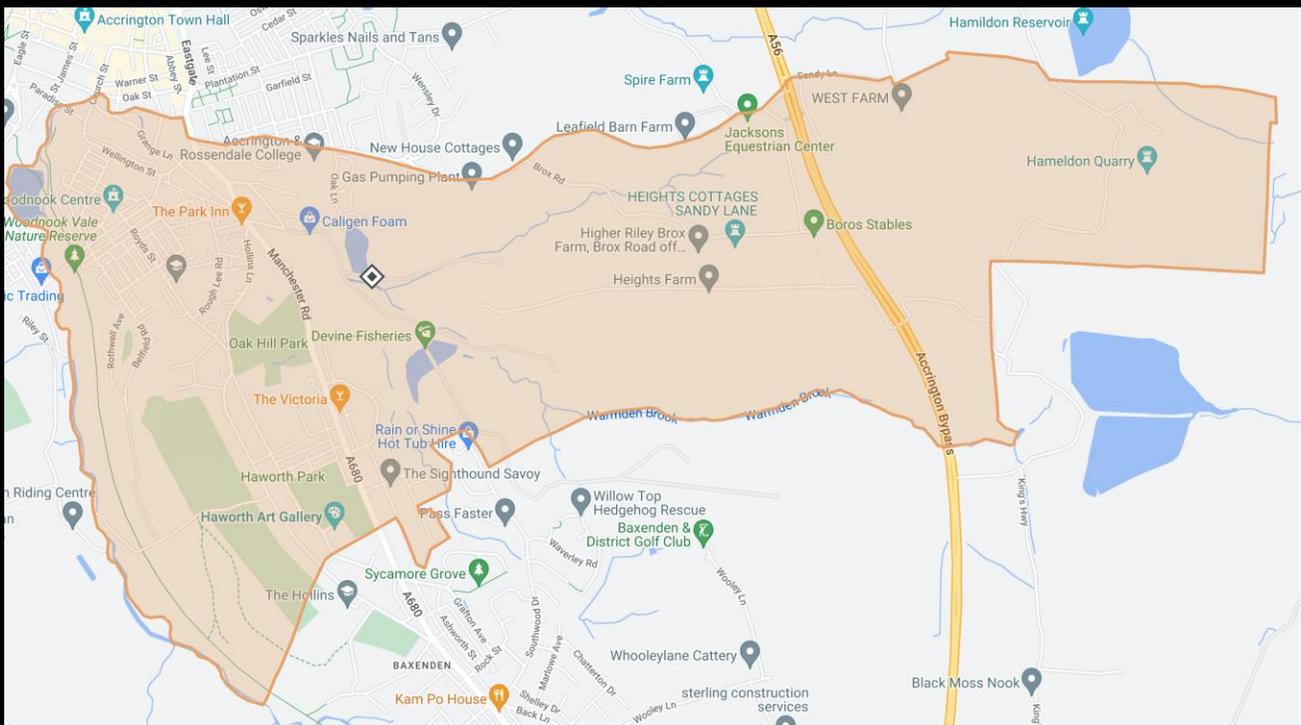
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The full Governing Body meets at least once a term to discuss matters related to the running of our school and to take an active interest in our school. In addition, various committees meet regularly to discuss specific items such as staffing and finance. Elections for Parent Governors take place every four years.

### The Governing Body

Natalie Moore	Chair Foundation
Karen Hardman	Headteacher/Ex officio
Helen V Bird	Headteacher/Observer
Father David Arnold	Foundation
Father Joran McDermott	Foundation
Lynda Whewell	Foundation
Susan Smithies	Foundation
Ann Chippindale	Foundation
Kiran Hussain	Parent
Megan Fairweather	Parent
Damian Wilson	Staff
Andy Clegg	Coopted

Any queries should be made via the school.



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**Head Teacher: Mrs K Hardman**

**St Mary Magdalen's Church of England Voluntary Aided Primary School**

**Devonshire Street**

**Accrington**

**BB5 1DW**

**Tel: 01254 232329**

**Email: [bursar@st-marymagdalens.lancs.sch.uk](mailto:bursar@st-marymagdalens.lancs.sch.uk)**

**Web: <http://www.st-marymagdalens.lancs.sch.uk>**

