

ST. MARY'S R.C. (V.A.) PRIMARY,  
WINGATE,  
CO. DURHAM.

DIOCESE OF HEXHAM  
AND NEWCASTLE.  
DURHAM EDUCATION  
AUTHORITY.

**St. Mary's R.C. School**



**Wingate**

*in Federation with St. Godric's RCVA Primary School, Thornley*

**Article 1: Everyone has rights**

**Article 24: All children have the right to an Education**

# 2018

## Address

St. Mary's R.C. (V.A.) Primary School,  
Wingate,  
Co. Durham,  
TS28 5AN

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## Headteacher

Mrs. J. Lewin B.Ed. (Hons.)  
Acting Headteacher: Mrs. J. Walton B. Ed. (Hons)

## Chair of Governors

Mr. M. Facchini.

## L.A.

### **Durham County Council.**

County Hall,  
Durham,  
DH1 5UJ  
Telephone 03000 260000

## Diocese.

### **Hexham and Newcastle.**

St. Vincent's Diocesan Offices,  
St. Cuthbert's House,  
West Road,  
Newcastle upon Tyne.  
NE15 7PY  
Telephone (0191 ) 2433310

## Introduction

St. Mary's is a Voluntary Aided Roman Catholic Primary School, situated in Wingate and serving the Parish of Saint Peter and Saint Paul, Hutton House. Originally founded in 1881 and moving to its current location in 1903, St. Mary's is set within its own grounds adjacent to the Welfare Park. We are positioned in beautiful countryside next to woodland. We are a Rights Respecting school, where children are taught about their rights and how to respect those rights.

Parents from all faiths and denominations are welcome to apply to our school.



### In our most recent Ofsted inspection, it was said:

“Your pupils feel safe and secure at school because of the warm and caring atmosphere that you and your staff create...It was also noticeable how kind and caring pupils are to one another. One child said, ‘This school is like one big family.’ ”

Ofsted – December 2016

From September, 2006, we have become part of a Federation of Schools with St. Godric's RCVA Primary School, Thornley. This means that we have one head teacher who looks after both schools and one Governing Body for both schools, although we have a school committee that governs issues concerning our school. Staff and pupils of both schools work together closely.

From September 2017, the head teacher has taken on a secondment to work for Durham Local Education and so the deputy head has become acting headteacher.

## Mission Statement

St. Mary's Primary School offers a distinctive Catholic education within a caring, welcoming, Christian community, where everyone can feel valued, confident and secure; and have the opportunity to reach their full potential.

We believe that each person is unique, talented and loved by God.

By working in partnership with parents, parish and community, we aim to create a challenging, stimulating and effective learning environment, where Christ is our inspiration.

*"You must shine among them like stars lighting up the sky!"  
(Philippian 2:15)*

1. This booklet is meant to help you to understand more about the school and the education your child will receive here at St. Mary's.
2. Education has changed so much in recent years, you may be unsure what is being taught, and unfamiliar with the language used in the press and T.V. about education.
3. The following is meant to help you understand some of the things that you find unfamiliar. It will also help you to comprehend the remaining pages of the booklet more fully.
4. As in all things relating to your children, **never be afraid to come into the school**, to see either the class teacher or head. We will always try to help with any difficulties you may have.

## The Role of the Governors.

1. These are the group of people who run the school. They are the employers of all the staff. They have ultimate responsibility for all matters relating to the school.
2. They have delegated the day to day running, administration and management to the head.
3. The full governing body meets once a term.
4. They have also set up a number of smaller committees that deal with various matters e.g. Finance / Premises, Pay, Personnel and General and Curriculum and Standards.
5. Children are admitted to the school according to our admission policy, which is adhered to very strictly.
6. Each of these committees have specific areas to look after and report back to the full governing body.

All of our governors are dedicated people, who always put the interests of the children, their health, safety and education as their priority.

## The Board of Governors

### Foundation Governors

**Mr. M. Facchini - Chairperson**  
**Rev. Fr. I. Jackson**  
**Mrs. M. Greener**  
**Mr. P. Devine**

### Parent Governor

**Mrs. S. Clarke**

### Staff Representatives

**Mrs. P. Charlton**

## Head Teacher

**Mrs. J. Lewin (Acting head teacher – Mrs. J. Walton)**

## Clerk to the Governing Body

**Mr. Paul White. School Governor and Support Unit, County Hall, Durham.**

## Teaching Staff

<b>Mrs. J. Lewin</b>	<b>B.Ed. (Hons.)</b>	<b>Headteacher</b>
<b>Mrs. J. Walton</b>		<b>(Acting Head Teacher)</b>
<b>Mrs. P. Charlton</b>		<b>Deputy Head Teacher</b>
<b>Mrs. L. Hullock</b>		
<b>Mrs. C. Reid</b>		
<b>Miss L. Cobon</b>		

## Teaching assistants

**Mrs. N. Key**  
**Mrs. S. Parkin**  
**Mrs. M. Athey**

## Other Members of School Staff

<b>Mrs. J. Hudson</b>	<b>School Secretary</b>
<b>Mrs. P. Heslop</b>	<b>Breakfast Club Coordinator</b>
<b>Mrs N Hepple</b>	<b>Kitchen Assistant</b>
<b>Mr. K. Wilkinson</b>	<b>Caretaker</b>
<b>Mrs. P. Whiting</b>	<b>Supervisory Assistant</b>
<b>Mrs. C. Swales</b>	<b>Supervisory Assistant</b>
<b>Miss K Byrne</b>	<b>Temporary Supervisory Assistant</b>
<b>Miss L. Tuner</b>	<b>Counsellor</b>
<b>Mrs M. Massey</b>	<b>Parent Support Adviser</b>

# National Curriculum

This is the major change affecting your child's education and a new curriculum has taken effect from 1<sup>st</sup> September, 2014.

In the Primary Phase - Reception Class to Year 6 (11 year olds), there are 2 Key Stages.

Reception Class is now called Early Years Foundation stage.

Key Stage 1 is Year 1 & 2.

Key Stage 2 for Year 3, 4, 5 & 6.

At the end of each Key Stage the children are tested and teacher assessed, and the school results for Year 6 are published (not individual children's results).

These tests take the form of S.A.T. Tests or Tasks in; Year 2 for Key Stage 1,

Year 6 for Key Stage 2.

Year 6 SATs are set by the government, and given on dates decided by the government.

( S.A.T. stands for Standard Assessment Tests).

These S.A.T.'s work alongside Teacher Assessment (T.A.), where the teacher has to assess how each child is doing within each subject

The results of S.A.T.'s and Teacher Assessment are given within the class reports.

The National Curriculum also now states what is to be taught within each subject.

These are divided into 'Core Subjects' - English, Maths and Science.

The rest are 'Foundation Subjects',- History, Geography, Art, Music, P.E.. Computing,

D.T.

(Design Technology), Modern Foreign Languages and R.E.

All of the information relating to what is taught can be found in the

**National Curriculum Documents** which are in the school office.

To help you understand;

Children are now no longer assessed with levels. They are now assessed as to whether they have met their age related expectations or not. The curriculum is split into Year groups and children are expected to achieve the learning stated in those year group expectations. Children are therefore judged to be: 'at age related expectations'; 'working towards age related expectations'; or 'below'.

## Ofsted

This is when a school is being inspected by an outside agency. The Inspectors look at every aspect of the school, and give a report to the Governors, DfE and each parent is sent a summary of the report. You will have seen some of these further summarised within the press recently. Officially each school will be inspected every 3 years, according to new consultation now taking place.

St. Mary's latest Ofsted Inspection took place on 17<sup>th</sup> November 2016. Links to our latest report are on our school website.

The school had a Religious Inspection on 19<sup>th</sup> & 20<sup>th</sup> November 2013. This was an inspection that the Bishop asks every school to have following the school's Ofsted Inspection. We were judged to be a good school with outstanding features.

An action plan has been drawn up from these inspections, and now these are built into the School Improvement Plan.

## School Budget

Durham L.A. (Local Authority) has to put into the school budget, money which has been calculated on a formula basis. This is mainly based on the number of pupils we have in the school. Once we know our allocation of money in March, the governors must then work out how that money is spent, ie. wages, heating, electric, repairs etc. and what is left (if any), goes on supplies (pencils, paper, paint etc.)

This is why the school is so cash conscious, and we try to ensure that wastage is kept to a minimum, closing doors to save heat, turning lights off, etc. The more money we can save in these areas the more we have to spend on resources for the children.

This is why our Friends of St. Mary's is so important in raising funds for items we could never afford from our budget.



# Organisation

The following is how the school is organised in the academic year 2018-2019 and the number of pupils within each class. However there can be no guarantee that these arrangements will always be true. As numbers fluctuate, and the school budget adjusts accordingly, there may come a time when changes have to be made. This is true for all schools not just St. Mary's.

CLASS	TEACHER	NUMBER OF CHILDREN	
3	Mrs. P. Charlton	Yr. 6.	9
		Yr. 5.	8
		Yr. 4	8
2	Mrs. C. Reid	Yr. 3.	9
		Yr. 2.	6
1	Mrs. L. Hullock	Yr. 1	6
	Miss L. Cobon	Reception	13

# AIMS

The following is an extract from the 'Aims of St. Mary's School'. The full version is available for anyone who wishes to read it:

"A Catholic school is a community of faith with common vision, based on Christian values, and a knowledge of the world, illumined by faith." (The Lay Catholic in School")

- (a) Community of faith: comprises all staff, parish, clergy and members of the school, and an awareness of God, active in their lives. For some children the school may be the only community of faith that they experience.
- (b) Common vision: growth towards Christ's kingdom of justice, peace and love.
- (c) based on Christian values: the life of Christ put into practice, by serving each other, both in and out of the community.
- (d) illumined by faith: working towards the up-building of man, and growth towards, and glory of God.

Each child is a unique individual, and has the opportunity during his/her years within the school, to affect and influence for good or ill, those around him/her, in a multiplicity of ways, through actions as well as words. Within St. Mary's School we aim to develop in each individual:

- (i) an awareness of God;
- (ii) an awareness of individual potential;
- (iii) the opportunity to develop the individual personality as fully as possible;
- (iv) an appreciation of the place of the individual within the larger confines of class or school;
- (v) the opportunity to develop good relationships outside the classroom;
- (vi) the opportunity to develop good relationships outside the school environment.

The Headteacher and staff are available to deal with any questions, worries or problems you may have whilst your child is attending St. Mary's.

Please telephone to make an appointment, to ensure that the person you wish to see is available.

## Special Needs

The school's Policy on Special Needs is in line with both the National and L.A. Policies, to ensure that all pupils are given access to a broad and balanced curriculum, suited to their individual needs.

1. If it is discovered that a child needs special help and a specific learning difficulty is diagnosed, the parents are informed, and a meeting arranged with the Co - ordinator and class teacher, in an attempt to resolve the difficulty, if possible.
2. The help of the Educational Psychologist will be sought, if necessary, and any decision about the child's future education will be made in full consultation with the parents.
3. The school can provide extra tuition in reading and arithmetic, and this will be carried out as a matter of school policy, without formal parental consultation, but the parents will be informed of the child's progress.
4. Mrs. J. Walton is the school's Special Needs Co – ordinator.

## Behaviour and Discipline

(Full policy given to parents if requested.)

1. It is expected that the behaviour of all children will bring credit to themselves, and to the school. We try positively to encourage high standards of behaviour, and aim to promote self-discipline.
2. The class teacher is responsible for his / her own class, and ensures the discipline and care within the classroom, but all staff are responsible for the maintenance of discipline and well-being of children within the school. It is expected that all children will obey the staff (not only teaching staff) when they are given instructions.
3. If an incident occurs which is deemed to be serious, e.g. bullying, then parents of the child involved will be contacted, in the hope that, with their co-operation, the problem may be resolved.

4. Rules within the school are kept to a minimum, and are for the safety and well-being of our children. They are explained to the children when they start school

## Equal Opportunities & racial Equality

The task of the school is to ensure that children are equipped with cognitive and other skills. They should have an understanding of certain concepts, and be encouraged to develop appropriate attitudes. Every child must be able to reach full potential, regardless of sex, class, religion, race or ability.

Our school policies makes a very positive contribution to equality of opportunity. Certainly there is no justification for discrimination between children by gender, class, religion, race or ability. They all have the opportunity to work in a variety of groups, and form meaningful relationships.

(The full policies are available from the school office, for parents to read.)

## Charging Policy

Your child may be taken on educational visits from time to time during the school year. The charging and remission policy of the school is determined by the Governing Body of the school, under Section 110 of the E.R.A. of 1985.

Parents can be asked to make voluntary contributions to support these activities. There is no obligation to contribute, and pupils whose parents do not contribute will not be treated differently from others. Funds for non-contributing parents could be met from other sources, e.g. School Fund or Petty Cash. It may, however, be necessary to cancel visits if insufficient parents contribute.

## Punctuality

It is important that children are in school on time in the mornings, as registration and dinner numbers must be collected quickly. Absences known in advance should be reported to school. Other absences should be accounted for on the child's return to school. This is done either through a phone call or note from the parents. **A verbal reason given by a child is not sufficient.**

## Use of the Internet

As part of our enriched Information and Communication Technology curriculum, and in response to the challenges of the National Grid for Learning, St. Mary's is providing supervised access to the Internet. Because there are concerns about pupils having access to undesirable materials, we are taking positive steps to deal with that possibility. Details of our school's Internet Policy are available from the office and on the school website if you have any concerns.

## The Curriculum

1. Our school curriculum consists of all those activities designed or encouraged within its organisational framework to promote the intellectual, personal, social and physical development of all of its pupils.
2. The fundamental aim of this school is to produce a Christian, caring atmosphere where every child is given the opportunity and the facilities to fulfill his / her maximum development, bringing him / her to an understanding and appreciation of what is valuable and desirable in human life.
3. The curriculum of the school operates within the National Curriculum Guidelines, as prescribed by law. These Guidelines are available in the school office, for anyone wishing to read them.
4. During the school day each class is taught by its own class teacher, who decides how much time is to be spent on various curriculum areas. They also decide on how each subject is taught. Sometimes it is beneficial to teach a topic with all subjects included, at other times each subject may be taught separately.
5. Within each class the teacher will decide the method of teaching. This system allows the teacher to change styles of teaching through out the year. Using professional judgement as to which will be most appropriate for the set of children in their class and the subject they wish to teach. The variety of teaching styles may vary, even within a single lesson, the types used include:

whole class teaching,  
individual tuition,  
group work,  
paired work,  
adult help, (apart from the teacher).

6. Work is matched to a child's ability, whether a child is Special Needs (see note on Special Needs), More Able or within the range that we would expect for their particular age.

This matching of work to a child's ability is constantly kept under review and done for each subject, so that children are given the opportunity to reach their full potential.

7. Classes may change teachers for some activities. From time to time the whole school assembles for collective acts of worship.

8. Children in Key Stage 1 are encouraged to take home their reading book, along with their own Reading Record Booklet. Other classes can take home library books, for reading along with their own reading book, or a library book for use with topic work.

9. Other homework will be given at the discretion of the class teacher, but in line with the school's policy on Homework, which is in itself based upon the guidelines laid down by the DfE.

To aid both staff and parents we have a Homework Record Book which operates on the same system as the Reading Record Book. This keeps the parents informed as to what homework the child has, and by filling it in the staff are able to further judge how each child is coping with different aspects of their work.

**Homework** is set as the Government Guidelines prescribes:

- |                 |                     |   |
|-----------------|---------------------|---|
| • Years 1 & 2 . | 1 hour per week.    | Reading, spellings, other literacy work and number work.                          |
| • Years 3 & 4.  | 1 ½ hours per week. | As Years 1 & 2 but also to include occasional assignments in other subjects.      |
| • Years 5 & 6.  | 2 hours per week    | Regular weekly schedule with continued emphasis on literacy and numeracy but also |

ranging widely over the curriculum.

- Reception Children are not prescribed time however at St. Mary's these children have always been encouraged to do work which relates to phonics, and at an appropriate time they will be given a reading book to take home, for parents so that parents may hear them read on a nightly basis.
10. Children are encouraged to work independently by collecting information towards class topic work.

## Relationships and Sex Education

Our school views personal relationships education as an aspect of life. It is an integral part of the education of the whole person. With this in mind, we aim to help children to form good personal relationships, instruct them to be sensitive to others, and encourage them to be aware that many of their brothers and sisters live in situations of poverty and injustice.

We also help them to develop a wholesome understanding of love, relationships, and a respect for family life, within the framework of the teachings of Christ and the doctrines of the Catholic Church.

The school nurse comes in to talk to the older children about "growing up". Parents are always informed of these visits in advance.

## Religious Education

1. Parents have the right to ask for the withdrawal of their children from religious worship and education. However, parents are also reminded that the school exists to give a Catholic education to all its pupils, and parents are expected to be in sympathy with its aims and objectives. There may also be staffing difficulties arising from such a request, as to whom is able to oversee the child whilst the rest of the class is doing religious education.
2. The R.E. scheme in use at this school is "Come and See", recommended by the

Diocese, and used by the majority of our schools at present.

3. There are occasions throughout the year when school is present at a religious service held in church or in school.

## First Holy Communion

Parents are "the first teachers of their child in the ways of faith; may they be also the best of teachers, bearing witness to the faith by all they say and do..."

Those words were said when you brought your child for baptism, and we, St. Mary's school and parish, are committed to supporting and helping you to fulfill that responsibility in every way we can. When home, school and church are working together, you can be confident that your child is receiving nothing but the best.

Preparation for Holy Communion begins at home; by the way parents bear witness to their faith. By the time your child begins school, you should be bringing him / her to Mass every Sunday and helping him / her with prayers at home.

It is you who will present your child at the altar for Holy Communion as you did at the font for Baptism. Please begin that preparation now; these few years are very short and very precious. Formal preparation for First Holy Communion begins for children in Year 4 and above in line with Diocesan guidelines. Classes run monthly for children and their parents with Fr Ian and catechists at St. Joseph's Blackhall.

## Rights Respecting School (RRS):

Our school is a UNICEF RRS Gold level school. AS a RRS we respect the rights of all children within our school and beyond. As a school we have worked with the children to compose a set of school and classroom charters to follow. We do not have school rules and use these charters to enforce the universal respect of all of our children. We support each child to promote their rights and the rights of others for their own wellbeing. We use family group sessions to promote this and to learn and help campaign for children's rights locally and globally.

We expect everyone in our school community to behave in a rights respectful manner in and out of school at all times.



# Complaints Procedure

Any complaints about the school, its curriculum, or the implementation of the curriculum are dealt with within three stages:

1. informal: this is the best way to resolve issues, by meeting the staff member involved, to try to resolve any problem. If this fails to resolve the problem satisfactorily, then the complainant should:
2. Make a written complaint to the Headteacher who will investigate the situation and will give a response within 15 days.
3. Ask for an appeal against the decision. You will be given a form to complain in writing to the Clerk of the Governing Body and the Governing Body's Appeal's committee will hear the case.

Full details about the Complaints Procedure are available from the school office and on the school website.

Any complaints about a child protection issue or an allegation about a staff member, please contact the Headteacher directly. If there is an allegation about the head teacher, then please contact the Chair of Governors directly.

## Extra Activities

1. Swimming lessons are held at Shotton Pool.
2. The school enters teams in any relevant sport activity / competitions.
3. These activities are due to the generosity of staff giving up their time to train and take the children to these events. It is naturally a matter of courtesy to inform the staff concerned in advance, if a child is unable to attend any practice or match.
4. At present the LA. provides teachers for the cornet. These are available to children at the top end of the school. It is important that, if your child is given the opportunity to play the cornet, you give them as much encouragement as possible. There is a charge for this, but this is explained once your child is asked if they would like to take up an instrument.
5. School currently employs a music teacher who comes into school one afternoon per week and teaches years 2-6 a range of instruments across a half term, including ukulele, djembe drums and steel drums.
6. We currently run an after school teatime club every night until 4:30 at a nominal charge to cover resources and refreshments. Activities include craft, sports clubs, cookery and film club.
7. Breakfast Club runs daily from 8.00 – 8.45. two mornings per week CNS Sports Stars work in breakfast club offering exercise clubs.

## Public Access to Documents held in School

There are a number of documents and reports held in school, which parents have the right to see, on request. These include:

- (1) the school brochure;
- (2) statements of L.A. curriculum policy;
- (3) the Governing body's statement of aims;
- (4) copies of DfE's Orders and Circulars;
- (5) details of the L.A.'s complaints procedure;
- (6) syllabi, schemes of work and National Curriculum documents pertaining to the school;
- (7) a copy of that part of the Trust Deed which governs the provision of R.E., and any other written statement which may have been prepared about arrangements for R.E., including any syllabus in use at the school;
- (8) the Charging and Remission Policy of the L.E.A. and the school;
- (9) the annual budget and outline statements for the school, furnished by the L.E.A.

## The School Day

The times of our school day are as follows:

<b>Infants</b>	8.55am - 12 noon	1.15 p.m. - 3.15 p.m.
<b>Juniors</b>	8.55 am – 12.15pm.	1.00 p.m. - 3.15 p.m.

The bell for the children to line up, ready to go into class, go at 8.55am.

Excluding registration, daily acts of worship and breaks, the actual teaching times are:

Key Stage 1	21hrs. 15mins.	Key Stage 2	23hrs. 45mins.
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## Secondary School Links

1. At the age of 11, most pupils from this school transfer to St. Bede's R.C. Comprehensive School, Peterlee. A very close liaison exists between St. Mary's and St. Bede's, especially in matters relating to the Curriculum.
2. Parents and children are invited to visit St. Bede's immediately before transfer.
3. At present, Yr. 5 children are invited to take part in an introduction day at St. Bede's. This date is normally in June / July so that families are able to make an informed choice about their Comprehensive school in September. Each term, a class will visit St. Bede's to take part in a range of transition activities.

## Uniform

There is a compulsory uniform at St. Mary's, this is a navy sweatshirt, white polo shirt and dark trousers, **plimsolls** for indoor wear and P.E. shorts and tee shirt for P.E. In summer the girls wear optional blue / white summer dresses. Black shoes are expected to be worn.

School navy sweatshirts, t-shirts and fleeces may be ordered from the school each term.

Children are unable to wear high heels and jewellery for Health and Safety reasons.

It is inevitable that, at some time, a child will misplace an item of clothing. It is much easier to return any item found if it is clearly labelled with the child's name.

**Haircuts** – Governors do not allow patterns shaved into heads, or shaved heads in school. Haircuts must be suitable for a school environment.

## THE FRIENDS OF ST. MARY'S

This is a group consisting largely of parents and grandparents who do excellent work in raising funds for the school. All are invited to attend the meetings and volunteer their services at fundraising events. Advance notice is given of the "Friends" meetings, stating date, time and venue.

## School Meals

Meals are cooked on the school premises, and the charge for school dinners is set by the School Meals Service.

The Infants' lunch is from 12.00 till 1.15 p.m.

The Juniors' lunch is from 12.15 till 1.00 p.m.

Packed lunches may also be brought to school but there is a strict school policy about what these may contain – please see our packed lunch policy available from the office or on our website.

## Preparing Children for School

At St. Mary's, we try to remove as much of the trauma as possible from the process of "starting school." Children preparing for Reception year are invited to come to school for several visits during the summer term prior to starting school. These dates are notified to parents in advance.

We hope that children starting school will be beginning to develop skills to help them to:

- Feed themselves and have acceptable table manners
- Go to the toilet unaided
- Dress and undress independently
- Wipe and blow their noses
- Respect their own and other people's property
- Listen and respond to instructions
- Care for others

## Children Coming to and from School

1) Children arriving at school MUST use the pedestrian gate (the gravel path). The larger double gates are for cars and kitchen deliveries.

2) Parents are requested to park in the bottom car park, and not to park inside or between the school gates when dropping off or collecting children as this can increase the likelihood of an accident and prevents staff from gaining access to the car park.

3) Those children who are in Breakfast Club will be supervised until 8:45, when they will be taken Outside with a member of staff, who will then supervise all children until the school day starts.

**Please inform all people who may bring or collect your child about the above policy.**

## Health and Safety

Health and Safety checks are carried out in and around the school, every term.

The children are encouraged to wear caps when playing outside during the summer

months.

Sun block may also be worn.

## Medicines

1. While it is appreciated that at certain times children will have to bring medicines to school, for them to take at prescribed times, for legal reasons, it is the policy of the school that **only** prescribed medicines that need to be taken 4 times per day will be administered. We will only agree to administer medicines if the parent has signed the appropriate form, available from the office. A range of suitable medicines are available for children in school. They will only be administered once permission from a parent / carer has been sought. School staff will never administer creams.
2. While staff will do all in their power to ensure that a child does take his / her medicine, the responsibility must rest with the child to remind their teacher about the medicine. Please ensure that medicines are brought in a safe container, clearly labelled with the child's name and dosage instructions.
3. A child who needs to use an inhaler will be responsible for keeping this safely and taking it when required, although the school is able to store inhalers for younger children or occasional users. These can be kept in the staffroom for use when required.
4. If a child has any type of allergy, the school must be informed immediately, and told of any emergency procedures which need to be followed.
5. Parents / guardians are also encouraged to inform the school of any significant medical problems (e.g. stitches, hospital visits) which occur outside of school time.

## Head Lice

This is a recurring problem, both in our school and in all schools nationally. We encourage parents to check their child's head on a regular basis, using a head lice comb. If everyone does this once a week, for example on a Friday night, and then treats their child's head properly, then we hope to control this. There should be no shame about this, as it happens to everyone, so anyone needing advice is welcome to contact school or the school nurse confidentially.

## Professional Development of Staff

This school places a high regard for the professional development of staff, for it is through this means that the children will benefit, as the staff are kept up to date with all the latest developments that take place in the field of education. The staff takes this aspect very seriously and are always striving to maintain the highest standards of teaching within their lessons.

## Arrangements for Pupils with Disabilities

- (a) Admission Arrangements as the School's Admission Criteria
- (b) We have reviewed and revised our Equal Opportunity Policy to ensure that at all times we try not to discriminate against any child for any reason whatsoever.
- (c) The school has disabled access at two points and the internal layout of the school is all on one level with no steps, and the school has one disabled toilet.

## School Security

We take the security of the school and more importantly that of the pupils and staff very seriously. We conduct a safety check every term to ensure that everything is in full working order. The school has a full security fence around the school and the school is fully alarmed.

## LINKS WITH THE COMMUNITY

We have close links with the local police / fire service & many other members of the community, and we arrange for these to visit the school, and have contact with the children in a variety of ways.

We also have links with the road safety officer and Easington's Officer for litter.

The medical profession also have access to the children through the school, conducting hearing, visions, dental and medical checks. We also make use of their expertise in our lessons on personal hygiene etc.

The children have also been taken as part of their lessons to the local post office, beach, shops, library and surrounding area.

Naturally there are close links with our parish community. Fr. Jackson comes into the school to say mass, to which the parish is invited.

## RACIST INCIDENTS

There have been no racist incidents recorded in the school.

## Sport

It has always been the policy of the school that all children are given equal opportunities to develop their full potential in all activities.

### **This is equally true of all sport.**

- (a) All children are given the same opportunities regardless of gender or ability.
- (b) The school has also taken the opportunities presented to schools by Easington Council, Durham LA and the Easington District School Sports Coordinator Programme, to make use of their recreation officers and / or facilities. This has given the children the opportunities to take part in far more sporting activities than had hitherto been available.

Thanks to all Staff / Pupils and Parents for continuing the strong  
Sporting traditions of  
St. Mary's.

## Warning

It must be appreciated that this information is correct at 8<sup>th</sup> September, 2018, but it must not be assumed that there will be no change affecting the relevant arrangements before the start of, or during the school year in question.

## DATA PROTECTION ACT (GDPR)

Schools, local education authorities and the Department for Education and Skills (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 2018. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The **school** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time we are required to pass on some of this data to the Local Education Authority (LEA), to another school to which the pupil is transferring, to the Department for Education and Skills (DfES), and to Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements. Local arrangements exist to transfer relevant information to primary health care services.

The **Local Education Authority** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have and arrangements for the transport of pupils to and from school. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

The **Qualifications and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to DfES in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The **Department for Education and Skills** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DfES will feed back to LEAs and schools information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

- the school at St. Mary's R.C.V.A. School, Wingate, Co. Durham. TS28 5AN;
- the LA's Data Protection Officer at The Education Department, County Hall, Durham, DH1 5UJ;
- the QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, W1J 8QA;
- the DfE's Data Protection Officer at DfES, Caxton House, Tothill Street, LONDON, SW1H 9NA.