



St Mary's School
CAMBRIDGE



EARLY YEARS

INFORMATION FOR PARENTS

SEPTEMBER 2023

CONTENTS

Our aims	4
Learning and development framework	5
Our Early Years classroom and staff	6
Our Curriculum	7
Teaching and Learning	9
Assessment	10
Learning at home	12
The school day	13
Daily routine	14
Communication	16
Health	18
Policies	21
Uniform	23

Term dates 2023-2024

Autumn term

Term begins: Wednesday 6 September
Half term: Monday 23 October - Friday 27 October
End of term: Friday 8 December (noon)

Spring term

Term begins: Wednesday 3 January
Half term: Monday 19 February - Friday 23 February
End of term: Wednesday 27 March (noon)

Summer term

Term begins: Monday 15 April
Half term: Monday 27 May - Friday 31 May
End of term: Friday 5 July (noon)

Important contact numbers

Reception – 01223 311666
After hours for late stay and twilight – 01223 222903
Emergency number – 07921 897593



Dear Parents

It is a pleasure to welcome you to St Mary's Junior School. I very much hope that as you come to explore our community further you will see what we see; a happy, thriving, academically aspirational and innovative learning environment where every girl is valued, supported and encouraged.

Throughout your daughter's time with us we aim to create a calm and exciting learning environment where children feel welcome and are encouraged to harness their natural curiosity as we support them in becoming enthusiastic, life-long learners.

We place each individual child at the centre of everything that we do to enable them to develop to their potential and become a kind and caring member of our community. We are passionate about every girl having the best possible start to their school lives and this is reflected in our bright, airy and engaging classrooms where independent and creative thinking are encouraged. Our enthusiastic specialist staff use their experience to provide a child-centred, academically ambitious curriculum through which girls discover a love of learning. We know that young girls learn best when they are motivated through playful learning experiences and are given opportunities to direct their own learning. With the use of our specialist facilities, both inside and out, and a well-resourced department, our team easily spark these curious young minds, catering for individual learning styles and needs.

This information pack aims to give you a little flavour of our school and life in our Preschool and Reception classes. However, the very best way to learn about the values and ethos of a school is to visit and see the children in action and I would encourage you to arrange an appointment to see us for yourself. In doing so, I am sure you will enjoy the excited chatter, the purposeful buzz and nurturing atmosphere. I look forward to welcoming you to St Mary's – a community that I am proud to join from September 2023.

Olivia Buchanan

Head of Juniors

OUR AIMS

We aim to:

- provide a strong moral and spiritual framework
- promote a strong sense of responsibility towards others both inside and outside the school community
- promote independent learning in each pupil through encouraging a sense of her own worth and talents
- provide the highest academic education
- enrich the pupils' lives with creative, challenging and enterprising opportunities
- nurture core values of integrity, justice and respect for diversity and human dignity.

LEARNING AND DEVELOPMENT FRAMEWORK

The Early Years Foundation Stage (EYFS) is a statutory framework which sets standards for learning, development and care of children from birth to five years of age. This is mandatory for all schools, although independent schools may seek exemption.

We sought exemption from the updated EYFS in 2021. We were granted exemption from the learning, assessment and development requirements so that we were not constrained by rigid conditions that controlled the way we taught children and managed their assessment. We believe that no two schools have the same intake of children and that the statutory framework also limited parental choice.

We now have the freedom to teach the curriculum and monitor the children's achievements in a way that better suits their needs. However, we have chosen to keep many of the excellent principles, curriculum guidelines and assessment models from the EYFS within our own Early Years and development framework.

We ensure that the school complies with the statutory safeguarding and welfare requirements.

The education we provide is guided by the following beliefs:

- Each child is unique. All children learn in unique ways and at different rates. We quickly establish your daughter's needs through assessments and observations and teach the girls from their individual starting point.
- Every child has the potential to be a competent learner.

We support each pupil individually because we get to know them before they start school, through visits to the classroom and from talking to you, the parents. Our small class size enables us to work on a one to one basis or in small groups.

Children learn to be strong and independent learners from secure relationships with parents and teachers. We value parents' contribution and support in their child's learning.

We provide an environment where the child's development is supported and their individual needs accounted for. All children have equal access to the curriculum and resources in accordance with our Equality Policy.

We take our lead from you, the parents, because you know your child better than anyone. Parents are welcome to come into school in the mornings for an informal chat with the teacher or to see their child's work. If more time is needed, an appointment at a mutually convenient time can be made.



Our Early Years classrooms are a welcoming environment. We encourage parents to come into the class and settle your daughter before the start of school.

Head of Early Years and Reception Class Teacher: Mrs Agata Richards

Mrs Richards is responsible for ensuring that every Early Years child's learning is tailored to their needs. She will also guide you on how to help your child's development at home. Mrs Richards will be the Key Person for the Reception children. She will lead regular supervision meetings with all staff working within the Early Years.

Preschool Class Teacher: Miss Helena Melich-Miret

Miss Melich-Miret will be the Key Person for the Preschool children as well as supporting the teaching and learning in the Preschool Class.

Early Years Assistant and After-school Supervisor: Mrs Pippa Eccleston

We also have a number of specialist teachers who teach the girls part of the curriculum.

PE Teacher: **Mrs Cindy O'Connell**

Music Teacher: **Mrs Elise Dudley**

Computer Science Teacher: **Mr Andrew Severy**

OUR EARLY YEARS CLASSROOM AND STAFF



OUR CURRICULUM

Learning is highly practical and purposeful. We plan a challenging and enjoyable curriculum for key areas of learning to reflect the needs and interests of the pupils. These areas are often related, which makes the learning more relevant and accessible to the children. Our website gives further details.

There are seven areas of learning of which the prime areas are:

- Communication and language
- Physical development
- Personal, social and emotional development

Specific areas of learning are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Communication and language enables pupils access to an environment which is rich in language. Children will develop the confidence and skills to express themselves and to speak and listen in many different situations.

Physical development provides opportunities to be active and to develop co-ordination, control and movement skills. Children are helped to understand the importance of physical activity and to make healthy choices at lunchtime.

Personal, social and emotional development helps pupils to have a positive sense of themselves and others and is largely taught through the EYFS Personal, Social, Health and Economic Education (PSHEE) scheme of work. Children will learn to form positive relationships, foster their social skills and learn how to express and manage their feelings. Children are helped to understand appropriate behaviours and to have confidence in their own abilities.

Literacy involves the teaching of skills that lead to reading and writing. Preschool pupils are taught a range of aural and oral skills that will support future Phonics learning. Reception pupils learn to link letters to sounds and they are given access to a wide range of reading materials to stimulate their interest, such as phonic and interactive games, a variety of books and classroom labels and signs. The children will also develop early writing skills through play, with a wide range of writing materials always at hand, and through teacher directed activities. In Reception, we listen to the girls read regularly during individual and group reading sessions as well as part of their phonics lessons.

Mathematics provides pupils with opportunities to develop and improve their skills in counting, understanding and using numbers and problem solving. Pupils will learn to calculate simple addition and subtraction problems and to recognise and describe shapes and to use appropriate measures in activities.

Understanding the world helps pupils to make sense of their physical world and their community by exploring, observing and finding out about people, places, technology and the environment. We help children to understand that a range of technology is used in places such as home and school. They select and use technology for particular purposes in creative play and in teacher directed learning.

Within the main areas of learning some discrete lessons are taught by specialist teachers: Music, Computer Science, and Physical Education.

Expressive arts and design encourages pupils to explore and play with a wide range of media and materials. Pupils will be given the opportunity and encouraged to share their ideas, thoughts and feelings through a variety of activities in Art, Music, Dance, role play and STEM (Science, Technology, Engineering and Mathematics).

Religious Education in the curriculum

As a Roman Catholic school, religious education is taught as part of 'understanding the world' and also through discrete lessons. It includes development of knowledge of the Catholic faith and other world religions and underpins our school ethos. Each child's faith and cultural heritage is respected in line with our ethos and the characteristics of a Mary Ward school. These characteristics play an active role in day-to-day teaching and learning so that children's social and moral understanding develops alongside their academic education.

Children also learn the fundamental British values through the curriculum – democracy, rule of law, individual liberty, mutual respect and tolerance. An understanding of these values encourages children to develop a positive attitude to diversity and equality and to respect different cultures and beliefs. They develop a tolerant outlook and begin to understand their own, and others, behaviour and begin to distinguish right from wrong.

Our ethos is reinforced in the interaction between pupils and adults in the classroom and playground, and further explored in assemblies and weekly House meetings. Prayer and worship is part of daily school life. Where a pupil or member of staff is not a Christian, they are invited to think quietly during times of reflection.

For further information regarding the Early Years Foundation Stage, please access the website www.gov.uk/government/publications/early-years-foundation-stage-framework-2.

For further information on the EYFS Curriculum at St Mary's Junior School, please read the **EYFS Provision Policy** on the school website.

Children for whom English is an additional language (EAL)

If your child's first language is not English, the class teacher will plan a programme to provide opportunities to learn and reach a good standard in English language.

The teacher will communicate with you, using an interpreter if appropriate, so that the programme is understood and supported at home.



TEACHING AND LEARNING

It is very important that when the pupils first join school, they are able to communicate, form relationships and manage the physical demands of school. As your child settles and these vital skills are mastered we will begin to explore the other areas of the curriculum.

The key areas of the curriculum are inter-related and equally important in your child's learning and development. They are delivered through adult directed and child led activities through purposeful, well planned play.

We know that children learn in different ways and so the teacher will plan activities that involve a variety of methods and approaches. The class teacher will consider your daughter's individual needs and interests when planning activities in each area. The teacher plans activities so that there is a balance between planned play and child initiated learning.

We encourage play and exploration so that pupils have the freedom to investigate and to develop the confidence to 'have a go' without any fear of failure. Play is essential for development and for building their confidence while pupils explore and solve problems and relate to the other children in the class. The pupils often lead their own play but the teacher and learning assistants may also guide some play: whichever type of play, the teacher ensures it is always purposeful.

Our learning is highly active because children learn more when they are involved in hands on activities. Children learn to concentrate, and to persevere when things are more difficult for them. Children also need to develop their own ideas and make links between them. We help them to develop strategies for thinking critically and creatively. Most of all learning should be fun and the children are praised and encouraged so that they enjoy their achievements.

Provision

We have an open door policy where parents are encouraged to come into school and talk about their child's learning and development. We develop very good relationships with parents and consider the partnership between parents and teachers to be invaluable. Our specialist teachers also help to provide a rich variety of learning experiences.

The Reception and Preschool classrooms provide stimulating and exciting indoor and outdoor areas where resources are clearly labelled and accessible to the children. Routines are established early so that children quickly gain in confidence and can access activities and equipment independently.

Woodland Explorers

Our Early Years pupils take part in weekly Woodland Explorers sessions. This enables them to explore the natural world around them as well as providing an opportunity to engage in a variety of challenging and stimulating experiences. We ensure that children are appropriately dressed for these activities and ask that you provide suitable waterproof clothing (as per our uniform list) to make sure that they can go out in all weathers.

For more information on the EYFS curriculum at St Mary's Junior School, Cambridge please read the **EYFS Provision Policy** on the website.



ASSESSMENT

The progress made by girls during their first years of school never ceases to amaze their parents and, quite often, the children themselves. At the start of each year, the Early Years staff will assess your daughter's knowledge and understanding related to each of the learning areas of the Early Years Foundation Stage. This will be used to inform planning and ensures that we are able to adapt our teaching specifically to each child.

Your daughter will be regularly observed and assessed in her daily activities and assessments will be made in all areas so that we can plan the next stage of teaching and learning.

Observations of each pupil are matched against expectations with a series of goals. The goals incorporate the knowledge, skills and understanding which your daughter should acquire by the end of the school year. Each girl's level of development is recorded against assessment scales and these give a picture of what the child achieves. Your daughter's achievements will be fed back to you at parent/teacher consultations and more informally throughout the year.

In order to keep parents informed about their child's experience at school we will record our observations using an online learning profile platform called 'Tapestry'. This allows us to share photographs and notes with parents on a regular basis. Parents are also able to respond and upload any observations or feedback that they would like to share with the school. More detailed information about this process will be sent out at the start of the year.

Each pupil will have a Learning Journey folder in which we keep all written work. Parents and pupils are welcome to view the folder at any time and, alongside their photographs and observations, this provides the evidence of each child's achievements.

The on-going dialogue between the teacher and parents is essential in the learning process. We are keen to keep you informed on a daily basis and we will take the opportunity to talk informally about a particular achievement or to ask for your support if your child has found something challenging.

Parents' evenings and our written reports are based on the progress made against the St Mary's Early Years Curriculum. Parents' evenings are held twice during the academic year. Written reports are sent home in the Autumn and Summer Term.

Pupils are encouraged to talk about their learning: what they like or dislike and what they find difficult. We encourage through praise, and we give them time to show work of which they are particularly proud.

House points are regularly awarded, and we celebrate these achievements as a class. Each week a child who has exemplified a particular Mary Ward value has hot chocolate with the Head in the winter, and lemonade in the summer.

Please read the **Marking, Assessment and Tracking Policy** on the website for further information.

How we support our children with SEN or disabilities

Please refer to the **Equality Policy, SEND Policy, EAL Policy, Assessment Policy, EYFS Curriculum Policy** on the school website or ask reception for a copy. The term Special Educational Need or Disability (SEND) refers to a wide range of conditions including learning difficulties, physical difficulties, social, emotional and mental health difficulties. If a child has a greater difficulty in learning than the majority of others in her class, or has a disability we will identify her individual needs in order to support her progression and to provide a safe and supportive environment. Where a disabled child requires special educational provision, she will also be covered by the SEN provision in school.

As the teacher is continually assessing and monitoring the children, she will identify any needs at the earliest opportunity. We always work with parents to discuss the child's particular needs and /or disability provision. For Early Years children, learning support usually involves small groups of 1:1 teaching with a specific target, sometimes out of the classroom. The learning support assistant may also support the child within the class lessons and work planned will be differentiated to meet the child's needs. Sometimes parents have concerns that their child may have a learning difficulty and their views are always taken seriously. A plan of action will be agreed between the teacher and parents. Our Special Educational Needs Co-ordinator (SENCO) provides guidance and support to the teacher and learning support assistants who will be working with the child and planning her work. The SENCO will also help monitor the child's progress.



LEARNING AT HOME

We strongly encourage you to keep up to date with your child's progress and development and support her learning at home.

It is very important to share our observations with you on an informal, day to day basis as well as at parents' evenings.

Homework begins in Reception with the sound book. Each week, different letters are put into the book with help given on how to sound the letter and how to form it. Ideas for extension activities are also given. Later in the school year, a homework book is sent home each week with simple literacy and numeracy activities to complete. Any homework will be based on the learning that has taken place that week in the classroom. The class teacher will also discuss any homework with the parents because each child will have very different needs at this early stage.

Advice is always available on how to help your child at home and the teacher will suggest games, books and simple activities to keep your daughter busy.



THE SCHOOL DAY

Travelling to and from school

Parents will appreciate how busy the roads around the city centre become in the mornings before school and in the afternoons at collection time. We do not offer parking for parents on the Junior School site but we run a drop off and pick up system on the front drive of school. In the mornings between 8.00am and 8.45am parents can enter the 'In' gate and follow the driveway to the front of the school. They can then walk their child to the main front door where she will be received by a member of staff who will arrange for her to be taken to the Coach House (Pre-prep building). Parents can also use this drive through system to pick up, provided the teacher is informed. A member of staff will then escort the child to the front of the school and hand the child over to the parent/carer waiting in the car. It is the parent/carer's responsibility to leave the car and receive the child to strap in safely.

Parents/carers may also park offsite and walk in to collect their child outside the Coach House from 3.20pm, or at any time until 6.00pm if their child is attending late stay or twilight club. They may enter the grounds via the front wooden gates or the back gates. Please ask the teacher for the code to the back gate. We ask you to be aware of our door safety procedure, where all doors are shut after entering and leaving and not operated by the children.

Please be aware that we are not responsible for any private arrangements you make to transport your child to and from school. Please also be aware that children are the responsibility of parents before they are handed over to the teacher at the start of the school day and once they are delivered to parents at the end of the day.

We politely request that parents show consideration for our neighbours in Chaucer Road when transporting children to and from school and do not block driveways or park on the verges or on yellow lines.

Before school

School begins at 8:35am and the pupils settle in to their chosen activities. Children are allowed into the classrooms at this time and teachers are readily available in the morning for a quick chat with parents. School begins at 8:45am with registration and our morning prayer.

Lessons

Both Preschool and Reception children will learn through a combination Child Initiated Learning, by interacting with our stimulating and inspiring learning environment, and Adult Directed Tasks. Adult Directed Tasks will be matched to both age and stage of development. The Preschool class will have several short and interactive sessions across the

week, focusing on Early Maths and Early Phonics. The Reception class will have a range of taught sessions in all areas of learning in their classroom, and these will build up to preparing them for a more formal style of learning in Year 1.

Children will have access to our outdoor area throughout the day and we value the opportunities that learning in the outdoor environment provides. We will have a weekly Woodland Explorers session, and suitable clothing for these sessions is part of the school uniform.

Morning snack time

A variety of fresh fruits or vegetables will be prepared by staff and served alongside other suitable snacks, such as toast or crackers. Fresh water and milk will be provided to drink.

Lunchtime

All pupils are offered a hot meal at lunchtime, and this is freshly prepared on site by our catering team. Reception pupils eat lunch in the Dining Hall alongside the older Pre-Prep girls, and Preschool eat in the Early Years classrooms. Adults supervise the meal and will help with serving and cutting up food. Children are encouraged to try new foods but are not compelled to finish if they have had enough. We will always let you know if your child is not eating well. We monitor what the children eat, and remind them about healthy eating and balanced diets. We always have high expectations for good table manners.

All food is labelled and whenever possible we cater for pupils with medical or religious dietary needs. Please notify the school of any dietary needs. The weekly menus are available on the Parent Portal.

After school

Children can be collected at the end of the day between 3:20pm and 3:30pm. We offer a Late Stay Club until 5:00pm for children who need to stay after school finishes. Between 3:30pm and 4:00pm, children who are staying on will receive an afternoon snack that will consist of sandwiches, fruit and a drink. Children can then choose from one of the play activities on offer.

We also offer Twilight Club which runs from 5.00pm to 6.00pm for those children who cannot be collected at the end of Late Stay Club. There is a charge for after school care.

Children can be booked in to attend these clubs on a regular basis or can be booked in on the day by phone, email or a note to the teacher.

In Year 1, children are welcome to join a variety of activity clubs on offer after school each day.

Attendance

Absence for illness

Parents are asked to telephone the school before 9.00am to report pupil absence due to illness. Alternatively, an email can be sent to juniorschool@stmaryscambridge.co.uk. If pupils are absent from school and the reason is not known to the school, the school will phone you as soon as possible to check on the whereabouts of your child.

If pupils are unwell and unable to come to school they are not allowed to attend school social events the same day.

Please do not send your child to school if she is feeling unwell or is infectious. We rely on everyone in our school community to take responsible care to protect the health and well-being of all the other members of our community. Please remember that the period of absence from school for sickness and any other gastro-related illness is 48 hours after the last episode.

Absence for any other reason

For all other reasons, permission for absence should be sought from the Head of Juniors at least one week in advance. Such requests should be for educational reasons and come rarely; regular and punctual attendance is important for the work of individual pupils and classes. We expect parents, as a condition of acceptance of a place for their daughter at the school, to respect term dates and plan holidays accordingly within these limits since the school holidays are generous. Term dates are published well in advance to avoid such occurrences. This applies particularly to the final week of term.

Absences will be authorised for participation in representative games or activities and for unique family occasions such as weddings and funerals. Regular medical appointments (other than emergencies) should be arranged out of school hours. Unless there are exceptional circumstances, it is school policy not to authorise absences to accommodate additional holidays. The school monitors attendance closely and has a duty to report poor or irregular attendance.

Attendance statistics

Each pupil's attendance is recorded using an electronic registration system, twice each day. The attendance statistics are monitored by the Deputy Head and concerns will be discussed with parents.

Late arrival into school is registered. Please ensure your child arrives on time to start the school day in a calm, organised manner. We advise that your daughter arrives at least 10 minutes before the start of the school day.

Adverse conditions (including extreme weather)

In the event of adverse conditions (e.g. extreme weather, travel issues, loss of electricity or fire at school) the school will attempt to notify parents in advance by a text message, updating the school website regularly and alerting BBC Radio Cambridgeshire and Heart Cambridge to broadcast a message. In most circumstances the school will remain open. If the school has to be completely closed, parents and staff will be contacted via the communication channels outlined above.



Assembly: Reception only

Assembly may take place in the morning or afternoon, sometimes it will be with the whole Junior School and on other days it will only be with the Lower School. Miss Buchanan, or another teacher, leads a themed assembly which includes a hymn, a prayer and reflection.

Once a week children join in with a hymn practice. We invite visiting speakers to lead an assembly related to charity work or linked to areas of the curriculum. We are supported by priests from Our Lady and the English Martyrs Church who come to school to celebrate key events in the liturgical calendar. These include Mass to start and end the school year.

Toileting

Your daughter will be reminded regularly to use the toilet. She will also have access to the toilets at all times should she need to use them. Please reassure your daughter of this. Your daughter must be toilet trained as we do not offer any alternative provision. However, we understand that sometimes accidents still happen at this age, and we will help her change her clothes if needed, in line with the school's Intimate Care Policy. Please ensure that your daughter has spare underwear in school.

Our Houses

There are four Houses: Brookside, Cavendish, Elms and Paston. The Houses are named after buildings owned by the school. Upon entry to the school, your child will be assigned to one of the four Houses. The children collect House Points for their Houses which can be awarded for many reasons such as outstanding effort in their learning or polite manners. They will also have opportunities to represent their House during Sports Day, charity events and a variety of competitions throughout the year. The Houses also provide a support system where the older children are encouraged to look after younger children in their House.

Outings and visits

You will be informed of any outings or visits we plan to take. Pupils in the Early Years usually go on a variety of trips. Some are local and within a walking distance of the school, for example the Fitzwilliam Museum and the Botanic Garden. Others may include a short coach journey, for example to Wimpole Hall Farm.

When the outing is further afield a trip letter will be sent out in good time before the visit setting out the details of the trip and any specific requirements and risk associated with it. Parents/carers will be asked to confirm their child's medical information and to sign their consent for the trip.

The teacher will always carry out a risk assessment when taking children on a visit, or when visitors come into the classroom, and they will also decide on the safe staff/pupil ratios depending on the destination, type of visit and risk involved. A paediatric first aider will always attend the outing.

The risk assessment will also include the transport method. Children may travel by minibus or coach when the outing is further afield and the risk assessment includes the method of transport. For further details of outings and visits please read our **Off-site Visits Policy and Visitors Policy** found on the website.

DAILY ROUTINE



Communications from the school

Please refer to the St Mary's website for more information.

In a bid to be efficient, cost effective and environmentally friendly, most communications from the school are sent electronically. Keeping parents fully informed about school events is a priority. Please check your emails daily. Emails are sent after 4.00pm by School Post. If you require hard copies of letters and forms, please inform the school office. However, please check your child's bag every night in case we have sent a communication home with her as well. There is also a wealth of information on the parent portal.

Communicating with the school

All major correspondence should be addressed to the Head of Juniors and notes about small scale matters of routine should go to your daughter's Class Teacher. Please keep your child's Class Teacher informed of any matter that might affect her progress at school.

Newsletters and blogs

Parents are kept informed about the general life of the school and the well-being of their child via weekly newsletters from the Head of Juniors. Otherwise, parents are sent messages as and when the need arises. We also publish a monthly blog about educational matters and how they impact the school community which can be found on the school website. Other figureheads in the school, such as Headmistress Charlotte Avery, also write blogs about our school community and topical educational issues; these can also be found on the website.

School calendar

There are a large number of events taking place at school.

A calendar of events is produced each term and is available with key dates on the school website. Please note that sometimes events do need to be rescheduled and we will ensure that changes to the calendar are communicated in a timely fashion.

Your details

Please keep the school informed about changes to your email address, home address and/or telephone numbers (including daytime contact numbers). Changes should be notified in writing to the school office at juniorschool@stmaryscambridge.co.uk.

Data Protection

Information about how we use your data and that of your child can be found in the School's **Privacy Policy** on the website. Your attention is also drawn to the **Taking, Storing and Using Images Policy** on the School website.

Physical contact

There are occasions when it is entirely appropriate for staff to have physical contact with pupils. Such occasions might be when demonstrating an exercise or technique in a lesson, during the administration of first aid, if a pupil is upset or distressed or where pupils with special educational needs or disabilities need more physical contact to assist their every day learning. Staff always use their professional judgement at these times and will always respect the child's wishes.

If your child has a toileting accident or needs first aid it will only be administered by trained staff. They will always explain what is happening and ensure that another adult is present or aware of the action being taken. The teacher will inform the parent of the type of accident and the actions taken at the end of the school day or as soon as possible if the accident is more serious.

For more information please refer to our **First Aid Policy**, **Staff Behaviour Policy** and **Intimate Care Policy** on the website.

HEALTH



Health forms

You have already submitted information regarding your child's health to the school. Parents and their children need to be aware that information that is submitted can be passed onto relevant parties within the school i.e. the Class Teacher and those teachers responsible for pupils on trips or sports functions.

Illness

If your child becomes unwell during the day we will keep her comfortable until you are able to pick her up. If there is a serious illness or emergency, every effort will be made to contact parents by the fastest means available. If parents cannot be contacted and hospital treatment is required, arrangements will be made to take the pupil there. Please ensure that the school has up to date and accurate details of how you may be contacted. Parents are also reminded of the importance of vaccinations for the protection of the individual and the school community. Vaccinations should be arranged at the pupil's own GP surgery.

First Aid

If your child has a minor accident in school and needs treatment a paediatric trained first aider will administer first aid. All accidents are recorded in the EYFS accident book and parents are informed of grazes, minor injuries and head bumps with an appropriate note, verbally by telephone or when the child is collected.

A number of teaching and support staff in the Junior School are paediatric first aid trained. In addition, our Medical Centre is located in the Senior School and staffed by registered nurses (or a qualified first aider in their absence).

Medicines

We ask that you do not give your child over the counter medicines to bring to school. At the start of the year you will be asked to give permission for us to give pain relief or antihistamines if needed during the school day. You will be informed if these have been given.

Written permission is needed if your child requires prescribed medication to be kept in school or if your child needs to carry her own medicines. You will need to complete the appropriate medical forms, giving permission for one of the trained staff to administer the medication.

The medication should be handed to the teacher in the prescribed container with the pharmacist's label. The medication will be prescribed as directed and with another adult present. Please remember to collect the medication at the end of the day if required at home. Disposal of empty containers or remaining medication is the responsibility of the parents.

Pupils with inhalers should have two inhalers in school, which must be clearly named. One will be kept in the locked medicines cabinet in the medical room and the other will be kept in a safe place by the class teacher and this will be known to your child. The class teacher will take the inhaler with her every time she leaves the school premises during the school day e.g. for school trips and games.

For further details about health please read the *First Aid Policy* and the *Day Girls' Medicine and Illness Policy* found on the website.



POLICIES

All of our school policies are located on our school website www.stmaryscambridge.co.uk and copies can be requested from reception. We have highlighted some key policies below.

Safeguarding and welfare requirements

If a parent feels that the early years safeguarding and welfare requirements are not being met they should discuss their concerns with the class teacher in the first instance. If concerns are unresolved then the Independent Schools Inspectorate (ISI) should be contacted on **020 7600 0100**.

At St Mary's School, Cambridge safeguarding children is everyone's responsibility. Safeguarding pupils describes the action we take to promote the welfare of pupils and protect them from harm. We believe that safeguarding is everyone's responsibility and that everyone who comes into contact with pupils and families has a role to play in keeping pupils safe. The school has a duty to consider at all times the best interests of the pupil and take action to enable all pupils to have the best outcomes.

Through their day-to-day contact with pupils and direct work with families all staff understand how to identify concerns they have about a child's welfare.

If parents have a safeguarding concern about a child they should, in the first instance, contact the Designated Safeguarding Lead (DSL) at the Junior School, Miss Olivia Buchanan (Head of Juniors):

Tel: **01223 224149**

Email: obuchanan@stmaryscambridge.co.uk

The Deputy Designated Safeguarding Lead (DDSL) is Ms Sarah Cliff (Deputy Head of Juniors):

Tel: **01223 224141**

Email: scliff@stmaryscambridge.co.uk

Further information is displayed on the safeguarding posters around the school. For more information on safeguarding and children's welfare please refer to the *Safeguarding and Child Protection Policy* on the website.

Complaints Policy and Procedure

Any matter about which a parent of a pupil is unhappy and seeks action is classified as a complaint and is subject to the Complaints Policy and Procedure. Parents are encouraged to bring any complaint/s to the school's attention as soon as possible. In the first instance parents should normally contact the class teacher, who will notify the Deputy Head.

If the parent remains dissatisfied then the complaint should be put in writing to the Head of Juniors who will deal with the matter in accordance with the Policy. If the complaint is against the Head, parents should make their complaint to the Chair of Governors.

Parents may also contact Ofsted on **0300 123 1231** or **0300 123 4666** between the hours of 8.00am to 6.00pm, or the Independent School Inspectorate on **020 7600 0100** if the complaint refers to the EYFS requirements.

Missing child and uncollected child procedure

The safety of the pupils is paramount and we ensure that all pupils can be accounted for at any time during the school day. The main doors to the Early Years building are opened at 8.00am and are supervised until their closure at 8.45am. Admission to the building after this time will be by doorbell only. Teachers hand over each child to her parent/ carer at the end of the school day. No pupil will be allowed home with any other adult, other than the designated parent or carer, unless the teacher has received notification in writing or by email.

If circumstances arise during the day that require another adult to pick your child up from school, please notify the school office by email and the message will be passed on to the class teacher.

During the day, pupils are supervised and no child can leave the building without an adult. In the unlikely case of a child going missing in school, the teacher would alert another member of staff and begin a search. If the pupil is not found in the school environment, the parents/carers would be called and the police informed. If a pupil were to go missing on a field trip, then a similar procedure would be implemented although the police would be called immediately.

If a pupil is not collected after 6.00pm and the parents/carers have not contacted the school, a member of the school’s Senior Leadership Team will try to contact the parents or guardians. After a reasonable length of time, the Social Care Duty Officer will be called and their advice will be taken.

Full information regarding the **Uncollected Child and Missing Child Procedure** can be found on the website. Please also read **Pupil Supervision and Duty of Care Policy**.

Equality policy

We pride ourselves on creating a supportive environment for all who attend our school. The school is committed to providing equal opportunities for all children, whatever their ethnicity, religious beliefs or cultural background. All classrooms promote an inclusive ethos where every pupil is valued. Where possible we make reasonable adjustments to the curriculum and facilities so that every pupil is given the opportunity to fulfil their potential in accordance with our Equality Policy. When English is an additional language, we provide practical learning support. We ensure pupils are treated as individuals and provide individual support within the classroom when it is needed. Advice is sought from the SENCO (Special Educational Needs Co-ordinator) when appropriate.

Our shared sense of belonging and collaborative approach is reflected in the Mary Ward values. These are promoted through our House assemblies and in our day to day learning. We actively welcome diversity and consider all our children to be special.

Further details of the *Equality and SEND Policies* can be found on the website.

Behaviour

At St Mary’s Junior School, Cambridge we want to praise and reward children for good work, effort and behaviour. The values set out by Mary Ward provide the basis for our ethos and coupled with the school rules are there to promote good behaviour. They are readily visible around the school as well as verbally reinforced. Our teaching staff offer every child a high level of individual attention, together with consistent and helpful advice. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way.

All children need to discover where the bounds of acceptable behaviour lie, as this is all part of growing up. Where behavioural expectations are not met, the class teacher will talk to the child to establish if there is a problem or a lack of understanding. She will always deal with behavioural issues in a caring, supportive and fair manner. If a verbal reprimand is appropriate the teacher will also remind the child of the expected behaviour. Occasionally, where deemed appropriate by the teacher, a sanction may be set such as a ‘time out’ from an activity or playtime. Teachers never use corporal punishment or physical punishment. Restraint is never used as a punishment but may be necessary in some circumstances to prevent the child harming herself, others or property. In such a case a minimal method of restraint may then be used. Parents are informed of any use of physical intervention on the same day or as soon as reasonably practical.

Parents will always be informed if poor behaviour persists so that they can work in partnership with the teacher to support the child. They can help by recognising that an effective school behaviour policy requires a close partnership between parents, teachers and children. It is understood that parents who accept a place for their child at St Mary’s Junior School, Cambridge undertake to uphold the school’s policies and standards.

Our Behaviour, Discipline and Exclusion Policy and Physical Restraint Policy can be found on the website.



PRESCHOOL UNIFORM AND EQUIPMENT LIST

Uniform is compulsory for all students in our Preschool and Junior School and all items marked with a star (*) must be purchased from our uniform supplier **Bee Wear**.
stmaryscambridgeuniform.bigcartel.com/products

Long hair must always be tied back and off the face and hairbands must be in school colours.

The only jewellery items permitted at school are:

- small, plain, stud gold or silver earrings
- a small plain watch
- discreet religious necklaces

Winter Uniform

- Navy blue polo shirt with logo*
- Navy blue tracksuit with logo* (includes sweatshirt and trousers)
- Navy OR white socks
- Navy coat
- Navy school hat*
- Navy school scarf*
- Navy mittens
- White, black or navy shoes with a strap or laces to keep them securely on the foot. High-heels, sandals or slip-on pumps are not permitted. Trainers or other athletic shoes are most appropriate for the Preschool girls and Velcro fastening are preferred

Summer uniform

- (worn during the Summer Term and optionally until the end of the first half of the Autumn Term)
- White polo shirt with logo*
 - Navy cycle shorts
 - White sun hat
 - White socks
 - White, black or navy shoes (as for winter uniform)

Additional Items

- Wellies
- Please provide a change of underwear / trousers in case of accidents

Optional Items

- Paint smock*
- Storm Suit
- PE drawstring bag*
- High-vis jacket

RECEPTION UNIFORM AND EQUIPMENT LIST

Uniform is compulsory for all students in our Junior School and all items marked with a star (*) must be purchased from our uniform supplier **Bee Wear**.
stmaryscambridgeuniform.bigcartel.com/products

Long hair must always be tied back and off the face and hairbands must be in school colours.

The only jewellery items permitted at school are:

- small, plain, stud gold or silver earrings
- a small plain watch
- discreet religious necklaces

Winter uniform

- School cardigan with logo*
- School tunic dress*
- White (long or short sleeve) open neck blouse
- Navy tights OR navy knee-high socks
- Navy coat
- Navy school hat*
- Navy school scarf*
- Navy gloves
- Black or navy shoes with a strap or laces to keep them securely on the foot. High-heels, sandals or slip-on pumps are not permitted. Plain black leather or patent leather ankle boots (with no fur or trimmings) can also be worn during cold weather

Optional Winter Uniform

- Navy trousers*
- White long-sleeved polo-collar top (half-buttoned)
- School blazer*

Summer uniform

- (worn during the Summer Term and optionally until the end of the first half of the Autumn Term)
- School cardigan with logo*
 - School summer dress*
 - White sun hat
 - White socks (knee high or ankle)
 - Black or navy shoes with a strap or laces to keep them securely on the foot. High-heels, sandals or slip-on pumps are not permitted

PE Kit

- White short sleeve polo shirt with logo*
- Navy blue tracksuit with logo* (sweatshirt and trousers)
- Navy cycle shorts
- White ankle sports socks (no trainer socks)
- Trainers (predominantly white, Velcro straps are recommended)
- PE drawstring bag*

Additional Items and Equipment

- School document bag*
- Wellies

Optional Items

- Paint smock*
- Storm Suit
- Navy school fleece*
- High-vis jacket



St Mary's School
CAMBRIDGE

FIND OUT
MORE

Admissions: +44 (0)1223 224167

Reception: +44 (0)1223 311666

stmaryscambridge.co.uk

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