

PARENT/CARER INFORMATION BOOKLET

2024 - 2025



"Let your light shine"

Headteacher

Mrs Morwenna Dunstan

Chair of Governors

Mrs Hannah Read

Vice Chair of Governors

Mr Steve Hellard

Number on roll: 420

Message from the Headteacher

A very warm welcome to St Mary's Church of England Primary School. Thank you for choosing St Mary's for your child.

I am very proud to be the Headteacher of this school. At St Mary's Primary School, we believe that every child should be given the opportunity to reach their full potential, not only in all aspects of the school curriculum, but also in the wider skills needed to become an outstanding citizen.

As a Church School we aim to develop Christian values and foster a kind and caring attitude towards people. We strive to develop in children a love of learning, a pride in their work and a wish to expand their knowledge and skills throughout life. We feel it is vital that we help children learn to live together in a community and to become responsible, independent people, who can think deeply about the world around them and to respect other races, religions, ways of life and points of view. We must also develop in children a positive sense of moral responsibility, giving them the self-confidence and skills to express their opinions. This can only be achieved if, as a learning community, we work together and put the children at the heart of all the decisions that we make.

There is a great deal of information in this booklet, but you will probably have lots of other questions. Please do not hesitate to contact us by phone or by email – we are always happy to talk to you. Alternatively, pop into school and we will answer your queries in person. Further information can be found on:

- our website at www.stmarysbridgwater.co.uk
- our Facebook page at www.facebook.com/stmarysbridgwater

I look forward to meeting you.

Morwenna Dunstan
Headteacher

Message from the House Captains

St Mary's is our school.

Our school is fun and lively, and we love it! It is full of opportunities and experiences for everyone. We are all encouraged to be involved and 'have a say' in the decision making of our school and try to make our school a better place.

There are lots of trips, and visitors into school. There are also lots of sports events, like cricket, athletics, football matches, tag rugby, cross country running and netball.

Each year our mini chaplains choose a charity to support. In the past we have supported Help for Heroes, The League of Friends of Musgrove Park Hospital and Cancer Research, Children in Need, Young Lives vs Cancer and many others.

House Captain members are also pleased to be involved when interviewing for new teachers.

We look forward to welcoming your child to our fantastic school!

THE STAFF – September 2024

HEADTEACHER

Mrs Morwenna Dunstan

DEPUTY HEADTEACHER

Mrs Caroline Layton

TEACHING STAFF

Miss Lucy Bennett

Miss Emma Creech

Mr Tom Flynn

Mrs Lauren Flynn

Mrs Tracy Gill

Mrs Hayley Gower

Mr Tom Green

Mrs Sarah Hall

Mrs Kylie Harris

Mrs Kelly Henson

Mrs Christine Homewood

Mrs Marie Houton (on maternity leave)

Miss Hannah Marsh

Miss Elaine Prosser

Miss Savannah Spencer

Mr Ashley Trudgeon

Mr John Williams

SENDCo

Mrs Gemma Barnett

SCHOOL BUSINESS MANAGER

Mrs Caroline Dibble

SCHOOL ADMINISTRATORS

Mrs Natalie Kemmish

Mrs Shelley Pitcher

RECEPTIONIST/ADMIN SUPPORT

Mrs Emma Peek

SENIOR LEADERSHIP TEAM

Mrs Morwenna Dunstan

Mrs Gemma Barnett

Miss Emma Creech

Mr Ashley Trudgeon

Mrs Caroline Layton

Mrs Caroline Dibble

Mrs Tracy Gill

PASTORAL LEAD and ELSA

Mrs Tracey Porter

ELSA

Mrs Joanne Mitchell

CLASSROOM TEACHING ASSISTANTS

Miss Angela Creasey
Mrs Sandra Cummins
Mrs Michelle Galley
Mrs Lyn Goodland
Mrs Karen Griffiths
Mrs Robyn Higgins
Miss Phoebe Johnson
Mrs Hilary Ketchen
Mrs Leanne Kiely
Mrs Amie Pope
Miss Amy Portlock
Miss Kara Stevens
Miss Catherine Taunton
Miss Evelyn Thomas
Mrs Julie Toogood
Miss Emma Venning
Mrs Joanne Watkins

SEN LEARNING SUPPORT ASSISTANTS

Mrs Joanna Hellard
Mrs Wendy Howard
Miss Emma Langlely
Mrs Rachel Olley
Mrs Melanie Pinkham
Miss Millie Redman (Apprentice)
Miss Kim Thornton

MIDDAY SUPERVISORY ASSISTANTS

Mrs Sharon Curtis
Mrs Pamela Hills
Mrs Della Houton
Miss Sophie McClure
Mrs Paula Nicholas
Mrs Dawn Sanders
Mrs Kirsty Ward

CASUAL MSAs

Mrs Patricia Carter
Mrs Susan Dale
Miss Yvonne Gent

PREMISES MANAGER

Mr Christopher Lovell

CLEANERS

Mrs Della Houton
Mrs Dawn Sanders
Mrs Julia Williams
Mrs Lorraine Wilde
Mrs Kirsty Ward

GENERAL INFORMATION

ABOUT THE SCHOOL

St Mary's is situated in a quiet residential area on the western side of Bridgwater. We have 14 classes; all classes are well-staffed and resourced and are bright, welcoming learning spaces. We have two playgrounds, which are marked for games and activities, a large playing field, a 'quiet area' which is equipped with picnic tables, an environmental area with a pond, an adventure trail, an outside classroom and an area for Forest School activities. There is also a large outdoor play area for the Foundation Stage children.

We have a close association with St. Mary's Church in Bridgwater. Clergy from St Mary's visit the school regularly to lead acts of worship and talk to the staff and children. There are two Diocesan Governors who also take an active role in the school. We visit the church for services and for curriculum studies. We actively promote the Christian ethos of our school and aim to enhance the moral and spiritual awareness of the children.

We operate a policy of inclusion and make every effort to ensure that all children are fully included in school activities. Our emphasis throughout the school is upon the progress and development of each child as an individual. The teachers use a variety of methods to ensure that every child receives the appropriate care and education; these may include working on an individual basis and in small groups as well as participation in whole class activities.

Children at St Mary's are taught to respect other people whatever background, ability, cultural or religious differences, or gender. They are encouraged to think about basic rights and opportunities for all human beings, not only in this country but also throughout the world, in past and present societies.

THE GOVERNING BOARD

Mrs Hannah Read	Chair	Co-opted Governor
Mr Steve Hellard	Vice Chair	Co-opted Governor
Mrs Morwenna Dunstan	Headteacher	Staff Governor
Mrs Caroline Layton	Deputy Headteacher	Staff Governor
Mr David Ballentine		Parent Governor
Mrs Caroline Dibble		Co-opted Governor
Rev Suse Osmond		Ex-Officio Governor
Mrs Mary Clothier		Co-opted Governor
Miss Hannah Read		Parent Governor
Mr Steve Cross		Local Authority Governor
Mrs Natalie Kemmish		Clerk to the Governors

ST. MARY'S SCHOOL VISION and AIMS

St Mary's Church of England Voluntary Controlled Primary School provides education based on the principles and practices of the Church of England.

We work in partnership with home and church to serve and nurture all children and adults in our care. Our Christian ethos and values are at the heart of everything we do, so that everyone in our community can reach their full potential and is able to flourish for life in all its fullness.

We will achieve our vision by:

- Promoting and embedding our Christian Values through all aspects of school life; our learning, our teaching and our support of our children as they develop and learn the skills of life
- Providing a safe and healthy school environment where children can learn new things and embrace challenge, knowing that they can learn from their mistakes
- Respecting every member of the school community encouraging, valuing and celebrating individual skills and talents
- Encouraging every individual to take responsibility for their learning, personal development and their actions
- Challenging everyone to strive to do their best at all times
- Providing a creative, inspiring and interactive learning environment to challenge and enthuse the children and to make learning fun
- Ensuring school resources are used effectively to support children's learning
- Collaborating fully within and between all members of the community – pupils, parents, staff, governors, church members, other schools and the local community
- Sharing and embedding our vision and ensuring that we are forward looking and being flexible to meet the ever-changing needs of our society.

Christian Values underpin all aspects of the school. These include:



Our behaviour policy links into our Christian Values ensuring that each member of our school community (children and adults) achieve a positive self-image and heightened self-esteem.

The Behaviour Policy aims to:

- Provide a **consistent approach** to behaviour management
- **Define** what we consider to be unacceptable behaviour, including bullying
- Outline **how pupils are expected to behave**
- Summarise the **roles and responsibilities** of different people in the school community with regards to behaviour management
- Outline our system of **rewards and consequences**

THE SCHOOL

CLASS ORGANISATION

There are seven year groups in the school, spread evenly amongst fourteen classes, with two classes per year group.

THE SCHOOL DAY

8.35am	Green gates open. Children go into class ready for the start of the school day
8.45am	The school day begins. All children need to be in school by this time.
10.30 – 10.45am	KS1 break time
10.50 – 11.05am	KS2 break time
12.00pm – 1.00pm	Lunchtime for FS/KS1
12.15pm - 1.15pm	Lunchtime for KS2
3.05pm	Green gate opens
3.10pm	End of the school day for Foundation Stage children
3.15pm	End of the school day for Years 1-6 Years 5 & 6 walk to the front gate

At the start of the school year, parents of Reception children in Bumblebees and Sunflower Classes may accompany their children into school in the morning.

We are a No Smoking site but would also request that you do not smoke or vape outside the wooden school gates.

Dogs and other animals are not allowed on site, i.e., not inside the wooden entrance gate unless it is pre-arranged for educational purposes.

Parking

Apart from a disabled parking space, there are no parking facilities for parents at the school. The roads around the school become very congested at the beginning and end of the day. We ask you to exercise the utmost care when dropping off or collecting children by car. **Please show consideration to our neighbours and do not park across their driveways.**

May we also ask that you do not use the outer staff car park for Smartys or Little Oaks drop-off, as staff need to be able to park when they arrive.

Transport to and from school

Children are strongly encouraged to walk, scoot or cycle to school. We have scooter and bike racks where children can safely leave their scooters and bikes. If you live some distance from school, please consider parking further away from the gates and walking or scooting the last part of the journey.

BREAK AND LUNCH TIMES

Children in the Foundation Stage and KS1 receive free fruit every morning. Children in KS2 may bring **a piece of fresh or dried fruit, or a plain biscuit** as a snack during morning break.

All children are encouraged to bring water to school each day in a named bottle with a sports cap. They are encouraged to drink throughout the day.

Children may either bring a packed lunch or have a school meal. School meals follow government guidelines for healthy eating, and we encourage children to eat healthy packed lunches.

Due to the increasing number of children with nut allergies, parents are requested not to provide their children with any type of nut for lunch. This includes chocolate nut spread and cereal bars with nuts in.

School Meals Provision

All Foundation Stage, Year 1 and Year 2 children are provided with a free school meal, which is provided by Bam. School lunches are very popular with the children and currently cost £2.65 per day for KS2 pupils.

If your child is unwell, you will need to telephone the school office before 9.00am to cancel a booked meal to receive a credit for the day/s that your child is absent from school.

Free School Meals

Application forms for free school lunches can be obtained from the school office or can be completed online at: <https://www.somerset.gov.uk/children-families-and-education/school-life/free-school-meals/>. If you are not sure if you would be eligible, please ask at the office. All such enquiries are completely confidential.

School Uniform

We like the children to look tidy and smart for school. We have a uniform to encourage a sense of belonging in the children. It also helps to make the children distinctive when engaged in out of school activities.

Please encourage this sense of belonging in your child(ren) by sending them to school in the correct uniform:

- Dark grey/black - shorts (above the knee), trousers (full length), skirt, culottes or pinafore
- White polo shirt with or without school logo (or plain white shirt/blouse)
- Yellow sweatshirt / cardigan with logo
- White/grey socks
- Summer Term - yellow gingham dress or yellow gingham shorts suit may be worn
- Plain black school shoes or plain black trainers. **Shoes should be sensible, low heeled and well fitting.**

Items with the school logo can be ordered through Goldstar or Hooks in Bridgwater.

Sandals

Sandals (black, brown or white) may be worn in school during the summer months, but they must be **sturdy**.

Flimsy sandals or flip flops are not allowed, as these are not suitable for running around, adventurous play, skipping, dancing or other similar playground activities.

PE Kit

Children should wear their PE kit to school on their PE days.

- Yellow T shirt with logo and plain black sports shorts
- Trainers (but not football trainers please, as these mark the floor surfaces)
- **Plain black** joggers / leggings for outdoor games in winter
- School jumper /cardigan

Hair that is shoulder length or longer should be tied back and long fringes should be pinned away from the face – this is for both boys and girls. Hair that is graded should not be less than a grade 2. It should not be dyed or styled in an extreme way.

Hair accessories should be plain coloured; yellow, green, brown or black, and children may not wear JoJo Bows, cats' ears, unicorn horns, etc. to school.

Nail varnish or false nails are not permitted.

Outdoor Learning

This happens in all weathers, so a coat is essential in cold weather and a hat, gloves and wellies are desirable.

Please name all items of clothing

Pierced ears

Children with pierced ears may wear **one pair of small studs**, but nothing that extends below the lobe of the ear.

Children may wish to remove earrings for PE, but if they do not, they can tape them instead for the duration of the PE lesson (please provide plasters/tape if that is the case).

Other jewellery

For reasons of health and safety and security, the wearing of any other jewellery, including coloured charity wristbands, is not allowed in school. **Medical alert jewellery is allowed.**

Mobile Phones

Older children who walk to and from school on their own and wish to have a phone as security may bring their phone to school but must switch it off as they enter the school grounds and give it to their class teacher.

SUN PROTECTION

At St Mary's, we aim to help the children remain protected as much as possible from the sun's harmful rays during the school day. We do ask though that parents/carers take responsibility for ensuring that their child has sunscreen applied before arriving at school.

SCHOOL HOUSES

On entry, all children are placed in one of four Houses, where they remain throughout their time in school.

Quantock	House colour: Red
Mendip	House colour: Green
Polden	House colour: Yellow
Blackdown	House colour: Blue

Dojo points are awarded for good work and positive behaviour and are totalled up at the end of each week. A cup is awarded to the winning House each term. At the beginning of each school term the children elect two House Captains from Year 6 pupils.

EDUCATIONAL VISITS

Every year, we organise a Residential opportunity for Year 6 pupils within the school year. This is an opportunity for the children to conduct their studies in completely different ways and possibly in a different environment. We consider it to be a very valuable experience. There is a cost to parents for this, but we offer the option of paying in instalments in order to make it more manageable.

At least once a term, all classes will have an enrichment activity. This may be a visitor to the school, or it may be a trip away from the school site. We will always inform you of the details in a letter when we request permission and/or voluntary monetary contributions. This academic year, as in previous years, governors have set aside a sum of money towards class trips and the PFA also contributes a set sum for each child. This is used to help towards the funding of visits or equivalent activities in school from paid professionals. Although both the school, and the PFA contribute to this, due to the reduced funding that schools receive and the fact that transport costs have risen inexorably, we ask for voluntary parental contributions in addition. This will never be more than £5 per term, equating to £15 per year per child.

We also take the children out locally from time to time. To cover such visits, we ask you to complete a parental consent form when your child joins the school.

THE SCHOOL CURRICULUM

The school curriculum comprises all learning and other experiences that each school plans for its pupils. The national curriculum forms one part of the school curriculum.

Years 1 – 6

Since September 2014, the National Curriculum for Years 1 - 6 has been delivered in all Primary Schools.

Every state-funded school must offer a curriculum which is balanced and broadly based and which:

- promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society, and
- prepares pupils at the school for the opportunities, responsibilities and experiences of later life.

Maintained schools in England are legally required to follow the statutory national curriculum which sets out in programmes of study, based on key stages, subject content for those subjects that should be taught to all pupils. This comprises English, Mathematics, Science, Art and design, Computing, Design and technology, Geography, History, Languages (from KS2 only), Music and Physical Education.

Early Years Foundation Stage

Children in their first year at school follow the Early Years Foundation Stage (EYFS) curriculum. This sets the statutory standards that all early years' providers must meet.

The EYFS aims to provide:

- quality and consistency in all early years' settings
- a secure foundation for all children for good progress through school and life
- partnerships between different practitioners
- partnerships between parents or carers and practitioners
- equality of opportunity for all children

All early years' providers must complete a baseline assessment in the first six weeks of the Autumn Term, and an EYFS profile for each child in the final term of the year in which they turn 5. The main purpose of these is to provide accurate assessments of individual children at the beginning and at the end of the EYFS. The profile describes each child's attainment against 17 early learning goals, together with a short narrative about their learning characteristics.

RE, Collective Worship and PSHE

All state schools are also required to make provision for a daily act of collective worship and must teach religious education to pupils at every key stage. As we are a Church of England primary school, our collective worship is predominantly Christian in content.

Collective worship takes a variety of forms throughout the week with a mixture of whole school, class and Key Stage assemblies and we hold a service in the Church each term. If you do not wish your child to attend the Act of Worship, please contact the Headteacher to discuss the matter.

All schools should make provision for personal, social, health and economic education (PSHE), drawing on good practice. Schools are also free to include other subjects or topics of their choice in planning and designing their own programme of education.

PROVISION FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS

We aim to be an inclusive school. We strive to ensure that all pupils have equal access to the curriculum that we offer.

We have a Special Educational Needs & Disabilities Coordinator (SENDCo) who supports children in their learning.

We work alongside appropriate agencies in order to achieve the best level of support and we make every effort to ensure that your child is fully included in the life of our school. Detailed information is

available in our SEND Policy and SEND Information Report – both are available on our website www.stmarysbridgwater.co.uk .

ACADEMICALLY MORE ABLE CHILDREN

At St Mary's, we believe in providing challenging and stretching educational opportunities for all pupils, including the most academically able. Work in all classes is always set to challenge and stretch all children. However, the emotional well-being of the child is always at the heart of our provision.

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

It is our intention to ensure that language support is available to all bilingual pupils and that they have equal access to the National Curriculum. We have access to external specialist support, allowing us to assess the needs of the pupils and gain advice on how to meet them. We recognise cultural and linguistic diversity and support the development of appropriate skills and values so that bilingual children can fully participate in school life.

PROGRESS, ASSESSMENT AND REPORTING

When your child starts school, s/he will be assessed using a baseline assessment. This will serve as a starting point for what your child starts school knowing and understanding. During his/her first year of school, s/he will be assessed using the revised statutory framework for the Early Years Foundation Stage. This involves careful observations of your child at school, as well as discussions with you about how you view his/her progress.

As your child moves through the school, we track his/her progress carefully, using teacher assessments and standardised data to compare local and national achievements. In this way, we can ensure that your child has the best chance to fulfil his/her potential. We work with parents at every stage so that we can all share information about your child's progress and identify any obstacles – and of course, celebrate successes!

Statutory Standard Assessment Tasks (SATs), along with teacher assessments, have in recent years been used to assess English and Maths at the end of Key Stages 1 and 2. Teacher assessment is used to assess Science. Test results are reported alongside teacher assessment results.

You will receive snapshot reports on your child in the Autumn and Spring Terms, and a longer written report at the end of the Summer Term.

You will be offered the opportunity to speak to your child's teacher in the Autumn and Spring terms to discuss their progress.

EXTRA-CURRICULAR ACTIVITIES

We offer the children the opportunity to join a wide variety of clubs both in and out of school hours.

CARE OF THE ENVIRONMENT

At St. Mary's we take environmental issues very seriously. We teach the children to respect and care for their environment. The children also learn about wildlife and pond life; they have lots of opportunities to visit our natural pond area. Every class takes part in Forest School, one day a week for half a term each school year.

HOME-SCHOOL LINKS

Most of our communication with parents is through an app called Class Dojo. You will be issued with log in details when your child starts school. We also send important information via email, so please always make sure that we have your up-to-date contact details. In addition, we have a school Facebook page where we celebrate achievements.

We send out fortnightly Newsletters informing you of important events, dates for your diaries and general information about the life of the school. Letters are also available to view and download from the school website.

You may also receive texts messages from the school, as we use a messaging service to communicate important information to parents.

Teachers send out a half termly overview at the beginning of each half term. These give information about the work your child will be doing and tell you about other activities the class will be involved

with. For some year groups, there are also reading diaries, homework diaries and contact books that go backwards and forwards which are used as a means of communication.

Parental Help in School - Volunteering

We are always grateful for any offers to help in school or on visits. We must obtain DBS police clearance for all adults who come into contact with children before they are allowed to help in school.

If you would like to help in school, please contact Mrs Kemmish in the school office and you will be provided with further information.

Parents and Friends Association (PFA)

When your child joins our school, you automatically become members of the PFA. It is run by a committee of parents, who do a tremendous amount to help and support our work in school. The PFA regularly raises thousands of pounds for us, which we use for a variety of projects to enhance the children's education.

The PFA also provides a service to parents by providing refreshments at functions and representing them at occasional formal meetings, as well as a myriad of other things too.

We hope you will support as many fund-raising events as possible during your child's time at school. We also hope that you may feel able to offer your help by either joining the committee or by helping to run an event – it is an excellent way to get to know new people!

ATTENDANCE

Regular attendance is crucial to the education of children.

When your child is unable to attend school, we do need to hear from you on that day. Please telephone the school first thing in the morning to let us know and to inform us of the reason for the absence. There is an answerphone service until the school reception opens at 8:00am. We will send a text message if the office has not been informed of the absence.

We are legally required to identify reasons for absence and classify them as authorised or unauthorised. These figures have to be reported to the Department for Education and published annually.

Authorised absences include:

- Illness
- Medical/dental treatment
- Exclusion

Unauthorised absences are any absences for which the reason is not known, or permission has not been given, and includes:

- Holidays during term time, unless there are **very exceptional circumstances**
- Care for siblings
- Sick relatives
- Visits to relatives, long weekends away
- Shopping, etc.
- Visits to Bridgwater Fair
- Inability to get to school for reasons of transport

We are legally obliged to monitor attendance in school. If a child's attendance becomes a concern, this will be followed up with parents. In line with the new Government guidance 'Working together to improve school attendance', we work closely with the Education Safeguarding Officer and may be required to issued fixed penalty notices for unauthorised absences.

Term Time Leave

In accordance with government guidelines, authorisation for absence from school for family holidays will only be given by the Headteacher in **very exceptional circumstances**.

HEALTH, MEDICAL AND WELFARE

We always have the well-being of your child at heart. If you feel there is a problem at home that may have an impact on your child in school, please tell us. We can assure you of complete confidentiality, and it is always better for us to know if there is something that is upsetting your child.

Child Protection

We have a written policy and established procedures to ensure the protection of children who may be in a vulnerable situation. All staff working with the children have been trained in these procedures. This ensures that any cases are referred to the appropriate external agency as a constructive and helpful measure.

Mrs Morwenna Dunstan, the Headteacher, is the Designated Safeguarding Lead (DSL). Mrs Caroline Layton, Mrs Gemma Barnett, Mrs Caroline Dibble and Mrs Tracey Porter are the Deputy Designated Safeguarding Leads (DDSLs).

Medical Issues

If your child has been sick or had diarrhoea, please do not send him/her back to school until **48 hours after the last bout**.

If your child becomes unwell at school, we will telephone you, or one of your named contacts, so please ensure that we always have your current contact details.

If your child has an accident at school, we have qualified First Aiders on the staff, who can deal with most problems. However, should anything serious occur, an ambulance will be called, and we will inform you immediately.

Please let us know if your child develops a medical condition or if a known condition changes in some way.

In school, we are only able to administer medicine which has been prescribed by a doctor. (See below on the use of medication in school).

If there is a need for prescribed medicine to be taken, then please come and discuss this with us so that the necessary forms can be completed.

Cough and throat sweets are not allowed in school

THE USE OF MEDICATION IN SCHOOL

Our policy on medication is detailed below:

PLEASE NOTE - before any medication can be accepted into school you will need to speak to an office staff member, who will ask you to complete a medical form.

- Office staff are able to give a child medicine where **it has been prescribed by a doctor to be taken FOUR times a day**. Any medicine that has been prescribed to be taken three times a day can be given at home: in the morning before school; in the afternoon immediately after school and at bedtime.
- If your child suffers from asthma, an inhaler must be kept in school and should be clearly labelled with your child's name. **A form must be completed detailing your child's medication and frequency of use**. Please note the expiry date of your child's inhaler before you send it into school, so that you can replace it when necessary.

Head Lice

Unfortunately, this is a very common problem in all schools. Please do not be alarmed or distressed if you discover your child has head lice. The best method of prevention is:

- Regular checks
- Frequent wet combing with a fine-toothed comb
- Long hair tied back to prevent spread

- Discourage sharing of hairbrushes and combs.

It is very important that your child is checked regularly and treated if necessary

Medical Services

From time to time, we receive visits from medical professionals.
No child would ever be seen without the parents' permission.

Height & Weight

Every year, the Reception Year & Year 6 children take part in an NHS measurement programme.
However, if you do not wish your child to take part, you do have the opportunity to opt out.

COMPLAINTS

We hope that the school can resolve any complaints you may have.

If you are not happy about something, please talk to your child's teacher in the first instance, as s/he is the person who has the most contact with your child and will hopefully be able to sort out any problem.

If you are still not happy then you should move to:

Stage 1

You should contact the Headteacher detailing your complaint. The Headteacher will then make an appointment to discuss the matter with you further, when hopefully the problem can be resolved.

If you are still not happy, then you should move to:

Stage 2

You should submit your complaint in writing to the Clerk of the Governors, at the school. The Clerk will acknowledge your complaint and offer you an appointment to discuss your concern with the Chair of Governors. If your complaint cannot be resolved, procedures will be put in place to allow you to meet with a panel of independent Governors to discuss the matter further.

The Governors will follow the statutory procedures, fully investigate the complaint, and write to you informing you of their findings.

A copy of the Complaints procedure is available on the school's website:

www.stmarysbridgwater.co.uk

We sincerely hope that you will never need to follow the Complaints procedure and would like to stress that it is always better to come in and talk to us before a problem grows.

PHOTOGRAPHY IN SCHOOL

From time to time, we may take photographs or short video clips of your child at school to record some work or event. These may also be used for training purposes in school.

Sometimes, the local press may photograph the children for inclusion in the local newspaper, but if the photographs are featured, only the child's first name will be used.

Photographs of school activities may also be published on the school's website or Facebook page.

You will be asked to complete a consent form regarding this.

SECURITY GATES

We have security gates at the entrance to our school.

The system operates as follows:

- The gates remain locked at all times
- There is a camera sited at the gate, and additional cameras sited around the school premises
- Anyone wishing to enter must request permission by pushing the 'school' button and waiting for the office staff to answer
- Once the TV monitor has been checked, the pedestrian gate will be opened
- The gate will open and close automatically so **please do not push it.**
- If the gate has been opened for someone else, it is **essential** you still buzz to request entry, as we need to monitor who comes onto the school site.
- The gate will be opened at 8.35am and closed at 8.45am for the beginning of the day and reopened at 3.05pm until 3.25pm at the end of the day

SMARTYS BREAKFAST AND AFTER ASCHOOL CLUB

Wrap-around-care is provided by Smartys for children aged 4 to 11 years. Information about the club can be obtained by visiting their website www.butterfliesdaynursery.com.

POLICIES

The school has a wide range of policies governing all aspects of its work. The key policies are all available on the website or in school.

SEVERE WEATHER CONDITIONS / EMERGENCY CLOSURE

In the event of severe weather conditions or an emergency that necessitates closing the school, we will contact local radio stations, which will usually broadcast the news immediately.

We will also message parents via text to inform them and update our Facebook page and website accordingly.

<https://en-gb.facebook.com/stmarysbridgwater>

<http://www.stmarysbridgwater.co.uk/>

Text message

Listen out on:

Heart Radio 102.6FM or BBC Somerset Sound 95.5FM

Information will also be available on the following websites

<http://www.heart.co.uk/somerset>

http://www.bbc.co.uk/somerset/local_radio

<https://slp.somerset.org.uk>