

St Mary's

C.E. Middle School, Puddletown



School Information Pack, 2025-2026



"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."

Maya Angelou



Welcome to St. Mary's C.E. Middle School



We would like to extend you a warm welcome to St. Mary's C.E. Middle School. Our school is a vibrant and exciting place to learn and we were proud to be graded as a good school, both by Ofsted and by SIAMS in our last Church of England inspection.

The school benefits from being part of the Wessex Multi Academy Trust (WMAT). This is a growing organisation, with schools from all phases of children's education. The trust helps us to foster close relationships with our partner schools, to create a unique and outstanding learning environment for all pupils and to ensure that shared expertise secures continuous school improvement and opportunities for personal development.

We are a church school with an ethos built on the core Christian values of kindness, fairness and aspiration. Our school vision is to equip our pupils to thrive as outward-looking, global citizens and to inspire them to shape the world of tomorrow. We embrace and celebrate difference and strive to build a school culture in which prioritises everyone feeling a strong sense of belonging. We believe it is the role of the school to nurture and develop our pupils' interests, talents and beliefs and prepare them to become lifelong learners in the 21st Century world.

This information pack is intended to introduce you to our school and we hope that you find it useful.

Please remember to refer to our school website and Facebook feed as these are both regularly updated with important information for parents:

www.stmarys.wessex.ac

www.facebook.com/SMCEMIDPUDD



Do not change yourselves to be like the people of this world, but be changed within a new way of thinking. Then you will be able to decide what God wants for you and you will know what is good and pleasing to God and what is perfect. Romans 12:2

Our vision is to develop well rounded, confident, spiritual and educated individuals who with God's love thrive throughout their lives. We encourage our pupils to be active citizens in a rapidly changing world, working together as a community to make it a better place for everyone.

Our goal is to support and nurture our pupils' natural desire to be life-long learners by demonstrating the value of education. We build skills allowing them to flourish throughout their education, in their future careers and in God's world.

We offer a safe, happy place where everyone is known and valued, and where differing needs are acknowledged, accepted and met. We celebrate our uniqueness in God's diverse world and respect the same in all other people. Our goal is to build a community in which a deep sense of belonging is felt by everyone.

God has entrusted us to look after his wonderful creation and we strive to show our pupils the importance of caring for this, developing an understanding of our impact on the world's ecosystems and working to develop a harmonious and sustainable future.

School Leadership Team (SLT)

Senior Leadership Team

Head of School
Dr T Ennion

Support Services Manager
Mr B Trim

Deputy
Headteacher

Mr L. Mitchem

Assistant
Headteacher

(Pastoral/Personal
Development)
Miss L Osborne

Assistant
Headteacher

(SEND/Inclusion)
Miss N Sibley

Designated
Safeguarding/
Pastoral Lead

Mrs R Ross

Year 5 Leader

Miss W Young

Year 6 Leader

Mrs. R Doak

Year 7 Leader

Mr J Bingham

Year 8 Leader

Mr M Tubb

Core Subject Leaders:

KS2 English Leader (Mrs. A Monroe), English Subject Leader (Mrs C.O'Rourke), KS2 Maths Leader (Mr. C Stow), Maths Subject Leader (Mrs. D Masters), Science (Mr. J Houldey), R.E./T and E (TBC)

Foundation Subject Leaders:

Geography (Mr. D Squire), Computer Science (Mr. D Squire), Design Technology (Mr. T Evans), Cooking and Nutrition (Mrs. C Evans), Music (Mrs. N Rogers), P.E. (Mr. J Bingham), French /Spanish (Mrs. L Castilla Aguilera), History (Mr. J Aspinall)

Form Teachers / Subject Teachers:

Miss. S Foot, Miss. N Chantrell, Mr. C Stow, Ms. A Moore, Mrs J Hammett, Mrs S Staton

Dr. Tim Ennion	Head of School SLT
Mr. Luc Mitchem	Deputy Headteacher, SLT
Miss. Laura Osborne	Assistant Headteacher, Personal Development & Pastoral, SLT
Miss. Natasha Sibley	Assistant Headteacher, SENDCo, SLT
Mrs. Rebecca Ross	Designated Safeguarding/Pastoral Lead, SLT
Mr. Bryan Trim	Support Services Manager, SLT
Mr. John Aspinall	Year 5 Tutor (5A), History Subject Leader
Mr. Justin Bingham	Year 7 Leader, P.E. Subject Leader, Year 7 Tutor (7BE)
Mrs. Laura Castilla	MFL Lead, Year 7 Tutor (7A)
Miss. Nancy Chantrell	French Teacher, Year 6 Tutor (6CW)
Miss. Laura Drew	Textiles Teacher, Year 6 Tutor (6D) & Year 7 Tutor (7OD)
Mrs. Beccy Morgan-Doak	Year 6 Leader, Year 6 Tutor (6D)
Mrs. Clare Evans	Cooking and Nutrition Subject Leader, Year 7 Tutor (7BE)
Mr. Tom Evans	Design Technology Subject Leader, Year 8 Tutor (8SE)
Miss. Sophie Foot	Year 8 Tutor (8TF)
Mrs. Jo Hammett	Geography Teacher & Year 8 Tutor (8H)
Mr. Jim Houldey	Science Subject Leader, Year 8 Class Tutor (8H)
Mrs. Dawn Masters	Maths Subject Leader, Year 8 Tutor (8M)
Mrs. Anna Monro	English KS2 Leader, Year 5 teacher, Year 5 tutor (5M)
Ms. Alison Moore	Art Teacher, Year 5 tutor (5Y)
Mrs. Christie O'Rourke	English Subject Leader, Year 7 Tutor (7OD)
Mrs. Natalia Rogers	Music Subject Leader, Year 7 Tutor (7R) PSHE Subject Leader (TBC)
Mrs. Sophie Staton	English Teacher, Year 8 Tutor (8SE)
Mr. Chris Stow	Maths Teacher, Year 6 Tutor (6ST)
Mr. David Squire	Geography and ICT Leader, Year 6 Tutor (6SQ)
Mr. Matt Tubb	Year 8 Leader, Year 8 Tutor (8TF)
Mrs. Laura Welch	English Teacher, Year 6 Tutor (6CW))
Ms. Kimmaree Williams	Year 5 Tutor (5W)
Miss. Wendy Young	Year 5 Leader, Year 5 Tutor (5Y)
Mrs. L Bagg	Cover Supervisor
Mrs. Clare Journeaux	Cover Supervisor

Office Staff

Mrs. Charlotte Newman
Mrs. Tori Galloway
Mrs. Kellie Gaughan
Miss. Sophia Burland

Data Manager
PA to the Headteacher / Administration Officer
HR Administrator & Payroll
Administration Officer / Media Administrator
Administration / Librarian / Reprographics and Resources

Learning Support

Miss. Charlotte Allgood
Mrs. Nicola Burrige
Mrs. Tina Dutton
Mrs. Lucy Edwards
Mrs. Laura Evans
Mrs. Clair Giddings
Mr. Jack Giddings
Mrs. Kirsty James
Mrs. Yvonne Matthews
Mrs. Fiona Orr
Mrs. Lisa Povey
Mrs. Donna Stickland
Miss. Jordan Wood

Teaching Assistant
Senior Teaching Assistant / Behaviour Support
Teaching Assistant/Senior Teaching Assistant
Senior Wellbeing Teaching Assistant
CCN Base Lead
Teaching Assistant
Teaching Assistant
Teaching Assistant
Senior Teaching Assistant
Senior Wellbeing Teaching Assistant
SEND Administration Officer
Teaching Assistant
Teaching Assistant

Other support staff

Mr. Jawad Haq
Mrs. Lynne Rainford
Mrs. Jacqui Warder
Mrs. Clair Giddings

ICT Technician
Science Technician
Design / Art / Textiles Technician and Display
Wraparound Care Supervisor

Lunchtime Staff

Mrs. Marie Amey
Mrs. Diane Penny
Mrs. Daphne Hallam
Mrs. Lisa Pelling

School Cook
Kitchen Assistant
Lunchtime Supervisor
Lunchtime Supervisor

Site Staff

Mr. Roger Matthews
Mr. Sam Matthews

Site Manager
Caretaker

Cleaners

Employed through agency

On arrival at school, the children will gather in the playground before coming into school when the bell rings at 8.40am. On a wet day, the doors will be opened early and pupils will be asked to go straight to their tutor rooms.

The outline for the timings of a normal school day at St. Mary's C.E. Middle School is shown below.

8.40am – 8.50am	Pupils allowed into school. During this time, pupils are to unpack their bags, go to the toilet and be ready to start learning activities at 8.50am.
8.50am – 9am	Tutor—Reading Lesson
9am – 10.05am	Period 1
10.05am – 11.00am	Period 2
11.00am – 11.15am	Breaktime All Years
11.15am – 12.10pm	Period 3
12.10pm – 1.05pm	Period 4
1.05pm -1.50pm	Lunch All Years
1.50pm – 2.05pm	Tutor—Collective Worship
2.05pm – 3.00pm	Period 5
3.00pm—3.25pm	Tutor—Reading, Maths, Interventions, Assembly (Mo & Fri)
3.25pm	End of School

- At the end of the school day, pupils who are not catching one of the buses home will leave school via the footpath out of school. If pupils are travelling into the middle of Puddletown, please can we ask pupils to use the higher footpath to avoid walking down the narrow and busy access road to the school.
- Pupils catching the buses will leave via the front reception area and travel to their designated bus. Year 8 bus monitors will register your child as they enter the bus.
- Pupils being collected by car should travel around the outside of the building and enter the lower car park by the gate in between the music wing and the waste collection area. Pupils should walk on the grass to get to their parents car and avoid walking behind parked cars.

Should you have any problems or concerns with travelling on the buses, please contact your child's tutor or Mrs. Burrige (Behaviour Support Assistant).

Autumn Term

Monday 1st September 2025	INSET DAY
Tuesday 2nd September 2025	SEND Transition Day
Wednesday 3rd September 2025	First day of school for Year 5 ONLY
Thursday 4th September 2025	ALL PUPILS back to School
Tuesday 21st October 2025	End of half term for pupils
Wednesday 22nd October 2025	INSET DAY
Thursday 23rd October 2025	INSET DAY
Monday 3rd November 2025	ALL PUPILS back to school
Thursday 18th December 2025	End of Autumn Term
Friday 19th December 2025	INSET DAY



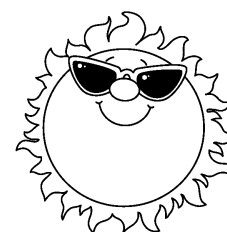
Spring Term

Monday 5th January 2026	INSET DAY
Tuesday 6th January 2026	ALL PUPILS back to school
Friday 13th February 2026	End of term
Monday 23rd February 2026	Start of 2nd Spring half-term
Thursday 27th March 2026	End of Spring term



Summer Term

Tuesday 14th April 2026	ALL PUPILS back to school
Friday 1st May 2026	INSET DAY
Monday 4th May 2026	May Day Bank Holiday
Friday 22nd May 2026	End of half-term
Monday 1st June 2026	Start of 2nd Summer half-term
Friday 17th July 2026	End of Summer term



Events for Parents 2025 / 2026

Meet the Tutor Evening (4.00pm – 7.00pm) – Thursday 25th September 2025

Open Evening (6.00pm – 8.00pm) – Tuesday 21st October 2025

Thursday 4th December 2025 (4.00pm-7.00pm) Virtual (SUBJECTS)

Tuesday 9th December 2025 (4.00pm – 7.00pm) Virtual (SUBJECTS)

Thursday 19th March 2026 (4.00pm – 7.00pm) Virtual (SUBJECTS)

Tuesday 24th March 2026 (4.00pm – 7.00pm) Virtual (SUBJECTS)

Thursday 2nd July 2026 (4.00pm – 7.00pm) - Tutor Parents Evening (FACE to FACE)

Thursday 9th July—Year 8 Awards Ceremony (6.30pm—7.30pm)

There may be times when you need to contact staff at the school to discuss matters concerning your child. We ask that you follow the system below to ensure that your enquiry is dealt with as swiftly as possible.

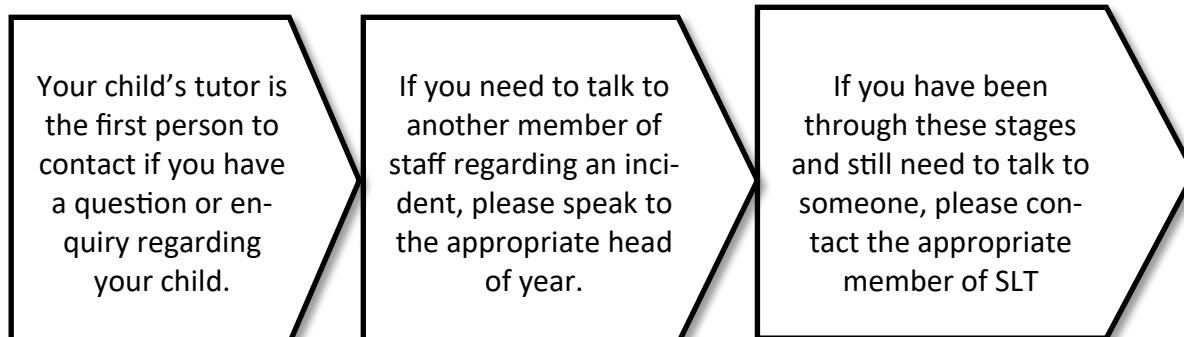


The main point of contact is the school office. You can phone at any point between 8.30am and 4.30pm. A member of the office team will take details and pass them on to the most appropriate member of staff to deal with your enquiry. **Please note that it is rarely possible to talk directly with a teacher due to their teaching commitments. Staff will get in contact with you as soon as possible.**

Parents may also want to contact a member of staff by email. Send (and address) all emails to the school office and mark them for the attention of the staff member you are trying to contact. **Please do not use members of staff's individual email.** Emails sent directly to members of staff will result in a delay in reply as email boxes are only expected to be checked once per day. The office email is constantly monitored throughout the day.



The flow chart below shows you the communication chain for your child.



- If your enquiry is of a safeguarding nature, please contact Mrs. Ross - Designated Safeguarding Lead (DSL). This is best done by phone to ensure that the issue is addressed promptly.
- If your enquiry is relating to SEND, please copy in Miss Sibley (Assistant Headteacher-SEND).

St. Mary's C.E. Middle School Email Protocol

St. Mary's email protocol allows for staff to send emails when it suits them, prioritising wellbeing and safeguarding concerns. Parents should avoid using staff direct emails for contact, including outside of school hours and during school holidays or weekends (unless in an emergency). Aggressive or abusive emails will not be responded to but passed to the head of school and recorded as a safeguarding concern. Repeated abuse by emails will result in a communication ban being issued.

Every Day Counts - School Success Starts With Attendance



It is important that your child is in school every day to allow them to meet their full potential. Good attendance is not just valuable, it's essential. The minimum expected attendance for all pupils at St. Mary's is 97%. This means that pupils should not miss any more than 6 school days in any one academic year. It is vitally important that parents work with the school to set the highest expectations of attendance.

Please let us know if you are experiencing difficulties getting your child to school. All pupils' attendance is tracked and monitored closely. If we see that a pupil's attendance is beginning to fall, a member of the school's support team will contact you to check if there is anything we can do to ensure that the level of attendance does not fall any further.

Attendance levels of below 90% will be referred to the Dorset Council attendance officer who may advise further action be taken.

Reporting a pupil's absence



Should your child be ill and unable to attend school, it is essential that you inform the school. This can be done by calling the absence line on (01305) 848293 which is where you should report the absence. Please state the name of your child and, if possible, their tutor group., along with a reason for their absence. The school operates a policy that a parent will be sent a text by the school on each day of a pupil's absence if a message has not been received by the school office.

Pupils leaving school before the end of the day

Pupils will only be released from school for a medical or dental appointment if they have a signed note from their parent (on paper or in the learning journal) or a telephone message/email has been left with the school office. We would encourage parents to try and make appointments outside of school hours wherever possible. Please provide a copy of any appointment letters to the school office.

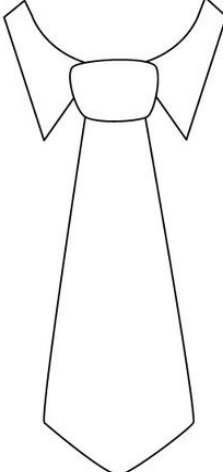


Term-time holiday requests







Should a parent wish to request a leave of absence for their child during term time, they will need to request a holiday form from the school office. Requests are considered on a case by case basis. Please note that the majority of requests for term time absence will not be authorised. Only absences for exceptional circumstances will be granted (these are defined as situations where it is impossible to take the absence at any other time). Family holidays in term time are not authorised.

We expect all children at St. Mary's C.E. Middle to be smartly dressed in full school uniform and we ask for your continued cooperation to ensure that it is worn correctly. The uniform policy applies to all children.

<u>Boys Uniform</u>		<u>Girls Uniform</u>
White shirt(long or short sleeved)		White shirt (long or short sleeved)
St. Mary's school tie*		St. Mary's school tie*
Dark grey or black tailored school trousers or shorts		Dark grey/black tailored trousers or dark grey/black skirt or shorts
Black/grey socks		Black/grey socks or tights
St. Mary's school sweatshirt		St. Mary's school sweatshirt
Sensible black covered shoes (please see website below for further details)		Sensible black shoes (please see website below for further details)

N.B. ~ It is not possible to list all of the items that cannot be worn. More detailed information can be found on the school website. Items marked with a * can be purchased directly from the school office.

Whilst the above uniform guidelines are split into boys and girls, the school accepts that some pupils may feel more comfortable wearing the uniform of the opposite sex. We ask that parents talk to the school in these circumstances.

<u>Trousers</u>	Tight fitting trousers/leggings and trousers with prominent zips (other than a small zip for the flies) are not permitted. Belts need to be unbranded and black or brown with a simple fastening. Printed fashion belts are not permitted.
<u>Jewellery</u> 	Pupils are allowed to wear one set of plain stud earrings without a protruding pin. Nose, eye brow, belly piercings and piercings to the upper ear are not permitted. Earrings should not be worn during PE/Games lessons. Children who have recently had their ears pierced should wear tape over the earrings during the lessons for the period of healing (6 weeks)
<u>Make-Up</u> 	No make-up, including nail varnish, should be worn to school. Make-up that has been applied in school may be confiscated and returned later in the term. Make-up remover will be used to remove any cosmetics worn. False nails of any type are not permitted in school.
<u>Hair</u> 	Please make sure that hair is kept neat and tidy. You may be asked to tie back long hair in some lessons and so you should have a hair band available. Extremes of hairstyle are not permitted. No temporary hair colour should be worn to school and pupils are also not permitted to have hair colour outside of what would be considered a natural colour. Pupils are allowed to wear a hair band (plastic or fabric) providing that these do not have protruding parts (such as cat shaped ears). Bows are also allowed to be worn providing that they are of a small to medium size and are used for the purpose of restraining hair.
<u>Shoes</u> 	Pupils are required to wear black shoes which must be leather/leather-look and have a sole colour matching the shoe. Black, leather-look training style shoes are permitted, but these must be completely black with no visible logos, stripes etc. Boots (including Doc Martins), skate shoes, shoes designed for leisure wear, suede or canvas shoes or shoes with prominent logos (including Vans) are <u>not</u> permitted. Please see photos showing examples of acceptable shoes on the school website– this is not an exhaustive list and is intended as a guide.

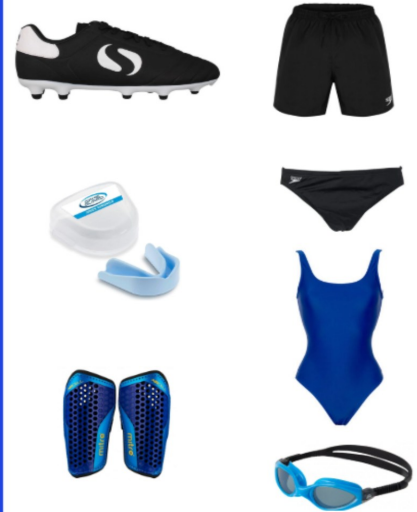
PE KIT



ADDITIONAL LAYERS (OPTIONAL)



ADDITIONAL KIT REQUIREMENTS



PE KIT

Tracksuit bottoms and sports leggings should be plain black or blue.



Shorts should be worn over sports leggings



PE KIT








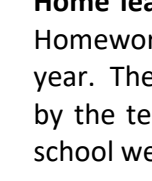
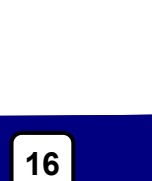



We have spare boots and shinpads that pupils are welcome to borrow. Gumshields are also available on request from parents.

Basic Kit List	Available Through SWI Website
Blue Loose Fitting Sports Shorts	✔
or	
Plain Blue or Black Tracksuit Bottoms	
St Marys Blue PE T-Shirt	✔
Long Blue Socks	✔
or	
Plain White Sports Socks	
Sports Trainers	
Additional Layers	Available Through SWI Website
Plain Blue or Black Sports Leggings <i>(Shorts should be worn over the top)</i>	
St Marys Sports Tops <i>(These are optional. We do encourage pupils not to use their school uniform jumper as an additional layer)</i>	
Rugby Style	✔
1/2 Zip Style	✔
Jumper Style	✔
Additional Items	Spare Items Available At School
Football Boots	✔
Shin Pads	✔
Gum Shield	Spare gumshield sare available to purchase from the school office
Swimming Shorts/Trunks or a 1 - Piece Swimming Costume	
Swimming Goggles and Towel	

Jewellery should not be worn during PE lessons.	✗
<i>Earrings should be taped up or taken out before the lesson.</i>	✓
Additional layers from home should not be worn on PE days.	✗
<i>The school have provided a variety of options as additional layers, only these should be worn.</i>	✓
School uniform socks should not be worn on PE days.	✗
<i>Long blue socks or white sports socks should be worn.</i>	✓
Sports Leggings and Tracksuit Bottoms	
Should be plain black or blue and should not include multiple colours and patterns.	✓
Year 5 & Year 6	
<i>Pupils can arrive to school dressed in their PE kit. Please note, pupils may be asked to bring PE kit to get dressed into if the conditions require it.</i>	✓
Year 7 & Year 8	
<i>Pupils will be asked to bring their PE kit to get dressed into and then out of.</i>	✓
All Years - Swimming	
<i>All pupils can arrive to school dressed in PE kit. They'll need to bring their swimming kit to get dressed into.</i>	✓

As a middle school, we offer a broad and balanced curriculum that includes access to subject specialist teaching from Year 5 onwards. The curriculum map for the school is shown below.

	Hours per fortnight	Year 5	Year 6	Year 7	Year 8
	English	17 Hours	17 Hours	10 Hours	10 Hours
	Maths	12 Hours	9 Hours	8 Hours	8 Hours
	Science	3 Hours	3 Hours	6 Hours	6 Hours
	History	1 Hour	1 Hour	4 Hours	2 Hours
	Geography	1 Hour	1 Hour	2 hours	4 Hours
	Computer Science	2 Hours	2 Hours	1 Hour	1 Hour
	P.E.	4 Hours	4 Hours	4 Hours	4 Hours
	Music	2 Hours	2 Hours	2 Hours	2 Hours
	French	1 Hour	1 Hour	4 Hours	4 Hours
	Spanish	N/A	N/A	4 hours	4 hours
	Art	2 hours	2hours	2 hours	2 hours
	R.E.	2 Hours	2 Hours	2 Hours	2 Hour
	Design (Food and Nutrition, Resistant Materials, Textiles)	2 Hours on Rota	2 Hours on Rota	4 Hours on Rota	4 Hours on Rota
	PSHE	1hour	1 hour	1 hour	1 hour



Home learning (homework) is set for all year groups through the Satchel One platform (also called Show My Homework). Log-in details and instructions on how to use the platform will be sent home at the start of the year. The amount of home learning expected of each year group varies, and it is set, as and when appropriate, by the teachers. There is detailed guidance to help parents support their child with home learning on the school website as follows: [Homepage](#) - [Parents](#) - [Homework Help](#) - [Home Learning Guidelines](#)

At various points throughout the year, pupils will sit some tests or complete an assessment so that their teachers can check they are making the expected progress in their learning. Details of the timing of these assessments can be found on the school website. At key points in the year, your child's teacher will assign your child a number grade to reflect how they feel they are doing at that point in time. These grades will be reported to you so that you can track progress at home.

We use the same system of assessment as agreed across all WMAT middle schools and this is based on a 1-5 grade. The meanings of the grades are shown below.

1	2	3	4	5
You are working towards the level of pupils in the same year group as you.	You are close to working at the level of pupils in the same year group as you.	You are working at the same level as pupils in the same year group as you.	You are working above the level of pupils in the same year group as you.	You are working at significantly above the level of pupils in the same year group as you.

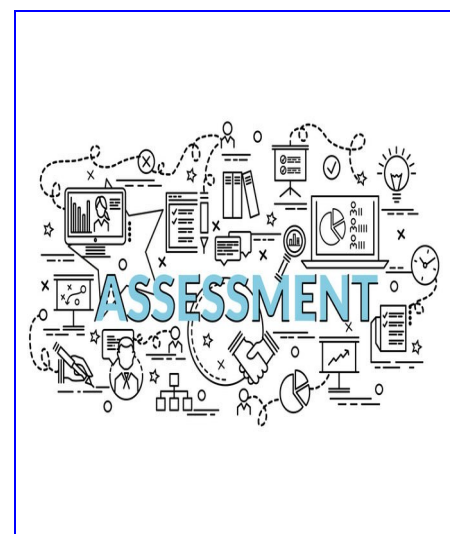
Pupils are judged against the objectives listed in the National Curriculum (referred to as Age Related Expectations—A.R.E.) and these have been standardised through moderation with other schools in the area.

Continuous Assessment

Your child will also receive a continuous assessment grade at the three points during the year. These grades reflect the effort and attitude towards work and not the attainment of an individual pupil. These grades will also be reported to you so that you can monitor this aspect of your child's performance throughout the year.

The meanings of the continuous assessment grades are shown below.

A	Your attitude to learning is consistently outstanding and this is really helping you to progress in your learning. You are highly motivated and make valuable contributions to lessons.
B	You are working hard in your lessons, often doing more than is asked, and your teacher has recognised your effort. You are well motivated and actively involved in lessons.
C	You are doing what you have been asked to do in lessons, meeting the expectations of your teacher, and your work is of a good quality overall. You are motivated to learn.
D	Your teacher has a concern about an aspect of how you are performing in this lesson. They will talk to you and your parents about the concern and how to improve.



How to support your child's learning

All the research shows that there is a very strong link between parents' involvement in their children's learning and success at school.

The more you can encourage and support your child's learning at home, the better, and we will offer you plenty of opportunities to get involved.

Attendance - Firstly, and most importantly, please work with us to set high expectations of attendance. Every school day is essential; if your child is not in school, they will miss out on important learning and the staff are unable to support them. If you begin to experience any difficulties at home with attendance, please let us know as soon as possible.

Reading - A child's ability to decode and comprehend text is key to unlocking the rest of the curriculum. If there is one thing we would strongly recommend you to do at home, it is to encourage your child to read. Please continue to regularly listen to your child read and take time to read to them. Develop their understanding of the text by asking them questions about what they've read. Every child in Years 5 and 6 is given a reading journal which is dedicated to framing a home-school dialogue about your child's reading. It is very important that this reading journal is updated by parents and teachers each time your child reads at home or at school. We will also offer informal events at the school to support you to build your child's reading skills at home—please come along!

Knowledge organisers - Talk to your child about what they are learning at school. To help you with this, on the school website, you will find 'knowledge organisers' for each subject. These summarise all the key subject knowledge that your child will be learning during their current school year. Use the knowledge organisers to frame a discussion about a topic they are learning, or use it to quiz them or test them on what they have remembered.

Homework - Your child will be given regular, carefully planned homework that is designed to consolidate and build on their class learning. Homework is set on the 'Show My Homework' app, so you will be fully aware of what homework your child has and the deadline for completion. Please support and encourage your child to complete their homework by providing them with a quiet space to work and talking to them about what they have to do. You will often find details of the subject content of homework by referring to the relevant knowledge organisers on the school website (see above).

All pupils and staff at St. Mary's will be allocated to one of the four houses. To reflect the rural nature of the school, on the edge of Puddletown Forest, the houses are all named after trees.



Ash



Elm



Oak



Yew

Pupils earn house points through hard work in lessons, being a good citizen or by helping out the staff of the school. They can earn up to a maximum of 3 house points for any one piece of work or good deed. The house points, collected electronically, will earn certificates and credit marks when they reach a certain number of points. These rewards are:



Bronze

Bronze
50 House Points



Silver

Silver
100 House Points



**GOLD
AWARD**

Gold
150 House Points



Platinum

Platinum
200 House Points

If your child collects 250 or more house points in a year, they will receive the special governor's award. They will be awarded a special badge to mark this achievement.

House points from all classes are added together at the end of each term and the winning house is awarded the house point trophy in the final celebration assembly.

Credit Marks

Each time you are awarded a certificate, you will also receive a credit mark. These credit marks can be used in different ways. They can swap them for:



A reward pencil or other stationery



Collect 2 credits and exchange it for a book.



A Fair Trade snack.



Collect 32 credit marks as a class to earn a non-uniform day.

READY

1. BE PUNCTUAL TO ALL LESSONS.
2. ENTER, ENGAGE/LEARN AND LEAVE IN AN ORDERLY AND SELF-CONTROLLED WAY.
3. ALWAYS WEAR THE CORRECT SCHOOL UNIFORM AND HAVE THE CORRECT AND NECESSARY EQUIPMENT (INCLUDING KIT) FOR LEARNING.

RESPECT

1. ACCEPT THE CONSEQUENCE(S) FOR UNACCEPTABLE BEHAVIOUR WHEN GIVEN.
2. SPEAK, LISTEN AND ACT WITH KINDNESS TO ALL; LIVE OUT OUR SCHOOL VALUES.
3. PUT YOUR BEST EFFORT INTO MAKING A POSITIVE DIFFERENCE, FOR EXAMPLE, ENGAGING AND LEARNING IN LESSONS.

SAFE

1. FOLLOW ANY INSTRUCTION GIVEN BY A MEMBER OF STAFF.
2. WORK AND SOCIALISE TO KEEP YOURSELF AND OTHERS SAFE FROM HARM (EMOTIONAL AND/OR PHYSICAL).
3. TREAT THE BELONGINGS OF OTHERS, INCLUDING THE SCHOOL (BUILDINGS AND PROPERTY) WITH RESPECT.

STUDENT CODE OF CONDUCT





St. Mary's serves a geographically defined catchment area and is the designated school for a specified community. We are a Church of England school operating within the Wessex Multi Academy Trust (which is made up of both faith and non-faith based schools). The Diocese of Salisbury has close links with the school and are involved in the regular inspection of the standard of spiritual education offered to our pupils. We were delighted to have been judged as a 'good' school by SIAMS in this area of our work in 2023.

St. Mary's has developed an ethos that is underpinned by our Christian values of **Fairness, Kindness** and **Aspiration**. These values underpin both our daily work and our policies and procedures.

Collective Worship

Collective worship is distinctively Christian in nature and includes a prayer, a quiet moment of reflection and a hymn. Two acts of worship per week are undertaken in pupils' classrooms where they are based around the theme of the week.

Parents wishing to withdraw their child from collective worship must write directly to the Headteacher.

Communion

During the first term of Year 5, children have the opportunity to prepare for, and then participate in, the Act of Communion. Preparation takes place during R.E. lessons where pupils will learn about the significance of the act of Communion and the distinctiveness of a church school. A communion service is held after the first half term when children who have been baptised and have parental consent can receive Communion for the first time. This is a special moment, and parents, family members and friends are warmly invited to attend the service.

The school holds regular monthly communion services in school which all children can participate in.

Religious Education (R.E.)

All year groups have one discrete R.E. lesson a week (referred to as Theology and Ethics in Key Stage 3). During these lessons, children not only learn about the Christian faith but also a wide range of other religions and cultures. This allows children to start reflecting upon and developing their individual beliefs. The school sees its role as educating, not indoctrinating, and the beliefs (or non-beliefs) of individuals are respected.

Confirmation

The school will offer the opportunity to pupils in Year 7 and 8 to attend Confirmation classes before they leave St. Mary's. These classes culminate in a Communion service where the children involved are confirmed into the Church of England. These classes are entirely voluntary and do not take place during R.E. lessons.

First Aid and Medication

Some of our staff are qualified First Aiders and they look after the First Aid Room where children are attended to if they become ill or have an accident during the day. If necessary, on these occasions, office staff will contact parents/carers identified on the emergency contact list. (It is essential that these numbers are kept up to date).

All children who suffer from an ailment which requires medicines during the day should leave them with the office for safe keeping and dispensing. The bottle, box or inhaler, should be clearly labelled with their name, the dose and when it needs to be taken. We require written permission from parents to dispense medicines and forms for this purpose are available from the office.

Charges and Remissions Policy

In accordance with the Education Reform Act 1988, the Governors concur with the principle of a free education for all pupils, but nevertheless recognise the valuable contribution that is made to the children's wider education by activities such as clubs, visits and residential experiences.

The Governing Body reserves the right to make a charge for:

1. The board and lodging element of all residential activities deemed to take place within school hours;
2. The full cost to each pupil of activities deemed to be optional extras eg ice-skating or bowling, taking place wholly or mainly outside school hours;
3. Materials or ingredients if parents wish to retain the items made in Food Technology, Textiles, Ceramics or Resistant Materials (see later);
4. Instrumental music tuition and the hire of school instruments;
5. The cost of damage to, or loss of, school property where this is the result of a pupil's misbehaviour or negligence.

Although no child will be excluded from any activity offered during school hours because of parental inability or unwillingness to pay, the Governing Body will generally need to invite voluntary contributions from parents to cover the cost of, or subsidise, the activity. There is no obligation to contribute, but the Governors must point out to parents that school funds are not sufficient to cover the cost of children whose parents are not prepared to make a voluntary contribution and in such circumstances the whole activity may, regrettably, have to be cancelled. Parents in financial difficulty are reminded that they may contact the Headteacher in confidence to request help from the Welfare Fund.

Pupils who are eligible for pupil premium payments can have part or all of the charges for a residential visit covered. If you would like to discuss this option, please contact the school office.



Wraparound Care @ St Marys



Breakfast Club Monday - Friday, 7.45am - 8.30am
After School Club Monday - Friday, 3.25pm - 5.30pm
(4.30pm on a Friday)

Breakfast Club 7.45am - 8.30am	£6.00
After School Club 3.25pm - 5.30pm	£12.00
After School Club 3.25pm - 4.30pm	£6.00
After School Club 4.30pm - 5.30pm	£6.00

Book a place using ParentPay.com. If you have any questions, please email

wraparound@stmarys.wessex.ac



The governors of St. Mary's are proud to be part of the team of staff and students who make the school so vibrant and optimistic.

We all work together to ensure that everyone learns and develops in a challenging and supportive environment and that every child has the opportunity for a broad and stimulating education.

We are proud of the exam results that our students achieve but we cherish the fact that our students leave the school as well-rounded, self-assured young adults.

The present members of the St. Mary's C.E. Middle School governing body are listed below.

Adrian Whiting - Acting Chair (Foundation)

Helen Weir (Foundation)

Rev. Sarah Hillman (Foundation)

Gemma Bridle (Foundation)

Thomas Kirby (Foundation)

Elinor Vowles (Parent) -

Duncan Sleightholme (Parent)

Dr Tim Ennion (Ex-Officio Head)

Vacant (Staff Governor)

Clerk to the Governors: Vicky Smyth



Being a governor is a great opportunity to be involved in the life of the school and to have an input on its future development and work. We are looking to grow our governing body and would love to speak to any new parents or members of the local community who would be interested in joining the St. Mary's team of governors. If you are interested, please contact Vicky Smyth (Clerk to the Governors) at the Wessex Multi-Academy Trust.

St. Mary's C.E. Middle School is part of the Wessex Multi Academy Trust which operates under a board of directors taken from representatives from the community. The full list of directors can be found on the Wessex Academy website (<https://www.wessex.ac/>). Please find below a list of key personnel within the academy trust.

Chair of the Board of Directors: Mr Mike Foley

Wessex Multi Academy Trust (WMAT) Chief financial officer: Mrs. Debbie Shutts

Wessex Multi Academy Trust (WMAT) Company secretary: Mrs Karen Weir

(Website: <https://www.wessex.ac/>)









In St. Mary's C.E. Middle School, you will be expected to organise and look after your own equipment in a pencil case. To help you prepare for this, here is a list of equipment that you will need:

- Handwriting pen. This must be blue ink and a proper handwriting pen - no biros please. For example:

<https://www.amazon.co.uk/Manuscript-Handwriting-Comfort-School-Handwriter/dp/B0CWWGY2VZ6>

Handwriting pens are also available to purchase from the school office (see below)

- Black white-board pen
- Green pen for editing
- Highlighter pen (any colour except pink or green as teachers use these colours for marking)
- Pencils (at least two)
- Colouring pencils
- Rubber
- Pencil sharpener
- Ruler
- Glue Stick

 <p>Berol Handwriting Pen (Blue) 40p each</p>	 <p>Frixion Erasable Rollerball Pen (Blue or Green) 1.90 each</p>
 <p>Fineline Pen (Green) 40p each</p>	 <p>15cm Clear Plastic Rulers 20p each</p>
 <p>Glue Sticks 40p each</p>	 <p>Eraser 50p each</p>
 <p>Pencil Sharpener 10p each</p>	 <p>Pencil 10p each</p>

- Scissors

It is also very useful to have a clear water bottle and a pocket dictionary. Please help us by making sure that all equipment is labelled.

The school does run a stationery shop in the school library during some lunchtimes. Pupils will be able to purchase some of the above items here should they need to. A price list is shown below.



The pupil premium is a Government initiative that provides specific funds targeted at improving outcomes for disadvantaged pupils. Research has indicated that this group of students underachieve when compared to their peers. The premium is provided in order to support these pupils in fulfilling their potential.

The Department for Education states, "school leaders are best-placed to assess their pupils' needs and use funding to improve attainment. It is up to school leaders to decide how to spend their pupil premium." There is no obligation upon schools to spend the money directly upon those in receipt of free school meals or in care, however, this additional sum of money is provided to support schools in narrowing the achievement gap between different groups of pupils. The school will ensure that pupils in receipt of free school meals or in care, will be the highest priority in terms of receiving support.

Eligibility Criteria

Accessing funding that is rightfully available for your child can make a really positive impact to the school, your child and indeed all of our children. Below are the criteria that determines if your child is eligible to receive funding through pupil premium. If you feel that any of these apply to you, then you should complete an application form which can be found at www.dorsetcouncil.gov.uk/free-school-meals. If you are eligible for pupil premium funding, you will also be able to claim a free, healthy meal. If you do not want your child to receive a free school meal, they can continue to bring in their own lunch as normal. Please either apply for pupil premium only or complete the free school meals application form, both available via the Dorset Council link. The school does not see any specific information about your income or the benefits that you receive. If you have any questions regarding this, please contact Mrs. Ross via the school office.

Your child is eligible for Pupil Premium funding if you are in receipt of any of the following:

- Universal credit
- support under part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit; this is as long as you're not entitled to Working Tax Credit and your annual gross income is no more than £16,190
- Working Tax Credit 'run-on' payment (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit: this is as long as your household income is less than £7,400 a year (after tax and not including any benefits you get)

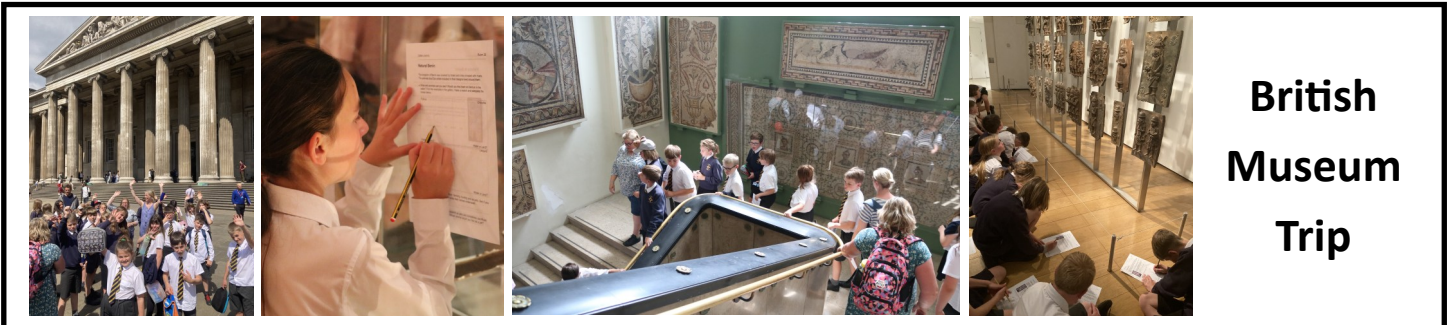
Pupil Premium is also paid for pupils that have left local authority care for one of the following reasons;

- Adoption
- Special guardianship order
- Child arrangements order
- Residence order

Service Pupil Premium

Service Pupil Premium is allocated to schools so that we can offer mainly pastoral support during challenging times and to mitigate the negative impact on service children of family mobility or parental deployment. Service parents need to make the school aware of their status ahead of the October census deadline.

We are confident that your child will have a successful and enjoyable time at St. Mary's in Year 5 and beyond. Here are a few things to look forward to.



We hope that this guide has answered all of your questions regarding your child starting at St. Mary's C.E. Middle School. Should you have any further concerns or questions, please contact the school office who will put you in touch with the best person to help.

All the staff at St. Mary's