

St Mary's

C.E. Middle School, Puddletown



School Information Pack, 2026-2027



"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) which includes 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.



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
(Curriculum)
Mr L Mitchem

Assistant
Headteacher
(Pastoral/Personal
Development)
Miss L Osborne

Assistant
Headteacher
(SEND/Inclusion)
Miss J Turner

Designated
Safeguarding/
Pastoral Lead
Mrs R Ralls

Year 5 Leader
Miss W Young

Year 6 Leader
Mrs R Doak

Year 7 Leader
Mr L Mitchem

Year 8 Leader
Mr J Bingham

Core Subject Leaders:

English Subject Leader (Mrs C.O'Rouke), Maths Subject Leader (Mrs. D Masters),
Science (Mr L Mitchem—Temp), T&E Leader (Mrs. A Monro)

Foundation Subject Leaders:

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

Form Teachers / Subject Teachers:

Miss Adams, Miss Cartwright, Miss. S Foot, Mrs. A Moore, Mrs S Staton, Mrs L Welch, Ms K Williams

Dr. Tim Ennion	Head of School SLT
Mr. Luc Mitchem	Deputy Headteacher, SLT
Miss. Laura Osborne	Assistant Headteacher, Personal Development & Pastoral, SLT
Miss. J Turner	Assistant Headteacher, SENDCo, SLT
Mrs. Rosie Ralls	Designated Safeguarding
Mr. Bryan Trim	Support Services Manager, SLT
Ms. E Adams	Year 6 tutor (6A)
Mr. John Aspinall	Year 5 Tutor (5A), History Subject Leader
Mr. Justin Bingham	Year 8 Leader, P.E. Subject Leader, Year 8 Tutor (8BE)
Ms. Georgia Cartwright	Year 5 tutor (5C)
Mrs. Laura Castilla	MFL Lead, Year 8 Tutor (8CE) & Year 6 tutor (6W)
Mrs. Catherine Clark	Textiles teacher, Year 7 tutor (7CS)
Mrs. Beccy Morgan-Doak	Year 6 Leader, Year 6 Tutor (6D)
Mrs. Clare Evans	Cooking and Nutrition Subject Leader, Year 8 Tutor (8BE)
Mr. Tom Evans	Design Technology Subject Leader, Year 8 Tutor (8CE)
Miss. Sophie Foot	P.E. teacher, Food Technology teacher, Year 6 Tutor (6D) & Year 7 Tutor (7OF)
Mrs. Dawn Masters	Science Subject Leader, Year 8 Class Tutor (8H)
Mrs. Anna Monro	Maths Subject Leader, Year 8 Tutor (8M)
Ms. Alison Moore	English KS3 teacher, Year 7 tutor (7M)
Mrs. Christie O'Rourke	Art Teacher, Year 5 tutor (5Y)
Mrs. Natalia Rogers	English Subject Leader, Year 7 Tutor (7OF)
	Music Subject Leader, Year 7 Tutor (7R)
	PSHE Subject Leader (TBC)
Mrs. Sophie Staton	English Teacher, Year 7 Tutor (7CS)
Mr. David Squire	Geography & Computing Leader, Year 6 Tutor (6S)
	Year 8 Leader, Year 8 Tutor (8TF)
Mrs. Laura Welch	English Teacher, Year 6 Tutor (6W)
Ms. Kimmaree Williams	Year 5 Tutor (5W)
Miss. Wendy Young	Year 5 Leader, Year 5 Tutor (5Y)
Mrs. Clare Journeaux	Cover Supervisor

Office Staff

Mrs. Sophia Broom	Administration / Librarian / Reprographics and Resources
Mrs. Gemma Dayment	Data & Finance Officer
Mrs. Tori Galloway	HR Administrator & Payroll
Mrs. Kellie Gaughan	Administration Officer / Media Administrator
Mrs. Charlotte Newman	PA to the Headteacher / Administration Officer

Learning Support

Miss. Charlotte Allgood	Senior Teaching Assistant/Deputy Base Lead
Mrs. Nicola Burridge	Senior Teaching Assistant / Guidance Lead
Mrs. Tina Dutton	Teaching Assistant/Senior Teaching Assistant
Mrs. Lucy Edwards	Senior Wellbeing Teaching Assistant
Mrs. Laura Evans	CCN Base Lead
Mr. Jamie Gibbs	Teaching Assistant
Mrs. Clair Giddings	Teaching Assistant
Mr. Jack Giddings	Teaching Assistant
Mrs. Kirsty James	Teaching Assistant
Miss. Loren Kellaway	Teaching Assistant
Mrs. Yvonne Matthews	Senior Teaching Assistant
Mrs. Lisa Povey	SEND Administration Officer
Miss. Caitlin Purnell	Senior Teaching Assistant
Miss. Candice Salih	Teaching Assistant
Mrs. Donna Stickland	Teaching Assistant
Miss. Hannah White	Senior Teaching Assistant
Miss. Ruby White	Teaching Assistant
Miss. Jordan Wood	Teaching Assistant

Other support staff

Mr. Jawad Haq	ICT Technician
Mrs. Lynne Rainford	Science Technician
Mrs. Jacqui Warder	Design / Art / Textiles Technician and Display

Lunchtime Staff

Mrs. Marie Amey	School Cook
Miss. Amanda Baptiste	Lunchtime Supervisor
Mrs. Daphne Hallam	Lunchtime Supervisor
Mrs. Lisa Pelling	Lunchtime Supervisor

Site Staff

Mr. Roger Matthews	Site Manager
Mr. Sam Matthews	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.

	Year 5	Year 6
Tutor	8.50 – 9.00	
L1	9.00 – 10.35	
Break	10.35 – 10.50	
L2	10.50 – 11.15	
L3	11.15 – 12.15	
Lunch	Lunch 12.15 – 12.40 Play 12.40 – 13.00	Play 12.15 – 12.40 Lunch 12.40 – 13.00
Transition	13.00 – 13.05	
L4	13.05 – 14.00	
L5	14.00 – 15.00	
L6 Tutor	15.00 – 15.25	

	Year 7	Year 8
Tutor	8.50 – 9.10	
L1	9.10 – 10.05	
L2	10.05 – 11.00	
Break	11.00 – 11.15	
L3	11.15 – 12.15	
L4	12.15 – 13.10	
Lunch	Lunch 13.10 – 13.30 Play 13.30 – 13.55	Play 13.10 – 13.30 Lunch 13.30 – 13.55
Transition	13.55 – 14.00	
L5	14.00 – 15.00	
L6 Tutor	15.00 – 15.25	

- 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 (Guidance Lead).

Autumn Term

Tuesday 1st September 2026	INSET DAY
Wednesday 2nd September 2026	SEND Transition Day
Thursday 3rd September 2026	First day of school for Year 5 ONLY
Friday 4th September 2026	ALL PUPILS back to School
Tuesday 20th October 2026	End of half term for pupils
Wednesday 21st October 2026—Friday 23rd October 2026	INSET DAYS
Monday 2nd November 2026	ALL PUPILS back to school
Thursday 17th December 2026	End of Autumn Term
Friday 18th December 2026	INSET DAY



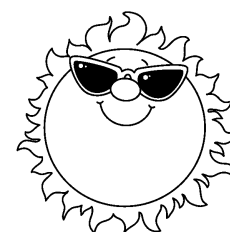
Spring Term

Monday 4th January 2027	INSET DAY
Tuesday 5th January 2027	ALL PUPILS back to school
Friday 12th February 2027	End of term
Monday 22nd February 2027	Start of 2nd Spring half-term
Thursday 25th March 2027	End of Spring term



Summer Term

Monday 12th April 2027	INSET DAY
Tuesday 13th April 2027	ALL Pupils back to school
Friday 30th April 2027	INSET DAY
Monday 3rd May 2027	May Day Bank Holiday
Friday 28th May 2027	End of half-term
Monday 7th June 2027	Start of 2nd Summer half-term
Wednesday 21st July 2027	End of Summer term



Events for Parents 2026 / 2027

Meet the Tutor Evening (4.00pm – 7.00pm) – Tuesday 29th September 2026

Open Evening (6.00pm – 8.00pm) – Tuesday 20th October 2026

Thursday 3rd December 2026 (4.00pm-7.00pm) Virtual (SUBJECTS)

Tuesday 8th December 2026 (4.00pm – 7.00pm) Virtual (SUBJECTS)

Thursday 11th March 2027 (4.00pm – 7.00pm) Virtual (SUBJECTS)

Tuesday 16th March 2027 (4.00pm – 7.00pm) Virtual (SUBJECTS)

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.

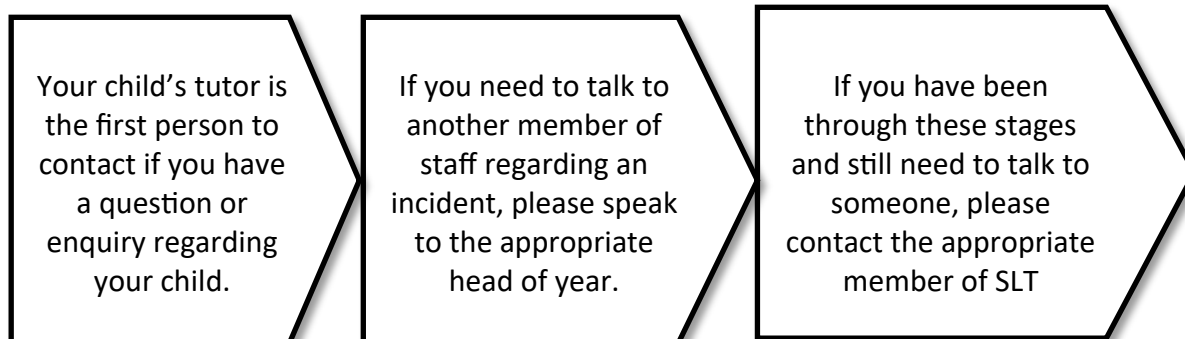


The main point of contact is the school office. You can phone at any point between 8.30am and 4.30pm. A member of the office team will take details and pass them on to the most appropriate member of staff to deal with your enquiry. ***Please note that it is rarely possible to talk directly with a teacher 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. Ralls - Designated Safeguarding Lead (DSL). This is best done by phone to ensure that the issue is addressed promptly.

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.

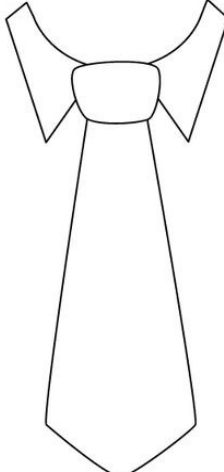


Term-time holiday requests



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 or white socks		Black/grey socks/white 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.

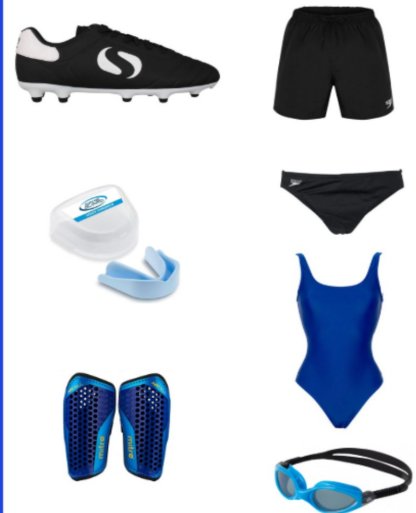
PE KIT



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

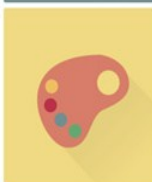


We have spare boots and shinpads that pupils are welcome to borrow. Gumshields are also available on request from parents.

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 (Shorts should be worn over the top)	
St Marys Sports Tops (These are optional. We do encourage pupils not to use their school uniform jumper as an additional layer)	
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 (includes Grammar, Handwriting and Spelling in KS2)	19.16	19.16	8	8
	Maths (includes Arithmetic in KS2)	10.84	10.84	8	8
	Science	2	2	6	6
	Humanities	2	2		
	Geography			4	4
	History			4	4
	RE	2	2	2	2
	Modern Foreign Language (MFL)	1	1	2	2
	IT	2	2	2	2
	Music	2	2	2	2
	PE	4	4	4	4
	Art	1	2	2	2
	Design and Technology	2	2	4	4
	PSHCE	2	1	2	2
	TOTAL	50	50	50	50



Home learning (homework) is set for all year groups through the Arbor platform. 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.

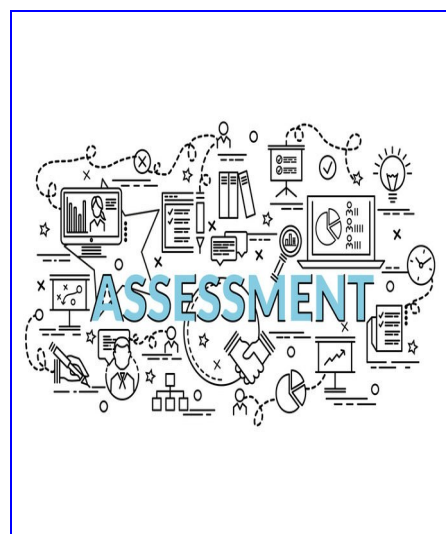
Pupils are judged against the objectives listed in the National Curriculum (referred to as Age Related Expectations—A.R.E.) and these have been standardised through moderation with other schools in the area.

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!

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

50 House Points



Silver

100 House Points



Gold

150 House Points



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.

Mobile Telephones

All phones are collected by the child's tutor first thing each day and returned to the child at the end of the school day. During the day, phones are kept in the school office in secure cabinets. Any child found in possession of a phone during the school day without permission of staff, will have their phone confiscated and parents will be required to collect the phone from the school office. The phone will NOT be returned to the child.

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.



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 Arbor App. 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.

Dr Tim Ennion (Ex-Officio Head)

Mr M Foley—Chair of Governors

Adrian Whiting - Vice Chair of Governors (Foundation)

Helen Weir (Foundation)

Rev. Sarah Hillman (Foundation)

Thomas Kirby (Foundation)

Elinor Vowles (Parent)

Duncan Sleightholme (Parent)

Josh Mead (Co Opted)

Vacant (Two Foundation Governors & Staff Governor)

Clerk to the Governors: H Serkis (hserkis@wessex.ac)



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 H Serkis (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

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

Key Stage 2 (Years 5 & 6)

All stationery is provided by the school. There is no need to purchase a pencil case or any items of stationery.

Key Stage (Years 7 & 8)

In St. Mary's C.E. Middle School, you will be expected to provide 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 or black ink and a proper handwriting pen - no biros please.
For example:

<https://www.amazon.co.uk/Manuscript-Handwriting-Comfort-School-Handwriter/dp/B0CWGY2VZ6>

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 / Scissors

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

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 above.

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 for Free School Meals. If you feel that any of these apply to you, then you should complete an application form which can be found at <https://www.dorsetcouncil.gov.uk/w/free-school-meals>

Please note that if your child is currently in receipt of free school meals, their eligibility will end on 31st August 2026, and **you do need to reapply**. Eligibility is now only for one academic year, and will not carry over to a new school year.

From September, there will be 2 levels of eligibility.

1. **Targeted** free school meals for families who get:

- Universal Credit and earn less than £7,400 per year
- support under Part VI of the Immigration and Asylum Act 1999
- income-related Employment and Support Allowance
- the guarantee element of Pension Credit
- Households with families with no recourse to public funds (NRPF)

Families in the **Targeted** group may be able to access further financial support through the school's **Pupil Premium** Funding.

IMPORTANT - If you do not want free school meals for your child but you receive one of the qualifying benefits above, you should still apply for free school meals. This will ensure that St Mary's Middle School will get the Pupil Premium funding to support your child. You do not have to order the meals if you do not wish to.

Families that have left local authority care for one of the following reasons are also eligible;

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

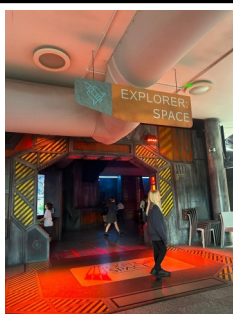
Service Pupil Premium

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.



**Year 5
Greek
Day**



**Winchester
Science
Museum**



**Langar
Meal**



**Year 5
Rainforest
Day**

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