



# Parent Handbook

Taking you step-by-step through starting school

*Where children learn with passion to live with purpose*



## Phillipa Bild, Head of School, says ...

### “Welcome to St Mary Cray Primary Academy!

It's great news that your child is starting at our wonderful school, thank you for selecting us! To best help your child's transition to St Mary Cray Primary Academy we need to know a bit more about you and your child. Please complete the Pupil Admission Forms alongside this handbook and return these to the school office before you start. But first, you need to know a bit more about us! Please read through this Parent Handbook to find out more”.



### The Spring Partnership Trust (TSPT)

TSPT is a primary school Multi Academy Trust based in South East London and we currently have six member schools:

- Hayes Primary School
- St Mary Cray Primary Academy
- Castlecombe Primary School
- Leeson's Primary School
- Midfield Primary School

#### Our Aims

All of our schools share the same aims; to create a family of outstanding academies known for the successful track record and to improve the life chances of our pupils.

TSPT's main aim is to deliver an outstanding education for every child in our academies through a relentless focus on excellence, in learning and teaching, leadership and pastoral care, and in the individuality of our schools, our communities and our children.

Our aims are achieved by joining together as a group and pooling our considerable resources, expertise and experience of the primary sector. From economies of scale to accessing better finance and the provision of central services; all leads to TSPT's ability to run a leaner organisation which in turn means more money to spend on our children.

Staff recruitment, development and career opportunities across our member schools are greatly enhanced. Meanwhile support, advice and the benefits of being part of a big family imbue TSPT staff with a collective sense of well-being and purpose. This ethos permeates our schools and more crucially, influences our children who are encouraged to succeed, irrespective of their background or prior attainment.

Tel: 020 3121 1144

Email: [contact@springpartnership.co.uk](mailto:contact@springpartnership.co.uk)

Website: [www.springpartnershiptrust.co.uk](http://www.springpartnershiptrust.co.uk)



# Key Information

## School times

Year	Arrival & Start	Break	Lunch	Finish
Reception	8:30am for 8:55am start. Enter through green gate	N/A (play as you learn)	12:00pm – 1:00pm	3:15pm. Collect children from the green gate
Years 1-5	8:30am for 8:55am start. Enter through your class door	10:45am – 11:00am	12:10pm – 1:10pm	3:15pm. Collect children from their outer classroom door
Year 6	8:30am for 8:55am start. Enter through your class door	10:45am – 11:00am	12:00pm – 1:00pm	3:15pm. Collect children from the double red doors

## Arrival and Collection

### Arrival

Please note that children should not arrive before 8:30am. Our school doors open at 8:30am. We do this so your child can have a soft start and settle into their learning by 8:55am registration. Reception children enter through the green gate to the EYFS area. Years 1-6 enter through their classroom doors.

Arrivals after 8:55am will need to be through the main school office where you will be marked in late.

### Collection

School finishes at 3:15pm

Children who are not collected by 3:30pm will be taken to Tik Tok After School Club and parents will receive a late collection fee. Please see the T&Cs on our website for fees.

## Childcare Clubs

Our breakfast and afterschool clubs are run by experienced St Mary Cray staff who are trained in paediatric first aid and food hygiene procedures. Booking forms (both contract and ad-hoc) are available to download from the school website and should be returned to the school office. A waiting list will be kept if applications exceed the number of places available. You will be contacted by letter to confirm your place and to advise of your weekly or termly payments. Payment is due in advance by ParentPay. Children are not permitted to bring their own food as we have a number of children with food allergies.

### Breakfast Club

Breakfast Club is open from 7:30am every school day. We serve a nutritious breakfast to children arriving before 8:00am.

Email: [breakfastclub@st-marycray.bromley.sch.uk](mailto:breakfastclub@st-marycray.bromley.sch.uk)

**Contracted** sessions are £4.00 per session.

**Ad-hoc** sessions are £5.00 per session.

### Tik-Tok After School Club

Tik-Tok Club runs from 3:15pm to 5:55pm every school day. We serve a healthy snack to children as well as providing a range of fun and engaging activities.

Email: [afterschoolclub@st-marycray.bromley.sch.uk](mailto:afterschoolclub@st-marycray.bromley.sch.uk)

**Contracted** sessions are £8.50 per session.

**Ad-hoc** sessions are £10.50 per session

## Food in School

### Choice

Children can have a packed lunch or nutritional school meal. Olive Dining cater our school meals which are freshly cooked on site each day. Menus are available under the 'Parents' section of our school website. There is a daily variety of meals including a meat, vegetarian and jacket potato option. Special dietary requests can be accommodated and we do offer Halal food. The children have a choice of desserts including fresh fruit and a choice of milk or water.

### Packed Lunches

If you decide to give your child a packed lunch they will find it reassuring to have familiar favourite foods. Please choose healthy options. We are a **no nut school**; packed lunches should **not include nuts**, e.g. peanut butter or Nutella. Please ensure that your child's lunchbox is clearly labelled.

### Dinner Money

The current cost of a school meal is £2.30 per day. School dinners should be **paid for in advance** either weekly or termly **on ParentPay**. For ParentPay log in information and support please contact the school office.

### Free School Meals

All children in Reception, Year 1 and Year 2 are entitled to Universal Free School Meals as funded by the government. Older children may also qualify for a Free School Meals if you receive any of the following Income Support allowances:

- Income based Jobseekers Allowance
- Income related Employment Support Allowance
- Child Tax Credit (providing you're not also entitled to Working Tax Credit and have an annual gross income of less than £16,190)
- Pension Credit (Guarantee Credit)
- Support under part VI of the Immigration
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)

### Why apply?

Pupil Premium (PP) funding brings in each year an additional £1,320 per eligible child to the school which will mean valuable support and resources can be obtained.

PP starters will also receive a free school bag and jumper.

**To find out more** contact the school office.

**To apply** complete the Pupil Premium form in the form section or go online to [www.bromley.gov.uk](http://www.bromley.gov.uk)

## Break-time and Snacks

All Reception, Year 1 and Year 2 will receive a morning break-time snack of fresh fruit or veg. Children in Years 3-6 may bring in a piece of fruit for their morning break.

## Water

Children should bring a bottle of water into school every day. This bottle should have a sports type cap to prevent spillages, be clear and be clearly labelled. Children should not have sweet drinks or flavoured water in their water bottles during the school day. Any sweet drinks or flavoured water will be poured away and replaced.

## Uniform

We believe that school uniform is important and contributes to the ethos of the school. The Governors' policy on uniform

has been to choose clothing which is smart but durable. Please support us by ensuring that your child wears clean and correct uniform. See table below for your child's year group uniform specification. **Please ensure that all items of uniform are clearly named.**

## Where to buy

Logo items and ties can be obtained from Bandbox Logos, 23 Wellington Road, Orpington, Kent, BR5 4AG.

Tel: 01689 833866; Email: mail@bandbox-logos.co.uk ;

Web: [www.bandbox-logos.co.uk](http://www.bandbox-logos.co.uk)

## Support

Free school uniform items available upon request to pupils who are entitled to Pupil Premium. Please contact the School Office if you have any questions.

Uniform	Year Group		
	Reception and 1	2, 3 and 4	5 and 6
Tie	No tie	<b>OPTION:</b> Tie with white collared cotton shirt <b>OR</b> No tie with white polo shirt	Tie is required
Shirt	White polo shirt	White polo shirt (without tie) White collared cotton shirt (with tie)	White collared cotton shirt
Jumpers/Cardigan	Red jumper or cardigan (school logo optional – available from Bandbox Logos)		
Trousers	Grey skirt or trousers		
Socks	White or black socks, grey or white tights		
Shoes	Flat black leather shoes (no trainers)		
Summer	As above OR Red and white checked cotton dress Grey shorts		
PE	Black shorts / tracksuit bottoms in cold weather (No Leggings or football kits) Plain red / white t-shirt (school logo optional) Plain black trainers or plimsolls <i>*PE kits must be kept in school during the week. If a child does not have their PE kit they will have to do work in another class.</i>		
Hair & Accessories	Shoulder length hair must be tied up. Plain hair bands (no bows or other decoration) No jewellery Studs only (health and safety reasons). Watches allowed		





# Frequently Asked Questions

Here are our answers to, what we find are, the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

## Attendance

### Remember Every School Day Counts!

At St Mary Cray Primary Academy we have high expectations of attendance from all pupils. Our school target for attendance is 96.3% (which is above the national average for attendance). This is essential to ensure children reach their potential both academically and socially. Children who achieve excellent attendance get to take parts in lots of activity awards – so make sure you're in!

## Absence

Should your child be too poorly to attend school, parents should phone the school office to report their child's absence. This should be done daily for the period of absence. Absences longer than 24 hours require supporting medical evidence e.g. doctors note. Please note that the required absence period following the last episode of sickness and diarrhoea is 24 hours. Absences not in line with this will be marked unauthorised and followed up with further action from the school and Educational Welfare Officers (EWO).

## Medical Appointments

If an absence relates to a medical appointment, the school requires a copy of the appointment card or letter; but wherever possible, these appointments should be arranged outside of school hours.

## Holidays

Head of Schools can no longer authorise absence for holidays in term time. This is a government led directive. Children are required to attend school for 38 weeks each year, leaving 14 weeks to attend family holidays.

### Request for absence

If you are considering leave within term time, please put the request in writing addressed for the attention of the Head of School stating the exceptional circumstances. This should be received at least one month before the date of requested absence; earlier if possible. Leave for holidays and travel during term time will not be authorised as these do not constitute exceptional circumstances. Further evidence may be required for any authorisation given due to exceptional circumstances. Those who choose to remove their child from school for unauthorised leave will be referred to the EWO who has the authority to issue a Fixed Penalty Notice (FPN).

## Jewellery and other valuables

Children are permitted to wear small, plain ball stud earrings (to be removed or covered in tape for PE). Children may wear a discrete, functional watch (to be removed for PE). Any items that do not match those stated will be removed and returned at the end of the school day.

## Sport

At St Mary Cray Primary Academy we have excellent provision for PE and sport. We recognise the positive impact this has on developing the whole child. Children have two sessions of PE a week, giving the required total of 2 hours. IN KS1 PE provision, the children enjoy Multi-sports, ball skills, football, tennis, athletics, swimming, gymnastics and dance. KS2 children have access to football, tag rugby, hockey, netball, tennis, athletics, swimming, gymnastics and dance. Children take part in competitions with internally and externally with local schools and borough wide events.

## Music

We strongly believe in providing children with fantastic experiences in music. In school all of KS2 receive specialist music teaching. Year 3 learn to play the recorders. Year 4 take part in Band on the Run which includes both brass and wood wind instruments. Years 5 and 6 receive singing coaching which they share with the whole school on Thursday afternoons in our singing assemblies. Our school choir gives several performances every year both at school and local events. Within 6 weeks our children can go from no musical experience to performing in concerts for friends and family. At the end of each term we hold a musical concert to showcase our progress and talents.

## Clubs

We provide a wide range of clubs and activities, which are held during lunchtime and after school. These clubs vary termly and from year to year. Examples include:

- Football
- Musical Theatre
- Gymnastics
- Lego and Construction
- Science
- Arts and Crafts

## Trips

Our pupils also have opportunities to learn through a wide range of educational visits and events including:

- National History Museum
- Restaurant cooking class
- Godstone Farm
- Lullingstone Country Park
- Year 6 residential Trip
- Crofton Roman Villa

## Visitors

We have a range of visitors coming into school to share their skills and experiences. Examples include:

- Local MP
- Fire Brigade
- Local Councillors
- Librarians
- Dentists
- Animals

## Good behaviour and self- development

We recognise that managing behaviour is not just about responding to inappropriate behaviour but is about creating an environment that fosters positive behaviour. We know it is important to look beyond the behaviour, to investigate its causes, and meet needs as far as possible. Whilst we believe in a supportive, nurturing approach and will reward excellent behaviour and success, we believe in the importance of firm boundaries and appropriate challenge to poor behaviour.

### Our Golden Rules for good behaviour are:

- We are kind and do not hurt anybody
- We take care of all property
- We are honest and always tell the truth
- We listen carefully and follow instructions
- We always do our best

### Our School Values are:

- Diverse Dolphin
- Friendly Frog
- Helpful Hippo
- Honest Hedgehog
- Kind Kangaroo
- Persevering Penguin
- Polite Panda
- Resilient Rhino
- Respectful Robin
- Responsible Raccoon

## Celebration and rewards

Positive behaviour is rewarded in multiple ways at St Mary Cray Primary Academy :

- Praise
- House Points
- Excellence Awards
- Top Table
- Stars of the Week
- Special responsibility jobs
- Contact with families including postcards and phone calls home

## Special Educational Needs

We pride ourselves on the inclusive ethos within our school and ensure that all children have access to our curriculum. Class Teachers ensure that work is differentiated and set to match the ability of the individual. Those children whose overall attainments and achievements in specific subjects fall significantly outside the expected range may have Special Educational Needs and Disability (SEND).

### How the school supports a child with SEND

- Pupils with a disability will be provided with reasonable adjustments (such as auxiliary aids and services) to overcome any disadvantage experienced in schools and increase their access to the taught curriculum.
- Where it is decided that special educational provision is required, parents will be informed that the school considers their child may require SEN support, and their partnership will be sought in order to improve attainment.

Through working with parents as partners and by continually

tracking progress we are able to adjust support to meet the child's needs at all times. We also hope that parents will feel able to take an active part in helping their children home.

### Our Learning Support Strategies include:

- Regular intervention programmes in class
- Learning support groups and clubs
- Intensive programmes for key skills

When appropriate, we also involve outside agencies for their expertise. These include Speech Therapist, Education Psychologist, and Specialist Teacher Services. Parents/ Carers are always included in any decision to request this type of extra support for their child.

### How accessible is the school environment?

Adaptations have been made to the school environment to ensure it is fully accessible for anyone with a disability.

## Higher Attaining Children

We recognise that all children are individuals with their own specific needs, gifts and talents. Children who are identified as being exceptionally able or talents are monitored and provided with stimulating and enriching lessons appropriate to their needs.

## Emergency Arrangements

We will always endeavour to open the school, but in cases of severe bad weather that may affect access to our essential services, closure may be unavoidable. During severe weather we will advise you via a ParentMail text message as well as an update on our school website, Facebook and Twitter. Please look out for "Urgent News" on such occasions.

### Collecting your child

If school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible. If you personally cannot get to school, or you work out of the areas, please have a contingency plan in place i.e. nominate an adult to collect your child in your absence and organise this. Please make sure we have at least two current contact numbers, in case we need to contact you urgently.

## Health and Welfare

It is absolutely essential for the school to know of any relevant medical facts relating to your child, e.g. allergies, asthma, eczema, diabetes or epilepsy. Please keep the school regularly updated with relevant medical information and medications so that appropriate provision can be made for each child.

### Medicines

Children must not have medication in school unless prescribed by their doctor. Prior to giving prescribed medications, a permission form must be completed and signed by a Parent / Carer. Asthma pumps are kept in class and children are expected to administer themselves, under adult supervision. The school office has an emergency inhaler that will be used if necessary, provided parental agreement has been received. Other prescribed medication is kept in the school office / first aid bay. Cough / throat sweets are not allowed in school. Please note that the school no longer provides Calpol.

# Working with Parents

## Parental Involvement

We believe that school is successful when it works in partnership with people and organisations that can enhance the quality of education it provides. The most important partnership is with parents.

Children make maximum progress when home and school work closely together. Reading and homework is an important part of this partnership. It allows the pupil to improve his or her own standards and potential beyond the classroom environment. We provide regular contact through formal and informal parent evenings and will contact you if there are any problems.

### Partnership with Parents

At St Mary Cray Primary Academy we know how vital working in partnerships with parents really is for children to find school a positive and rewarding experience. We have an 'open door' policy and welcome parents to talk to staff, to work in classrooms or help support activities / events.

### Parent Volunteers

We have a number of parents who regularly help in school with classroom activities, events and school trips etc. **If you would like to volunteer please contact the school office.**

## What to do if you have a concern / complaint

If you or your child ever experience problems with our school then please contact the class teacher as soon as possible. Should anything persist beyond first reporting it to the class teacher, please contact the school office to arrange a meeting or phone call with a member of the Senior Leadership Team. Most complaints will normally be resolved informally; however, in the event that a parent may still feel dissatisfied, the Head of School will be able to provide parents with a copy of the school's formal complaints procedure.

## PTA - Parents and Teacher Association

You are automatically a member of our PTA while your child is part of our school. We exist as a committee to co-ordinate and build social community amongst parents, children and staff. We organise and run fund-raising activities throughout the year which enable us to support a number of school activities and events. If you would like to get involved as a committee member or event helper, then please contact the school office. **It does not have to be a huge commitment as we appreciate all and any time and resources offered in support. We have great fun organising exciting events for our children and community and hope you will want to get involved.**

## Governance

### The Local Committee

The role of the Local Committee is to work in close partnership with the Head of School and Senior Leadership Team (SLT) in the management of the school. Local Committee Members (LCMs) take a part in driving the improvement and culture of the school.

## Your Child's Achievements

Throughout the year Class Teachers assess and record your child's achievement in all the National Curriculum subjects. Children in Reception class are assessed against the Foundation stage Profile. Each child has an assessment folder which contains information on previous formal tests plus copies of school reports and other relevant personal information. Assessments taking place outside of school, e.g. in sport and music are acknowledged and, where applicable, recorded in the Higher Achiever and Talented/Gifted and Talented Register.

### Annual Review

We provide all parents with an annual written report from the class teacher at the end of the summer term which provides information about your child's academic achievement and summarises their personal and social development. You are welcome to arrange to see the teacher if you have particular questions.

## Parents Evenings

We offer a range of opportunities for parents to see and hear feedback on their child's progress. Parents are invited to attend a parents' consultation evening each term. These provide a formal opportunity for teachers to share assessments on children's progress and discuss targets during the next term. Workshops are provided when appropriate to help inform parents of our approach to different subjects.

## News

Our website ([www.st-marycray.bromley.sch.uk](http://www.st-marycray.bromley.sch.uk)) has lots of useful information including news, term dates and copies of any letters that are sent out. Please see the 'Parents' section where you will find copies of 'Letters Home' and 'School Newsletters' regarding school activities, dates of specific events and other useful information.

### Newsletters

We send out Newsletters regularly and would ask you to

### Class Dojo and ParentPay

Communicating with parents is an important part of what we do. We will keep you up to date with what is happening with Class Dojo and ParentPay.

## Internet Payments

We are a cash free school and ask parents to make payments to the school via an on-line payment system – ParentPay. See: [www.Parentpay.com](http://www.Parentpay.com)

ParentPay gives parents a quick, convenient and easy way to pay for school lunches (from Year 3), trips and breakfast/after school clubs using a credit/debit card. All siblings at the school can be linked under one account. By using this system, parents can eliminate the risk of payments going missing or not being handed in, as well as view their payment history on-line. The technology used is of the highest internet security available ensuring that your money will reach school safely – offering you peace of mind.

If you do not have a debit/credit card please contact the finance office and they can order a Paypoint card for you which you can use in over 33,000 shops to make the relevant payments.

An e-mail will be sent within your child's first week, containing instructions on how to set up an account and, most importantly, your username and password. Please look out for this letter and activate your account as soon as possible.

If you require more than one parent login per child please contact the Finance Office who will be happy to assist you with this. If you have any questions regarding this, please do not hesitate to contact Miss Kendall in our Finance Office on 0203 121 1141 or [finance@springpartnership.co.uk](mailto:finance@springpartnership.co.uk)

## Social Media

At St Mary Cray Primary Academy we like to engage with multiple schools, agencies and parents. To ensure we are keeping up to date with our community and keeping our community up to date we use social media platforms (Facebook and Twitter) to receive and share exciting parts of our school's and the children's journeys.

### Parents and Social Media

Our social media is dedicated to be a positive platform for our students, school and community. We invite parents to positively engage with us through social media – like, share, retweet, comment etc. However, we have procedures in place for parents bearing concern / complaint and this must

be followed to reach resolve more efficiently and effectively. See previous page **What to do if you have a concern / complaint.**

## Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties. A copy of which is returned home to the parents.

## Policies

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

### Parents need Policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

### High Standards

Policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have you can contact the school office or visit the school website and click on 'Our School' then select 'Our School Policies' to read our policies.

### Key Policies:

- Teaching and Learning
- Assessment
- Educational Visits
- E-Safety
- Admissions
- SEN
- Behaviour and Anti-Bullying
- Attendance
- Complaints
- PSHE





# Term Dates and Holidays

## 2020-21

Autumn Term 2020	
Autumn 1	<b>Pupils in school: Tuesday 1 September – Friday 23 October</b> (Thursday 27 August and Friday 28 August Staff Inset Days – children not in school) (Bank holiday Monday 31 August)
Half Term 2 week	Monday 26 October up to/including Monday 9 November (Monday 9 November Staff Inset Day – children not in school)
Autumn 2	<b>Pupils in school: Tuesday 10 November – Tuesday 22 December</b>
Christmas Break	Wednesday 23 December up to/including Tuesday 5 January
Spring Term 2021	
Spring 1	(Tuesday 5 January Staff Inset Day – children not in school) <b>Pupils in school: Wednesday 6 January – Friday 12 February</b>
Half Term	Monday 15 February – Friday 19 February
Spring 2	<b>Pupils in school: Monday 22 February- Thursday 1 April</b>
Easter Break	Friday 2 April up to/including Friday 16 April (Good Friday 2 April, Easter Monday 5 April)
Summer Term 2021	
Summer 1	<b>Pupils in school: Monday 19 April – Friday 28 May</b> (Bank holiday Monday 3 May)
Half Term	Monday 31 May up to/including Monday 7 June (Monday 7 June Staff Inset Day – children not in school)
Summer 2	<b>School Starts: Tuesday 8 June – Friday 23 July</b>

### Bank Holidays 2020-21

Monday 31 August 2020 (Summer Bank Holiday)  
Friday 1 January 2021 (New Year's Day)  
Friday 2 April 2021 (Good Friday)  
Monday 5 April 2021 (Easter Monday)  
Monday 3 May 2021 (Early May Bank Holiday)  
Monday 31 May 2021 (Spring Bank Holiday)

### Inset Days 2020-21 (children not in school)

Thursday 27 August 2020  
Friday 28 August 2020  
Monday 9 November 2020  
Tuesday 5 January 2021  
Monday 7 June 2021

### Other Dates for your Diary

To keep up to date with all in school dates, trips, clubs activities, events and more, please check the:

- school calendar on the school website
- school noticeboards
- school newsletters

# Our Mission Statement

At St Mary Cray primary Academy, we enable excellence in learning, achievement and development. The school works as a united school community to support children to become successful, confident and caring citizens. We place children at the centre of all we do. We support and challenge each other to give young people the very best. We believe our children deserve outstanding opportunities to develop. We focus on achieving this in every area of the school so that all can be the best they can be. We strive to nurture all.

We offer a child an opportunity to learn, to achieve goals, to develop skills, make friends and ultimately grow to deal confidently with the trials of life. We promote empathy.

Children grew up in different ways: physically, intellectually, socially and emotionally. We have high expectations that all can achieve and as they do we celebrate their successes in all these areas.



**St Mary Cray Primary Academy**  
High Street  
St Mary Cray  
Orpington  
BR5 4AR

**Tel: 01689 826081**

**E-mail: [admin@st-marycray.bromley.sch.uk](mailto:admin@st-marycray.bromley.sch.uk)**

**Web: [www.st-marycray.bromley.sch.uk](http://www.st-marycray.bromley.sch.uk)**

**Facebook: [@stmarycrayprimaryacademy](https://www.facebook.com/stmarycrayprimaryacademy)**

**Twitter: [@stmarycraypa](https://twitter.com/stmarycraypa)**