

# St. Mark's Catholic Primary School

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Chair of Governors

Mrs. A. Farrell

Headteacher

Mr. R. Coakley

*In a caring Christian community, together we love,  
learn, laugh and achieve*

# St. Mark's Catholic Primary School

## School Governing Body

|                                |  |
|--------------------------------|--|
| <b>Chairperson</b>             | Mrs A. Farrell<br>c/o St. Mark's Catholic Primary,<br>Fir Avenue,<br>Halewood,<br>Liverpool          |
| <b>Vice Chairperson</b>        | Mrs J. Cross   |
| <b>Foundation Governors</b>    | Mr D. Bakstad<br><br>Mr P. Crompton<br><br>Mr T. Fitzsimmons<br><br>Mrs C. Ming<br><br>Mrs S. Wilson |
| <b>Elected Parent Governor</b> | Mr R. Schofield<br><br>Mrs V. Anyanwu-Jones  |
| <b>Headteacher</b>             | Mr R. Coakley  |
| <b>Staff Governor</b>          | Mrs R. Martin  |
| <b>L.E.A. Governor</b>         | Mrs S. Welsh   |
| <b>Clerk to the Governors</b>  | Mrs E. Connolly  |

## Teaching Staff

|                         |                           |                  |
|-------------------------|---------------------------|------------------|
| <b>Mr R. Coakley</b>    | <b>Headteacher</b>        |                  |
| <b>Miss L. Ferguson</b> | <b>Deputy Headteacher</b> | <b>Year 6</b>    |
| <b>Mr A. J. Beard</b>   |                           | <b>Nursery</b>   |
| <b>Miss L. Connell</b>  |                           | <b>Year 4</b>    |
| <b>Miss A. Doyle</b>    |                           | <b>Year 5</b>    |
| <b>Mrs M. Dunbar</b>    |                           | <b>Reception</b> |
| <b>Mrs R. Martin</b>    | <b>SENCo</b>              | <b>Year 2</b>    |
| <b>Mrs J. Schofield</b> |                           | <b>Year 1</b>    |
| <b>Mrs L. Williams</b>  |                           | <b>Year 6</b>    |
| <b>Miss K. Wilson</b>   |                           | <b>Year 3</b>    |

## Teaching Assistants

|                        |                     |
|------------------------|---------------------|
| <b>Mrs C. Ashton</b>   | <b>Year 4</b>       |
| <b>Mrs L. Costello</b> | <b>Nursery</b>      |
| <b>Mr M. Cushion</b>   | <b>Y1-6</b>         |
| <b>Mr A. Harvey</b>    | <b>Year 6</b>       |
| <b>Mrs F. Kaye</b>     | <b>Year 3</b>       |
| <b>Mrs J. Mason</b>    | <b>Reception</b>    |
| <b>Mrs A. Perrin</b>   | <b>Reception AM</b> |
| <b>Mrs S. Rigby</b>    | <b>Year 1</b>       |
| <b>Mrs H. Taylor</b>   | <b>Year 5</b>       |
| <b>Miss B. Woods</b>   | <b>Year 2</b>       |

# Non Teaching Staff

|                                 |                              |
|---------------------------------|------------------------------|
| <b>Business Manager</b>         | Mrs G. Holt                  |
| <b>Administrative Assistant</b> | Mrs E. Connolly              |
| <b>Learning Mentor</b>          | Mrs C. Sellers 0151 288 8913 |

|                           |                  |
|---------------------------|------------------|
| <b>Welfare Assistants</b> | Mrs A. Alexander |
|                           | Mrs M. Edwards   |
|                           | Mrs L. Hayes     |
|                           | Mrs D. Ming      |
|                           | Mrs A. Perrin    |

|                         |                |
|-------------------------|----------------|
| <b>Premises Officer</b> | Mr S. McGuffie |
|-------------------------|----------------|

|                       |               |
|-----------------------|---------------|
| <b>Cook in Charge</b> | Mrs L. Carney |
| <b>Kitchen Staff</b>  | Mrs L. Teare  |
|                       | Mrs D. Wood   |

|                 |                |
|-----------------|----------------|
| <b>Cleaners</b> | Mrs V. Alcock  |
|                 | Mrs D Grant    |
|                 | Mrs B. Hughson |

# Support Agencies

School Nurse

Mrs A. Peace

Halewood Health Centre

Roseheath Drive

Halewood

Tel: 0151 486-4011

**Parent Mentor**

Mrs V. Powell

Tel 07825 117487

**Educational Psychologist**

Ms W. Little

**Sensory Impaired Service**

Yewtree County Primary School

The Avenue

Halewood

Merseyside

## **St. Mark's Catholic Primary**

### **Safeguarding Team**

We believe that all children have the right to be safe in our society. Therefore, we recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children. We do this by creating a positive school atmosphere. Through our teaching and learning, pastoral support and care for both pupils and school personnel. Our Safeguarding Policy can be found on our school website.

If you have any concerns regarding a child in our school please speak to any of our Safeguarding Team. This will be confidential but we have a duty of care to share this information with other agencies to ensure the safety of the child.

**Richard Coakley**

**Headteacher**

Child Protection Coordinator

Designated Teacher

Operation Encompass (Domestic Violence)

**Carol Sellers**

**Learning Mentor**

Deputy Child Protection Coordinator

Deputy Designated Teacher

Operation Encompass (Domestic Violence)

CAF Champion

**Ruth McMurchie**

**SENCO**

Operation Encompass (Domestic Violence)

**Anne Farrell**

**Chair of Governors**

Safeguarding Governor

## **St Mark's Catholic Primary School**

### **Admission Policy and Arrangements for 2019-2020**

St Mark's is a Catholic School under the trusteeship of the Archdiocese of Liverpool. It is maintained by Knowsley Council. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2018, the Governing Body has set its admissions number at 30.

Our principal role as a Catholic school is to participate in the mission of the Catholic Church by providing a framework which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholic in society. The school asks all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.

ADMISSIONS TO THE SCHOOL will be determined by the Governing Body. Parents must complete a Local Authority Preference Form or apply online via the website [www.knowsley.gov.uk/schooladmissions](http://www.knowsley.gov.uk/schooladmissions). All preferences listed will be considered on an equal basis and, where there are more applications than the number of places available, the following set of OVERSUBSCRIPTION CRITERIA will be applied:

1. Looked After Children and previously Looked After Children.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St John Vianney (the part of the parish formerly referred to as St Mark).
4. Baptised Catholic children resident in other parishes.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a

member of their Faith community from an appropriate Minister of Religion is required.

7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
8. Other children.

If it is not possible to offer places for all applications within any criteria above then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority which will carry out straight line measurements ('as the crow flies') using a computerised Geographical Information System (GIS) based on the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

#### **Notes:**

- a. All applications will be considered at the same time and after the closing date for admissions which is 15 January 2019. Applications received after the closing date but before the initial allocation process begins, will be included where possible. However, as the exact date of allocation for individual schools cannot be given, parents/carers have **no guarantee** that any application submitted after the closing date will be included in the initial allocation and are **strongly advised** to abide by the closing date.
- b. A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- c. For the child to be considered as a baptised Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the local authority preference form. Non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form.

#### **Definition of a Baptised Catholic**

For a child to be considered as a Catholic evidence of a Catholic Baptism is required.

A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.
- e. Sibling is defined in these arrangements as full, half or brother or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

- f. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- g. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. Direct application to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- h. If an application for admission has been turned down by the *Governing Body*, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the *Governors*.
- i. The *Governing Body* reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j. It is the duty of governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The *Governing Body* may exceed the regulations for twins and children from multiple births where one of the children is the 30<sup>th</sup> child admitted. This also applies to in-year applicants who are looked after/previously looked after, children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- k. In certain circumstances, if it is considered to be within the best interests of the individual child, it is possible for a child who is not of compulsory school age to defer entry to reception class. This would normally only occur in very limited and exceptional circumstances and any parent/carer who is considering deferring their child's entry to fulltime education is **strongly advised** to discuss the matter with the nursery teacher/early years staff before taking a decision to make this request.

*Compulsory school age is defined as the term following the child's fifth birthday. For this purpose, end of term dates are defined as 31 August, 31 December and 31 March - for example, a child whose fourth birthday is on 1 April 2019 is not legally obliged to attend school full-time until September 2020, but is normally admitted to reception class in September 2019.*

- l. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.
  
- m. You can make an objection to the Office of the Schools Adjudicator (OSA) if you think that the admission arrangements of a maintained school or academy do not comply with the 'School Admissions Code' or other legislation relating to school admissions. Details of how to object are available on <https://www.gov.uk/schools-adjudicator-make-an-objection-appeal-or-referral> . The latest date for submission is 15 May 2019.

## **Admission to Knowsley Catholic Primary Schools 2019/20 Supplementary Information Form**

For completion only by non-Knowsley residents who are naming Knowsley Catholic Primary School/s as preference/s on their home local authority application form.

*Knowsley resident applicants are not required to complete this form – they are able to provide the information directly on the Knowsley local authority preference application form.*

**Please note:**

- This form is not compulsory but should be completed by those applicants who wish to provide information regarding religion for consideration under certain criteria of Knowsley Catholic Primary School oversubscription criteria (admission policies)
- This form is for completion in addition to the relevant home local authority application form and will be disregarded if the school/s is not named as a preference on the relevant home local authority application form
- One form should be completed for each Knowsley Catholic Primary School named as a preference and returned directly to the individual school/s by the closing date of 15 January 2018

### Child's details

*These details should be the same as those stated on the home authority application form*

Name of child \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home address \_\_\_\_\_

Postcode \_\_\_\_\_

### Religious Information

*Information as requested in section 4 of Knowsley local authority application form  
Please answer the relevant questions*

1. Is your child a baptised Catholic? Yes  No
2. In which Catholic parish do you live? \_\_\_\_\_
3. Is your child baptised into the Church of England? Yes  No
4. If your child belongs to another faith or Christian denomination, please state which \_\_\_\_\_

### Parent/Carer Declaration

*This declaration should normally be made by the same parent/carers who has completed the home local authority application form*

I am the parent/have parental responsibility for the child named. I confirm that the information provided on this form is accurate. I am aware that any place offered due to false information being provided may be withdrawn.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Relationship to child \_\_\_\_\_

**Should a school place be offered, applicants will be expected to provide proof of any information stated on this form (for example a baptism certificate). Failure to provide proof documents requested may result in a place being withdrawn.**

This form applies to the schools listed below.

If you are a non-Knowsley resident applying for admission to reception class in 2017/18 you must complete the application form of the Local Authority in which you live. However, you can name Knowsley primary schools as preferences.

Your home authority application form may not ask for all the information that Knowsley Catholic Primary Schools need to apply their oversubscription criteria (admissions policy). Therefore, if you are naming one of the following Knowsley schools as a preference on your local authority application form, you may also wish to complete this supplementary information form:

**Cronton Holy Family Catholic Primary School**

**Halewood Holy Family Catholic Primary School for the Community**

**Our Lady's Catholic Primary School**

**St Aidan's Catholic Primary School**

**St Albert's Catholic Primary School**

**St Aloysius Catholic Primary School**

**St Andrew the Apostle Catholic Primary School**

**St Anne's Catholic Primary School**

**St Brigid's Catholic Primary School**

**St Columba's Catholic Primary School**

**St Dominic's Catholic Infant School**

**St John Fisher Catholic Primary School**

**St Joseph the Worker Catholic Primary School**

**St Joseph's Catholic Primary School**

**St Laurence's Catholic Primary School**

**St Leo's & Southmead Catholic Primary School for the Community**

**St Luke's Catholic Primary School**

**St Margaret Mary's Catholic Infant School**

**St Marie's Catholic Primary School**

**St Mark's Catholic Primary School**

**St Michael and All Angels Catholic Primary School**

**Sts Peter & Paul Catholic Primary School**

# ORGANISATIONAL INFORMATION

The school day:

## *Nursery*

*am* 8.30a.m. - 11.30a.m.

*pm* 12.30a.m. - 3.30p.m.

## *Reception*

8.55a.m. - 11.45a.m.

12.55p.m. - 3.10p.m.

## *Key Stage 1*

8.55a.m. - 11.50a.m.

12.30p.m. - 3.10p.m. ( with a half hour activities break )

## *Key Stage 2*

8.55a.m. - 12.25p.m.

1.00p.m. - 3.10p.m. ( with a half hour activities break )



# St. Mark's Catholic Primary School

## SCHOOL HOLIDAYS 2018 - 2019



### AUTUMN TERM 2018

**Staff only: Monday 3<sup>rd</sup> September 2018 Staff training day**

Open: Tuesday 4<sup>th</sup> September 2018 at 8:55am  
 Close: Friday 19<sup>th</sup> October 2018 at 3:10pm 34 Days

### HALF TERM

Open: Monday 29<sup>th</sup> October 2018 at 8:55am  
 Close: Friday 21<sup>st</sup> December 2018 at 1:30pm 40 Days

### CHRISTMAS HOLIDAY

### SPRING TERM 2019

Open: Monday 7<sup>th</sup> January 2019 at 8:55am  
 Close: Friday 15<sup>th</sup> February 2019 at 3:10pm 30 Days

### HALF TERM

Open: Monday 25<sup>th</sup> February 2019 at 8:55am  
 Close: Wednesday 10<sup>th</sup> April 2019 at 1:30pm 33 days

### SPRING HOLIDAY

### SUMMER TERM 2019

Open: Tuesday 23<sup>rd</sup> April 2019 at 8:55am  
 Close: Friday 24<sup>th</sup> May 2019 at 3:10pm 23 Days

(May holiday Monday 6<sup>th</sup> May)

### WHIT HOLIDAY

Open: Monday 10<sup>th</sup> June 2019 at 8:55am  
 Close: Friday 19<sup>th</sup> July 2019 at 1:30pm 30 Days

**Total: 190**

**Days**

**Inset days: Monday 3<sup>rd</sup> September 2018, + 4 further days as twilights**

**Total: 195 Days**

In a caring Christian community together we love, learn, laugh and achieve.

## AIMS OF THE SCHOOL

Our aim at St. Mark's school is to provide the best possible education for our pupils, set within the framework of our Christian beliefs. As a Catholic school we recognise that our Faith is not something that we teach at a set time in the Curriculum, on the contrary, it is a way of life and as such permeates and influences all the work and life of the school. The school aims to provide a range of activities that will allow each child's potential to be fully developed. The skills and learning related to the whole curriculum will be set in the context of the real world, making the curriculum a tool for both learning and life.

The aims of the school are:

- To encourage the children in the values and standards that our Faith upholds.
- To act courteously to adults and fellow pupils.
- To instil regard, within our pupils, for each other and for those outside the school in the local parish community and beyond.
- To develop an understanding and tolerance of other people's opinions and values.
- To provide a safe, secure and stimulating learning environment.
- To provide equal opportunities for all members of the school community.
- To encourage all parents to work in partnership with the school.
- To promote high standards.
- To develop the basic skills of Literacy and Numeracy
- To foster and encourage a love of books and reading.
- To raise children's awareness of the world around them and encourage them to show concern for its people and resources.
- To provide a broad and balanced curriculum.

## GENERAL INFORMATION

St. Mark's Primary School is a Catholic, voluntary aided school catering for children from the age of three, in the Nursery, up to the age of eleven.

In April 2018 there were 244 children on roll. We have a nursery capacity of 52 part time places (26-am, 26-pm)

The distribution per year was as follows.

|           |   |    |
|-----------|---|----|
| Nursery   | - | 48 |
| Reception | - | 29 |
| Year 1    | - | 30 |
| Year 2    | - | 27 |
| Year 3    | - | 30 |
| Year 4    | - | 26 |
| Year 5    | - | 28 |
| Year 6    | - | 26 |

These year groups are currently divided into eight teaching groups.

Alongside their education, the overwhelming priority of the school is the health, safety and welfare of the children. To this end parents are requested to abide by the following rules. If you need to come into school for any reason, please use the main entrance on Fir Avenue, and report to the Administrative Officer. The school doors are opened at 8.55a.m. for children to enter, as they arrive, and locked at 9a.m., if your child is late for school please take them to the school office. When collecting your children at the end of the day please wait outside the building for them. Parents bringing their children to school by car are asked not to drive into the school car park. The Church car park is available for parents to park in, to avoid traffic congestion. Parents should not park on the pavement on Leathers Lane when dropping off and collecting children.

## NURSERY

We offer 52 part time Nursery places in our Foundation Unit. The Nursery is staffed by a qualified teacher and a nursery nurse. In the Nursery we aim to equip every child with the social, emotional and intellectual skills necessary in order for them to enter Reception ready and able to access the stimulating and varied learning opportunities available to them. In accordance with recent guidance, our Nursery and Reception classes are taught together in our Foundation Stage Unit. This provides all our children with a secure environment in which they can develop and grow in their most important and formative years.

The Foundation Unit has its own self-contained outside play area. Here a variety of larger equipment is available to the children. A warm coat is necessary for outdoor play in colder months of the year. The Nursery uniform is a maroon jogging suit, embroidered with the school badge, and a white polo shirt, also embroidered with the school badge. Both items are available from School Connections, St. Mary's Road, Garston. During the summer term the children may wear maroon shorts.

An important part of the Foundation Stage setting is Continuous Snack Provision. The children are encouraged to develop their social skills, manners and be independent. As a whole school we promote healthy eating which is reflected in the snack we provide. In order to enable us to provide snack a small charge is made and payable weekly or half termly.

Children cannot be admitted to Nursery until after their third birthday.

When offering a Nursery place the Headteacher and Governors will consider the following:

1. Age; that is when, within the academic year, the child reaches their third birthday.
2. Availability of places.
3. Priority will be given to
  - a) Baptised, Catholic children who intend to enter full time education at St. Mark's
  - b) Baptised, non-Catholic children who intend to enter full time education at St. Mark's.
4. Date of application for a Nursery place.

**Offer of a Nursery place does not guarantee admission to the Reception class.**

## THE NATIONAL CURRICULUM

In accordance with the Education Reform Act, the National Curriculum is taught throughout the school. Children in Year 6 (Key Stage 2) are tested by means of Standard Assessment Tasks (SATs).

In order to ensure that the requirements of the National Curriculum are fulfilled the school regularly reviews the curriculum. Teachers attend courses to familiarise themselves with changes in the curriculum and staff meet regularly to discuss and plan work in the classroom

## RELIGIOUS EDUCATION

The Religious programme of study used in the school is the scheme recommended by the Archdiocese "Come and See". The children follow the programme from Nursery through to Year 6. Each term the children will be looking at three Themes.

### Community of Faith - Church Themes

|               |                          |
|---------------|--------------------------|
| <b>Autumn</b> | Family - Domestic Church |
| <b>Spring</b> | Community - Local Church |
| <b>Summer</b> | World - Universal Church |

### Celebration in Ritual - Sacraments

|               |                                  |
|---------------|----------------------------------|
| <b>Autumn</b> | Belonging - Baptism/Confirmation |
| <b>Spring</b> | Relating - Eucharist             |
| <b>Summer</b> | Inter-Relating - Reconciliation  |

### Way of Life - Christian living Themes

|               |                           |
|---------------|---------------------------|
| <b>Autumn</b> | Loving - Advent/Christmas |
| <b>Spring</b> | Giving - Lent/Easter      |
| <b>Summer</b> | Serving - Pentecost       |

During the Autumn and Summer term we also teach two topics about other Faiths. Autumn - Judaism and Summer Islam, Hinduism, Sikhism. The whole school regularly gathers together in prayer at school assemblies. Parents of non Catholic children have the right to withdraw them from collective worship.

During the course of the year, we raise money for two main charities. In December, in the build up to Christmas during Advent, we collect for Cafod. Throughout Lent there is The Good Shepherd Collection for the Nugent Care Society. The children are encouraged, as Christians, to be aware of the needs of others in our local community and in the world-wide Family of God, this can mean that we may respond to appeals for money or goods, sparked off by famine, flood or some other such disaster.

## ENGLISH

Knowledge of English is an essential resource for a child's learning in school, it is a tool used across the whole school curriculum. The National Curriculum divides English into five strands:

*Speaking and Listening, Reading, Writing, Spelling and Handwriting.*

*Speaking and Listening* - From a beginning in the Nursery and continuing through all Primary years the children develop their capacity to express themselves effectively for a variety of purposes. Working with adults and other children, their activities include listening, giving opinions, replying to instructions and questions, describing experiences and feelings. Junior children extend these skills to recount events, tell stories, take on dramatic roles, report, summarise and predict.

*Reading* - Children should learn not just to read but to become readers and develop the habit of silent reading. Each class has a selection of reading books.

We also have a further reading scheme called 'Oxford Reading Tree', these books are sent home each week to encourage children to read in partnership with their parents.

*Writing, Spelling and Handwriting* - These three strands go hand in hand throughout the Curriculum. As they mature, children need a growing ability to write in different styles, for different audiences and purposes, e.g. stories, diaries, letters, invitations, captions, posters, plans, reporting on projects and poetry. In support of writing, we have introduced 'The Big Write' into Years 1 to 6. Emphasis is laid upon drafting to encourage children to improve the construction and spelling of their written work. All classes have access to computers, which are used to develop the children's writing. Much of their writing is developed from literature as the children respond to plot, character and ideas.

## MATHEMATICS

Each class is well equipped with mathematics apparatus, games and in the infant department, special areas, e.g., shop corner or house corner. These enable the children not only to understand the basic concepts of mathematics, but also ensure that their experiences are enjoyable. In addition, each child uses RM Maths daily to reinforce mathematical concepts. This is an enjoyable computer based learning system designed to raise children's confidence, self-esteem and attitudes towards mathematics as well as their attainment.

Our main aims in Mathematics are to give children the knowledge and ability of basic mathematical skills, sufficient that they can use their knowledge and apply it to the world in which they live and to actively encourage our children to reach their full potential in mathematics.

## GEOGRAPHY

...to help children develop an understanding of people and places, starting with the immediate environment and then learning about the wider world. They are encouraged to develop map reading skills and ask questions to widen their local, national and international understanding.

## PHSE/HEALTH EDUCATION

...to equip children with knowledge, skills, values and attitudes which will help them cope with present lives and future needs. We seek to give children a basic knowledge of health matters and encourage them to develop good, respectful relationships so that they will be increasingly able to make informed choices in their daily lives.

## HISTORY

...to understand the world in which we live by developing a knowledge and understanding of the past. The children will learn about a range of historical periods from ancient to modern and wherever possible, this will be backed up by practical work and by educational visits to places of historical interest.

## INFORMATION AND COMMUNICATION TECHNOLOGY

...to support each area of the curriculum. Computer technology can both support and enhance the curriculum and through a variety of experiences we aim for each child to develop skills in the following areas:

Communicating ideas through words, pictures and sounds

Entering, sorting and classifying information

Giving signals and commands

## MUSIC

...to foster a love of music through practical experience of singing and the playing of musical instruments as well as through listening and composing. Year 4 children all have Steel Pans tuition once a week by an external music teacher.

## SPECIAL NEEDS

In accordance with the requirements of the Special Needs Code of Practice, the school has worked hard to implement the stages of the Code. Our SEN co-ordinator is Miss R. McMurchie.

For children with special educational needs, differentiation of task is essential both for the child who is able and for the child with learning difficulties. Teachers' planning for both English and Maths lessons allow for each child to progress according to their own pace and ability. In other subjects the teacher provides tasks for the children working at different levels. This may be by designing work cards for an individual child or by devising work programmes to be used at home with members of the family.

Some children need specialist programmes because they have learning or behavioural difficulties. Thus, included in our provision is a Service Level Agreement with the Knowsley Southern Support Centre which means that the school pays for a member of staff from the Centre to spend half a day each week in the school giving help to the children. Pupils with Specific Learning Difficulties are also supported through the Service Level Agreement. This involves a teacher from the centre visiting school once a fortnight to support both children and staff.

## PHYSICAL EDUCATION

...to keep children active and to allow them to develop and acquire the main movement skills. The efficient development of these skills then allows children to take part in every sport or activity from childhood to adulthood. Throughout the year children have lessons covering the National Curriculum areas of Games, Gymnastics, Dance, Athletics & Swimming.

## SCIENCE

...to gain increasing scientific knowledge and understanding of the world in which we live. We look to develop the children's natural curiosity encouraging them to ask questions and teaching them how

## MODERN FOREIGN LANGUAGE

Years 3 - 6 receive weekly Spanish lessons taught by Miss K. Wilson following the new iLanguages scheme of work.

## FRUIT IN SCHOOLS

St. Mark's school is part of the Fruit for Schools project and, through the local Health Authority, we provide a piece of fresh fruit each day for each child from Nursery to Year 2.

## MULTI-CULTURAL EDUCATION AND EQUAL OPPORTUNITIES

As a Catholic school we believe in equal opportunities for all pupils, regardless of race, gender or religion. This is promoted within the ethos of the school and we provide the children with a fair and unbiased view of their community, country and the world around them. The school aims to develop the talents and ability of every pupil to the full, to encourage their confidence, independence and self-esteem, whilst displaying an overall respect for others, their views and opinions.

## PARENTAL INVOLVEMENT / HOME-SCHOOL LINKS

The school has an open door policy towards parents and encourages them to help within the classroom environment. We keep parents informed of what is happening in school through a weekly newsletter. A termly curriculum leaflet is also sent home, this informs parents of what is happening in the curriculum in their child's class.

When and where appropriate we involve parents in activities or workshops that will help them to work with and support their child. Our Parent Mentor Mrs Vicky Powell runs a number of workshops throughout the year for parents to attend and holds fun Art and Craft afternoons for children and their parents.

## ATTENDANCE AND PUNCTUALITY

It is the responsibility of all parents to see that their children attend school regularly. The building is open for the children from 8.55a.m. and they are allowed to go directly into class from this time until the 9a.m. bell. After the bell the doors are closed and children who are late must report to the school office. When it is raining children are allowed into the school building earlier.

Schools are required, by the Department for Education and Skills, to distinguish between authorised and unauthorised absences, between absences for medical reasons and absences for other reasons. There is no automatic entitlement in law to time off in school time to go on holiday. We understand that it can be difficult to only have a holiday when the children are off school. Any period of leave taken will be classed as unauthorised and may attract sanctions such as a Penalty Notice, which leads to a fine.

Our Learning Mentor, Mrs C. Sellers, monitors absence and punctuality, maintaining a close working relationship with the School Attendance Officer. The school office will contact parents on the first day of their child's absence. Mrs Sellers may ask to speak to parents if absences or punctuality are at a concerning level.

Parents are requested to make every effort to ensure that their children arrive in school on time. The beginning of the morning and afternoon sessions is a valuable part of the school day. Often this is a time when instructions are given and when discussions take place about the day's work.

Regular attendance and punctuality are life skills that cannot be learned too early in life. At St. Mark's we encourage the acquisition of these skills in a variety of ways.

For the academic year 2017/18 the percentage of unauthorised absences was 1.54%. It is important to note that this is NOT a record of truancy in the school, but is the number of days absent that we have either, not had an explanation for or that we are unable to authorise.

## LUNCHTIME

The lunch break for children in Years 1-6 is half an hour with a further half hour activities session in the middle of the afternoon. A choice of a hot meal, are served at a cost of £2.00 per meal, £10.00 per week payable in advance on Mondays or Fridays. Children may bring a packed lunch to school, which should be brought in a suitable container. For reasons of safety, no glass bottles or flasks should be used and no hot drinks or soups should be part of a packed lunch.

## BREAKFAST CLUB

The school runs a Breakfast Club each morning in the hall. All children may attend and receive a breakfast of cereal, yogurt toast or crumpets with a fruit juice. Breakfast costs £2.00 each day and the doors open at 8.00am each morning.

## HOLLIES PLAYGROUP

telephone 07985 053276

This is based in our school building. It is open each morning for pre-school children. Some children attend Hollies in the morning and then come to our Nursery in the afternoon.

## ST. MARY'S (ROSEHEATH) PLAYGROUP

telephone 486 1319

This is also based in our school building. It is open from 8.00am-5.30pm all year round. Some children attend St. Mary's for part of the day and then come to our Nursery for the other part of the day.

## BEHAVIOUR

Discipline within the school is organised for the safety of the children and the smooth running of the school. We expect good manners at all times, from all children, to all members of staff.

Every week each teacher nominates children within their class to be awarded Student of the Week, a Maths/Reading Award and a Good Manners Award. These certificates are presented at assembly, so the whole school can celebrate their achievements.

Our aim is to take a positive approach to children's behaviour and to praise and encourage everything that is good. Unacceptable behaviour will be dealt with at the discretion of the teacher in line with school policies.

## UNIFORM

At St. Mark's we ask parents to support our aim to maintain an agreed standard of dress. We appreciate the cost of children's clothing and have sought the best value for money when selecting suppliers for uniform items. The school tie and PE kits are available from school, but the maroon school pullover embroidered with the school name and logo, will be available, all year round, from Laser Schoolwear,, 46 St. Mary's Road, Garston and 92/100 London Road, Liverpool, L3 5NL. Website: [laserschoolwear.co.uk](http://laserschoolwear.co.uk)

Uniform items are as follows:

|   |
|---|
| <b><u>Winter Uniform</u></b>              |
| Grey shorts                               |
| Grey trousers                             |
| Grey skirt/pinafore                       |
| Maroon V-necked jumper                    |
| Maroon cardigan                           |
| White shirt                               |
| School tie                                |
| School Baseball cap                       |
| Black shoes(not trainers)                 |
| Grey socks                                |
| White, grey or maroon socks/tights        |
| <b><u>Summer Uniform</u></b>              |
| Grey Shorts(Y3-Y6 optional)               |
| Short-sleeved white shirt                 |
| White polo shirt                          |
| Blue CHECKED dresses<br>NOT Navy          |
| White shoes NOT sling<br>backs (optional) |

The only acceptable jumpers, cardigans and jogging suits, are the ones embroidered with the school name and logo on.

**All items of school clothing should be clearly marked with the child's name. This is the only way that we can successfully trace lost items of clothing.** When anything is lost, children should report the matter immediately. Neither the school nor the Local Authority has insurance which will cover your child's property in the event of it being lost, nor does the school have any such fund which can be used to cover any such losses. Parents are advised to ensure that their own Household insurance policy covers all items of personal property whilst in school. Similarly, neither the school nor the Local Authority has insurance to cover accidental injury to children and parents should ensure that their insurance policy covers such eventualities.

Jewellery is not to be worn in school for Health and Safety reasons. The only item that can be worn is a watch. Girls who have pierced ears may wear studs. Any other types of earrings, rings, chains or bracelets must not be worn in school.

For PE it is essential that children have a change of clothes. We have a school P.E. kit which can be obtained from school. In line with official recommendations, children do indoor PE in their bare feet. If for any short term medical reason children need footwear for PE then pumps should be worn. For games, trainers are appropriate footwear, children playing football may wear football boots.

Each class Years 1-6 has a block of 8 swimming lessons. For this lesson children will need a swimming costume, towel and the children with long hair must have a bathing cap.

## **TRANSFER TO SECONDARY SCHOOL**

Knowsley Education Committee, in accordance with the policy laid down in the booklet "Knowsley Secondary Education Admissions" makes the Allocation of pupils to Secondary School. A copy of this booklet is sent, via the school, to the parents of those children who are in the final year of the Primary School.

Baptised children from St. John Vianney Parish, who attend St. Mark's Catholic Primary School, are eligible to transfer to St. Francis Xavier's Catholic High School for boys, St. Julie's Catholic High School for girls (Liverpool. LA) or St. Edmund Arrowsmith Catholic Centre for Learning, Whiston (Knowsley LA). Children have also successfully transferred to a number of other secondary schools, including Bellerive, Halewood Academy, Bluecoat, St. Hilda's, Gateacre School and Ormiston Chadwick Academy.

The teachers from both sectors also work together to resolve any pastoral and curricular problems that may occur.

## REPORTING TO PARENTS

Open evenings are held in October, February and July, to enable parents to visit school to view their child's work and to discuss his or her progress with the class teacher. Reports are sent home once a year. Parents are welcome to visit the school at any time to discuss any aspect of their child's work or progress; however, it is recommended that you ring for an appointment.

## MEDICATION

The Governors have carefully considered the administering of medication to children either by teaching or non-teaching staff and have decided that they cannot allow this. Children are therefore not allowed to bring to school any medication in any form i.e. tablets, medicines or creams. The only exception to this is asthma inhalers. If a child is on a course of anti-biotic or other medication parents must work doses around the school day. If parents wish they may come to school, themselves, at lunchtime to administer medication. If they chose to do this they must inform the school before hand and report to the school office before administering the medication to their child.

If a child suffers from a long term or chronic illness which may require medication or other provision to be made available in school, parents must inform the school immediately and decisions will be taken on how to cater for the child's individual needs.

## EDUCATIONAL BENEFITS

Free School Meal eligibility are now calculated automatically at the Benefits Office, and parents are notified directly.