St Mary’s Primary School

63 East London Street

Edinburgh

EH7 4BW

Tel. 0131 556 7128

Email: admin@st-marysrc-pri.edin.sch.uk

Dear Parents/Carers,

Welcome to St Mary’s Primary School. This handbook has been prepared to give you some important information you will need when your child starts at St Mary’s.

Our school website will also give you further information and allow you some insight into the caring, hard working environment that a handbook cannot provide.

The information in the booklet is accurate at the time of compilation, but will change from time to time to take account of developments, school rolls, staffing and resourcing.

Yours sincerely,

Nicola Kehoe

Head Teacher

**School Mission Statement**

**Mission Statement:**

At St Mary’s we are dedicated to educating our young people in an inclusive, stimulating and challenging environment preparing them for life-long learning.

**Ethos & Values:**

We will provide this in a secure, happy and welcoming environment where Christian and Catholic values are cherished and where staff, pupils and parents work in partnership to achieve common goals.



### Vision

At St Mary’s we are dedicated to educating our young people in an inclusive, stimulating and challenging environment preparing them for life-long learning. We will provide this in a secure, happy and welcoming environment where Christian and Catholic values are cherished and where staff, pupils and parents work in partnership to achieve common goals.

To achieve this vision, it is essential that we develop a structured curriculum that ensures all children are provided with opportunities that recognise and celebrate their uniqueness, develop their full potential, allow them to fulfil their aspirations within and beyond the school gates and prepare them to meet the challenges of the 21st century.

**Values:** wisdom, justice, compassion, integrity, love – are all gospel values. Our gospel values are at the heart of all we do. As a Catholic school we are committed to supporting the development of the whole pupil; spiritual, moral, social and cultural. Our school ethos, articulated in our school motto, ‘Forward Together in Christ – we can, we will, together’ #Growth #Resilience #Community gives the highest value to these aspects of development by providing an overall atmosphere that is both nurturing and challenging. Our Curriculum recognises the need to provide opportunities for the development of personal responsibility and these key human aspects of learning are supported through:

* Enriching the curriculum in all appropriate areas with an emphasis on spiritual, moral, social and cultural development
* Taking every appropriate opportunity to acknowledge, value and appreciate the various cultures of our pupils and to encourage them to appreciate and value the cultures of others
* Positive/Restorative discipline approaches
* Arranging regular events of the school as a community and using such occasions to encourage and reinforce the values on which the school is based
* Ensuring that staff and adults within the school provide positive role models for pupils
* Having high aspirations for all pupils
* Using a, ‘Growth Mindset’ approach
* Key emphasis on the acquisition of literacy and numeracy skills

**Our school in context**

St Mary’s Primary School is a denominational, Roman Catholic school, which serves the area of East Central Edinburgh. It was built originally in 1833. The pupils attending St Mary’s comprise of a broad social and cultural mix, the majority of whom are Roman Catholics.

St Mary’s is situated in a three storey Victorian building in East London Street. Sharing the external parts of the building are an after-school care club and a small playgroup. The main building comprises 14 classrooms, a large gym/ dining hall, a library, a meeting room, a purposeful play room and a general-purpose room. Extensive renovations have taken place to restore the external stonework.

The current roll is 320 spread over 13 classes

Our class organisation this session is: - P1a, P1b, P2a, P2b, P3a, P3b, P4, P4/5, P5, P6A, P6B, P7A, P7B.

Most of our pupils go on to: -

St Thomas of Aquin’s RC High School

Head Teacher Mr C. Santini

Telephone Number 0131 229 8734

The other schools in the St Thomas’ Cluster are Holy Cross Primary, St Peter’s Primary, and St Mark’s Primary.

**The School Day**

P1 & P2 Mon, Tues, Wed, Thurs 8.45am – 11.45pm 12.45pm – 3.10pm

Friday 8.45am – 12.15pm

P3 – P7 Mon, Tues, Wed Thurs 8.45am – 12.15pm 1.00pm – 3.15pm

Friday 8.45am – 12.25pm

**Staff Responsibilities:**

The overall responsibility for all pupils in school lies with the Head Teacher Mrs Nicola Kehoe. Some roles of responsibility are delegated to other senior staff or class teachers. If you have any concerns about your child’s progress you should make initial contact with the class teacher. Pastoral responsibilities for different stages should be made to:-

Head Teacher Nicola Kehoe P4-P7

Depute Head Teacher Jennifer McLeish P1-P3

Our Business Manager is Drea Wood. She deals with aspects of maintenance of the school premises and budgets.

A list of staff and your point of contact is as follows:

Lauren Keggie Class 1A

Sarah Clark Class 1B

Brittany Jones Class 2A

Roisin Johnston Class 2B

Erin Learmonth/Catherine Calvey Class 3A

Paula Hancock Class 3B

Jackie Reville Class 4

Simon Hawkins Class 4/5

Victor Gonzalez Class 5

Laura Fallon Class 6A

Laura McConnell Class 6B

Tracey Murphy Class 7A

Myron Mikulin Class 7B

**Communication**

We aim to keep parents as well informed as is possible about events and developments. We do this through regular newsletters and through our website, which can be found on

[www.stmarysedin.org](http://www.stmarysedin.org). The Parent Forum will keep parents informed via their regular newsletters.

**Standards of Behaviour in St Mary’s**

In St Mary’s our children are generally all well behaved and we have a high standard of good behaviour throughout the school. We have a Positive Behaviour Policy and expect children to have high expectations of themselves. We work in all classes to promote the well-being of everyone in school and have consideration for school property and the property of others.

We have a House System, which promotes everyone working towards a goal. Children can gain House points for good work, being helpful or kind to others etc.

St Mary’s is a community, which includes all staff, pupils, parents and the local community.

**Attendance / Absence**

It is the responsibility of all parents to make sure their children attend school. If a child is going to be absent parents should phone the school on the first day of the absence with explanation. If a child is absent and we have not received an explanation by 9.30am the school secretary will contact the parents or the emergency contact to ensure that your child is safe. If we are unsuccessful the Social Services may be contacted.

Parents should be aware that persistent absence or lateness is disruptive to their own child’s learning and the learning of other children in the class. A note of the school hours is included.

As a matter of Council Policy parents are discouraged from taking holidays during school term and only in very exceptional circumstances would permission be given for this. Parents and carers should inform the Head teacher in writing and holiday absences of longer than two weeks are automatically forwarded to the local authority.

**Parent Forum**

We have a well - established Parent Forum in St Mary’s. Every parent is automatically a member of this Forum. We then have a Parent Forum Committee of elected members who work with all members of the parent body to promote close links with the school in many aspects of school life.

**Pupil Council**

In order to promote a positive ethos and allow children to be consulted in matters which concern them, we have a Pupil Council. The main aim of the Pupil Council is to be a close link with the pupils and be a voice to let Management know about ideas they have to improve the school environment. The council feed back to classes and to the Parent Forum.

**School Uniform**

St Mary’s is a school uniform school and the wearing of the uniform helps our pupils to have a close identity with their school. It is also plays an important part in discouraging bullying. All pupils wear school uniform and this policy is supported by our parents. We offer a wide choice and most pupils will find something of their choice from within the range.

**Boys Girls**

Grey trousers or shorts. Grey skirt or pinafore or school kilt (New Ramsey Tartan) ®

White blue or grey shirt or polo shirt. White blouse or polo shirt.

School sweatshirt ® Grey or blue cardigan or

School V necked sweater ® School V necked sweater ®

Primary 7 pupils only may wear black sweatshirts. ® School sweat shirt ®

School Tie ® School Tie ®

**Optional items**

Royal Blue school Fleece ® Royal Blue school Fleece ®

Navy Blue School Jacket ® Navy Blue School Jacket ®

Black Blazer with school badge Black Blazer with school badge

**Gym Kit for boys and girls**

School P.E. Tee shirt ®

Plain navy, black or white shorts

Gym shoes or suitable trainers. (Not trainers that have been used as outdoor wear) These scratch and mark the floors.

Every parent is asked to purchase at least one shirt and tie so that on special occasions we can ask children to wear formal uniform, which should be a shirt and tie

® Regulation items are available from Border Embroideries: online at

<https://www.border-embroideries.co.uk> : Log on via this website, click on Find School and scroll down to find to locate St Marys Primary School East London ST or telephone [01361 810304](tel:01361810304).

**Emergency Closures**

In the unlikely event that the school has to close in an emergency we may need to contact parents to collect their children. This is done through text and/or e mail. It is vital that parents keep the school up to date with their contact numbers and three emergency contact numbers. Texts can only be sent to the main contact number we are given. The school have clear guidelines to follow in the event of school closure.

**Security and Safety of Pupils**

Parents are asked to support our effort to make the school as safe and secure an environment as possible. At 8.55am each morning all doors and outer gates will be closed and the only entrance into the school will be by the main door. Close circuit TV cameras monitor the school grounds but no supervision is provided in the morning before school or after school closes. Parents should not deliver their children to school before 8.30am and should collect them promptly at the end of the day. If a child requires to leave the school during the school day for an appointment a letter should be sent in advance so that the child can be ready. No child will be released into the care of anyone who has not been first identified to the school as an appropriate person to pick the child up.

**Playground Supervision**

When pupils are at school, the responsibility for their safety rests with the Local Authority. The Head teacher and staff of the school undertake the role to take all reasonable steps to prevent any pupil suffering injury and to ensure that accidents or difficulties are reported to a responsible adult and appropriate action is taken. In the playground we have supervisors who are available at all times to look after pupils and to take care of their well-being. We have a trained First Aider and all ancillary staff are regularly trained in the appropriate action to take in the case of any child who has a medical condition. E.g. asthma, severe allergies etc.

**Homework**

Homework is regarded as an important link between home and school. Parental co-operation and support is vital when helping pupils with their homework. In St Mary’s, reading and maths homework is given in every class every week. Other pieces of homework e.g. practical homework, personal projects or pieces of art or craft work that parents can work on with their children, will be given out on a homework grid each block.

**School Lunches**

At St Mary’s we promote healthy choices and our school cook, Shirley, prepares all the lunches on site. Orders for lunches must be made through ParentPay. ParentPay is a secure online service which offers a more convenient way to order and pay for lunches, milk, trips and other activities.  With ParentPay, you will have a secure online account and can use your debit or credit card to make payments.  PayPoint facilities can also be used to make payments with a unique barcode.  Meals must be selected in advance on the ParentPay platform and orders must be placed by midnight on Wednesday for the following week.  This ensures that our kitchen staff are able to plan ahead to prepare the appropriate number of meals, decrease our food waste, and minimise our environmental impact.  School lunch menus are posted on ParentPay; we encourage you to review them with your child/ren so that they can help to choose their preferred meals.

We value the time spent eating as a school and the children are encouraged to practise good table manners. Children are also welcome to bring a packed lunch from home. Milk is available to purchase or children may bring their own healthy drink from home.

**We strive to be a nut free school. Some of our pupils have severe nut allergies therefore our pupils are asked not to bring in any foodstuffs containing nut products.**

**Parents in School**

In St Mary’s we welcome the support of our parents and are always happy to receive the help of parents, where suitable, into classes or in tasks around the school. We encourage parents to be as involved with their child’s education in as many ways as possible.

**After School Activities**

We have many clubs after school which pupils can attend. These include, Hockey, Football, Choir, Guitar and Multi-Sports. Information about these clubs can be obtained from school.

**After School Care Provision**

Many of our pupils attend after school clubs. ‘St Mary’s After School Club’ is situated at the back of our school building. Information booklets can be obtained from school. Contact Karen: 0131 556 1634 or 07858332256 for further information and Smart Cookies Afterschool Club contact 07563 636 441.

**Complaints Procedures**

Most problems can be resolved in school and if parents have a concern they should first approach the class teacher or the Senior Management Staff of the school.

If a problem remains unresolved at school level or a parent remains dissatisfied, a complaint can be made in writing to:

Frances Smith

Advice and Conciliation Department

Waverley Court

4 East Market Street

Edinburgh

EH8 8BG

In conclusion it is hoped that this handbook will be of value in providing information about St Mary’s Primary. We will endeavour to keep the information up-dated.

At all times we have many different policies to help support our work in school and these are also regularly reviewed and updated.

N Kehoe Head Teacher