



Our vision is to create a community based on Catholic faith and values where every child is empowered to be the best he or she can be, nurtured by outstanding teachers, staff and governors.

Prospectus

2017-18

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ST MARTHA'S CATHOLIC PRIMARY SCHOOL AIDAN McGOVERN HEADTEACHER

FIELD LANE, GAYWOOD, KING'S LYNN, NORFOLK, PE30 4AY

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MISSION STATEMENT

Our vision is to create a community based on Catholic faith and values where every child is empowered to be the best he or she can be, nurtured by outstanding teachers, staff and governors.

In order to achieve our vision, we:

- ◆ enrich the spiritual dimension of our lives through providing regular opportunities to deepen our relationship with God through worship, prayer and the Holy Eucharist at Mass;
- ◆ provide a high quality of learning and teaching so as to enable each child to fulfil his or her potential;
- ◆ provide a secure and positive environment where each member is valued and encouraged to grow in independence and responsibility;
- ◆ foster a caring community, which consists of pupils, staff, parents, governors and parishioners;
- ◆ are concerned for the welfare of others and support all our community as best we can;
- ◆ ensure the highest possible standards of work and behaviour;
- ◆ provide a broad and balanced curriculum;
- ◆ develop an understanding, awareness and enjoyment of the world and its peoples;
- ◆ celebrate and improve each other's individual effort, talents and achievements;
- ◆ develop a creative and aesthetic awareness through varied creative arts opportunities.

THE STORY OF ST MARTHA

"Jesus loved Martha and Mary and Lazarus." This unique statement in John's gospel tells us of the special relationship Jesus had with Martha, her sister, and her brother.

Apparently Jesus was a frequent guest at Martha's home in Bethany, a small village two miles from Jerusalem. We read of three visits in Luke 10:38-42, John 11:1-53, and John 12:1-9.

Many of us find it easy to identify with Martha in the story Luke tells. Martha welcomes Jesus and his disciples into her home and immediately goes to work to serve them. Hospitality is paramount in the Middle East and Martha believed in its importance. Imagine her frustration when her sister Mary ignores the rule of hospitality and Martha's work in order to sit and listen to Jesus. Instead of speaking to her sister, she asks Jesus to intervene. Jesus' response is not unkind, which gives us an idea of his affection for her. He observes that Martha is worried about many things that distract her from really being present to him. He reminds her that there is only one thing that is truly important -- listening to him. And that is what Mary has done. In Martha we see ourselves - worried and distracted by all we have to do in the world and forgetting to spend time with Jesus. It is, however, comforting to note that Jesus loved her just the same.

The next visit shows how well Martha learned this lesson. She is grieving the death of her brother with a house full of mourners when she hears that Jesus has just come to the area. She gets up immediately and leaves the guests, leaves her mourning, and goes to meet him.

Her conversation with Jesus shows her faith and courage. In this dialogue she states clearly without doubt that she believes in Jesus' power, in the resurrection, and most of all that Jesus is the Son of God. Jesus tells her that he is the resurrection and the life and then goes on to raise her brother from the dead. Our final picture of Martha in Scripture is the one that sums up who she was. Jesus has returned to Bethany some time later to share a meal with his good friends. In this home were three extraordinary people. We hear how brother Lazarus caused a stir when was brought back to life. We hear how Mary causes a commotion at dinner by anointing Jesus with expensive perfume. But all we hear about Martha is the simple statement: "Martha served." She isn't in the spotlight, she doesn't do showy things, she doesn't receive spectacular miracles. She simply serves Jesus. We know nothing more about Martha and what happened to her later. According to a totally untrustworthy legend Martha accompanied Mary to evangelize France after Pentecost.

Martha is the patron saint of servants and cooks.

Prayer:

Saint Martha, pray for us that we might serve Jesus better. Help us to overcome our distractions and worries to listen to his words and be present to him this day. Amen

SCHOOL DETAILS

St Martha's Catholic Primary School
Field Lane
Gaywood
King's Lynn
Norfolk PE30 4AY

Telephone: 01553 774829
E-Mail head@st-marthas.norfolk.sch.uk

HEADTEACHER Mr Aidan McGovern

DEPUTY HEADTEACHER Mrs Hayley Pink

CHAIR OF GOVERNORS Mrs Lorraine Driscoll
Contact via the school

DIOCESE OF EAST ANGLIA SCHOOLS SERVICE

The Schools' Service Office
21 Upgate
Poringland
Norwich
Norfolk, NR14 7SH

Tel: 01508 495509

NORFOLK COUNTY EDUCATION

Children's Services
Norfolk County Council
County Hall
Martineau Lane
Norwich
Norfolk, NR1 2DL

Tel: 0344 8008020

CLASSIFICATION OF SCHOOL

St Martha's is a voluntary aided primary school providing a Catholic education for children of both sexes within the age range 4 to 11 years from King's Lynn and the deanery of St Winifred. Children are presently admitted to school in the September of the school year in which they reach their fifth birthday.

Children travel to St Martha's from a wide area with some coming as far as 15 miles. We rightly have a positive image both in the wider community and with parents which is reflected in the learners themselves in their attitude to their work and behaviour and also their faith. We have been heavily oversubscribed for many years and are in the process of becoming a two form entry Primary school from September 2014.

STAFF

Headteacher Mr A McGovern

Deputy Head teacher Mrs Hayley Pink

From September 2017:

Reception Class Teachers Miss L McKenna, Mrs H Guyatt

Year 1 Teachers Miss N Jackman, Mrs P Shine

Year 2 Teacher Miss J Woodrow, Mrs S Chapman

Year 3 Teacher Miss K Odell, Mrs F McGovern

Year 4 Teacher Mrs C Norwood

Year 5 Teacher Mr J Kelly

Year 6 Teacher Miss M Annely

Mrs H Pink (Special Educational Needs Coordinator)

Learning Support Assistants
Mrs E Antliff
Mrs N Belcher
Miss K Broadhurst
Mrs J Bunting
Mrs J Carter
Mrs V Fysh
Mrs A Gray
Mrs G Hutton
Mrs M Landles
Mrs J Loosley

Miss J Lowe
 Mrs B Myers
 Mrs W Smith
 Mrs J Tallon
 Miss S Calton
 Miss D Norwood
 Ms S Brennock

Finance Mrs C Hayden

School Secretary Mrs H Bowman

Midday Supervisory Assistants Miss K Broadhurst
 Miss A Chrominska
 Mrs J Carter
 Mrs V Fysh
 Mrs A Janiszewska
 Mrs N Karulaitiene
 Mrs K Whitmore
 Mr L Mott
 Mrs C Shorten

Caretaker Mr C Hornigold

Cleaners Mrs V Fysh
 Mrs C Shorten
 Miss C Pegg
 Ms L Claxton
 Mrs m Rohde
 Mrs K Whitmore

THE SCHOOL DAY

The school day for pupils begins at 8.55am and ends at 3.15pm. Children will be supervised in the playground from 8.30am.

Parents are requested to wait for their children in the playground or appropriate meeting area at 3.15pm and, as staff very often have meetings to attend immediately after school, prompt collection is appreciated.

School begins	8.55am
Morning break	10.30-10.45am
Lunch break – Reception & KS1	12-1pm
Lunch break – KS2	12.15-1.15pm
Afternoon break – KS1	2.10-2.25pm
School ends	3.15pm

SCHOOL TERM / HOLIDAY DATES

Please see separate additional information sheet. Parents are informed on a regular basis of

details regarding staff training days when the school will be closed to pupils.

CLASS ORGANISATION

The school is presently organised into seven classes:

EYFS	Reception (Blue & Yellow)
Key Stage 1	Year 1 (Blue & Yellow)
	Year 2 (Blue & Yellow)
Key Stage 2	Year 3 (Blue & Yellow)
	Year 4
	Year 5
	Year 6

CURRICULUM

Religious Education, English, Mathematics, Science, Geography, History, Information Communication Technology, Design and Technology, Art, Music, Physical Education and Modern Foreign Languages. Literacy and Numeracy are taught separately and we adapt a skills based curriculum to deliver the other subjects where practical.

Our curriculum aims are that every child will be able to:

- ◆ express themselves clearly and confidently in both speech and writing and develop a real love of reading, enabling them to be an enthusiastic, responsible and knowledgeable reader;
- ◆ use and apply mathematical concepts in practical tasks, in real life problems and within mathematics itself in an increasingly comprehensive way;
- ◆ develop an awareness of the role and importance of science in everyday life and be able to investigate and explore in order to learn;
- ◆ be able to apply and use information technology and design technology relevantly in appropriate areas throughout the whole curriculum;
- ◆ appreciate his/her environment and heritage through historical and geographical study;
- ◆ enjoy and develop creative talents and skills in drama, art, craft and music;
- ◆ develop physical skills through both organised and free activities, as an individual and as a member of a team.

RELIGIOUS EDUCATION

Religious Education is the core of our school. We hold dear our mission statement which forms the basis of all we aim to achieve at St. Martha's. Our vision is that our children will absorb, learn and be enthusiastic about their developing faith. Opportunities are provided through which children can develop a more comprehensive knowledge of the Catholic Church and its teachings. Through regular worship children are encouraged to deepen their relationship with God.

We have strong links with the local Parish. Children regularly participate in parish services and celebrations and the Parish is encouraged to join in school life. The Parish Priest visits school regularly to take assemblies, to work with specific classes and to celebrate Mass at Holy Family Church. In Year 3, Catholic children are eligible to be prepared for the Sacraments of Reconciliation and First Holy Communion. This is a Parish run programme, linked to the school's RE curriculum and involves our Religious Education coordinator liaising with the Parish Catechist.

We share prayers daily through Bible stories, assemblies, hymns, celebrations and Masses which follow the Catholic Church's liturgical year.

Through the Religious Education programme, the children come to know and understand the teachings and traditions of the Catholic Church:-

- ◆ by experiencing and absorbing the Gospel values of loving, serving and giving as they are lived in the school community through the dedication of the staff and good standards of discipline and care;
- ◆ by exploring their life experiences and reflecting upon life as it happens;
- ◆ by recognising the unique gift of each person and respecting each person's talents and individuality;
- ◆ by hearing and gradually coming to understand the Christian message by relating daily living to Christian standards, e.g. our prayer and self-sacrifice for those in need;
- ◆ by participation in acts of worship, assemblies, daily prayers, Masses and other celebrations (Harvest/Advent).
- ◆ through an awareness of children of other faiths and cultures and showing sensitivity to their needs.

We aim that by the end of their school life at St. Martha's, the children should have developed a deeper understanding of their faith and relationship with the Lord.

SPECIAL EDUCATIONAL NEEDS

A policy for Special Educational Needs is available for inspection at the school by arrangement with the Headteacher and SEN Coordinator. Where a child, at whatever age, is identified as having medical, social or educational concerns, special provision may be made, following consultation with parents. An Individual Education Plan will be drawn up giving targets to help pupils make progress. If necessary, external agencies may be involved (e.g. School Medical Office, Educational Psychologist, etc.) Ultimately, the school will seek the best way to provide for the needs of the child. If a pupil is identified as being gifted or talented in any area, we work hard to provide opportunities for that pupil to excel in that area.

CHILD PROTECTION & SAFEGUARDING

School staff are ideally placed for observing changes in appearance and behavior which may indicate a child is subject to abuse. Staff are legally obliged to report such changes to the Designated Teacher/Headteacher, who must follow Local Authority (LA) procedures. Such procedures are not intended to be accusatory. The school's Designated Safeguarding Lead is Mrs Pink. Mrs Driscoll is the governor for Child Protection. Mrs Stoutt is the SENCO governor.

St Martha's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The school child protection policy is available to all staff, visitors and parents. It is reviewed annually and is based on the LA model policy.

ASSESSMENT

All teaching staff regularly carry out assessments, either of individual pupils or as percentages within the class. Assessment tasks may be formal or informal. The teachers use assessment to aid future planning and for the purposes of school transfer. Specific targets are identified for individual pupils and shared with parents.

Where necessary, diagnostic tests are used to identify special needs.

In the summer term of each academic year, National Curriculum statutory tests (SATs) are carried out for those children at the end of Key Stage 2 and non-statutory for KS1. Pupil results are tracked across the school and are used to inform statutory target setting for SATs at KS2.

Assessment of pupils is reported to the Department for Education and the Local Authority in both Key Stage 1 and 2.

POLICY FOR PERSONAL RELATIONSHIPS

Reflecting upon and learning how to develop relationships is an essential part of the life of our school. Teaching about the human body and about reproduction in nature will occur at various times throughout a child's school life as part of the National Curriculum studies. All personal relationships will be taught with reference to the moral implications and the teachings of the Catholic Church. Parents will receive detailed information about the content of the lessons and have the right to withdraw a child from these lessons. The policy is available in school for perusal by arrangement with the Headteacher. It illustrates the developmental approach which underpins all teaching on personal relationships at St. Martha's.

EXTRA-CURRICULAR ACTIVITIES

School and County staff endeavor to provide activities in their free time, during the lunch break and after school. Such activities include choir, recorder groups plus other wind and string instruments, football, dancing, netball, rugby, basketball, hockey, gymnastics, cross country, art club, textiles club and chess. School visits and visitors form an essential part of the curriculum and can 'liven up' a topic. However, these visits can be costly and it must be stressed that school funds are not sufficient to organise such visits, so it may be necessary to request voluntary donations from parents.

HOMELEARNING

At St. Martha's, home learning is set throughout the school. It is always planned and focused for children to extend and challenge their learning capabilities, to achieve higher standards and to increase their knowledge and understanding.

The purpose of home learning is to consolidate and extend the learning of our pupils. Work produced at home is highly valued by the teaching staff and will be marked and followed through with the pupils where possible.

We anticipate that parents will actively support their child's out of school learning. The success of any home learning set is to a great extent dependent on parental support. The school has a home learning policy which parents are able to view. It outlines the expected commitment towards home learning from the Reception class through to Year 6.

BEHAVIOUR

Staff are committed to making St. Martha's a happy and secure place for everyone. We feel it is important that we create in school an atmosphere that enables each child to benefit from all the opportunities offered.

Children are encouraged to develop attitudes which reflect the ideals of a Christian community, i.e. respect, courtesy and thoughtfulness for all members of the school family. Pupils are expected to treat the school, each other and the property of others with due care and consideration.

We have a whole school policy on behavior developed after discussions with staff and children. In addition, each class draws up its own set of rules which the children display and work hard to keep. Children are taught our Code of Conduct as part of their religious, social and personal education but, in order to achieve consistency and so that all those in authority are fully aware of what is expected of pupils and what is unacceptable, this Code forms part of the school's policy on behavior.

When a child's behavior gives cause for concern, appropriate action is taken. It is our policy to inform parents at an early stage so that a combined consistent approach to a problem can be implemented. We aim to promote positive behavior and a positive approach to school as a whole, through our mission statement and our commitment to living the Gospel values of loving, serving and giving.

BULLYING

Bullying is not tolerated at St Martha's, whether it takes the form of physical or emotional unkindness. We encourage both children and parents to notify the school if signs of bullying appear. It is vital that we are informed at an early stage so immediate action can be taken. A policy is available on request.

HOME/SCHOOL AGREEMENT

We have developed our Home/School Agreement after consultation between staff and parents. The Agreement outlines the expectations of parents and school, encouraging both to work together for the benefit of your child.

You will be asked to sign the Agreement when your child has started school. We sign the Agreement also, as a sign of our commitment to encourage your child to achieve his/her full potential.

BREAKAGES, DAMAGE, LOSS OF PERSONAL ITEMS

It is lovely when children bring in items from home to share with others. However, the school cannot accept responsibility for items lost and broken on school premises.

PARENTAL VISITS

Parents are welcome to visit or contact the school on any matter. If possible, it is desirable to make an appointment with staff. However, if the matter is one of urgency, then the Head teacher will endeavor to see parents as soon as possible. We work with parents to create a positive partnership.

Parents are given opportunities to discuss their child's progress and see their work during the year when open evenings are arranged. If parents are concerned about their child, it is of course important that they arrange to see the teacher as soon as possible rather than wait for open evenings. Likewise, teachers may ask to see parents should a matter of concern arise.

Written reports are issued for each child in February and July, and are followed by parent consultation meetings.

ATTENDANCE

If a child has been unable to attend school for any reason, a dated letter explaining the absence should be sent to the class teacher. A telephone call or personal message, duly noted, will suffice. Parents are asked to contact school on the **first day of absence**. Notification of planned absence for medical or other reasons is necessary. Parents are discouraged from organising holidays during term time and all such requests will be denied and recorded as unauthorised. Unexplained absences have to be marked down as "unauthorised". We operate a first day calling system for any unexplained absences.

For security reasons, if a child needs to leave school early, parents must report to the school office, so that a record can be made that the child is no longer in the school building. **Punctuality is imperative** to the smooth running of the school. However, if pupils are late they should **report to the school office immediately on arrival**.

Dogs are not permitted on the school site and smoking is banned in all areas.

SCHOOL UNIFORM

The school has adopted a uniform which parents have found to be attractive, sensible, distinctive and economical. School items with the St. Martha's logo can only be purchased through the school, while all other items can be purchased from general retail stores.

BOYS: St Martha's sweatshirt
White polo shirt
Dark grey trousers or shorts
Dark socks
Sun hat during the summer

GIRLS: St Martha's sweatshirt or cardigan
White polo shirt
Dark grey skirt or pinafore or trousers (not ski pants or leggings)
In summer term, blue and white summer dress may be worn
White or dark socks, or dark tights
Sun hat during the summer

Shoes for everyday wear should be dark in colour (black, blue or brown), have sensible heels and be smart. Trainers are not acceptable for everyday wear.

The school offers a range of outdoor games and physical exercise. Children are expected to change into suitable clothing for these activities:

PE kit: Plain white T-shirt
Navy shorts
Black plimsolls
Trainers for outdoor games

All PE kit should be kept in a St. Martha's PE bag, clearly marked with the child's name.

Protective clothing for art, e.g. apron or old shirt, is required.

St. Martha's book bags are available to purchase from the school. Any other bag brought to school to carry books, etc., should be reasonably small and not too bulky.

ALL CLOTHING AND PROPERTY SHOULD BE CLEARLY MARKED WITH YOUR CHILD'S NAME

Hair should be tidy and clean. It is expected that long hair will be tied or clipped back to ensure that it does not get in the way when the child is working or involved in physical activity.

Hair should not have gel or designs cut into it and no artificial colorings.

Necklaces, chains, rings and brooches are easily broken or lost and should not be worn. If ears are pierced, **one** stud in each ear is acceptable - other piercings are not acceptable. For safety reasons earrings should be removed or covered with tape during PE lessons.

SCHOOL MEALS AND BREAK TIMES

Meals served at the school are prepared on the premises. A hot two course meal or packed lunch is available. All meals are eaten in the school hall under supervision. You may choose to provide your child with a home packed lunch which will be eaten in the school hall under supervision.

Children in Reception, Year 1 and Year 2 will receive a free hot meal or packed lunch each day if requested. The current cost of a school meal for children in years 3/4/5/6 is £2.10 per day.

Children can choose to have cooked meals every day or packed meals every day or a combination of the two. To aid the administration of this flexible system, your child's meal requirements for the following week should be notified to school each Monday morning, together with payment (for years 3/4/5/6) in a named and sealed envelope.

Families who are receipt of certain benefits may be entitled to Pupil Premium Funding. Please contact the school to check eligibility. All enquiries are handled sensitively and confidentially.

Cartons of milk are available to the Reception class children and fruit snacks are available free of charge to all Reception, Year 1 and Year 2 children. Healthy snacks can be purchased during morning break for years 3/4/5/6 from the canteen.

ILLNESS OR ACCIDENTS AT SCHOOL

The school has only very limited facilities for dealing with "sick" children and parents are requested to keep their child at home if unwell. The school will contact parents should a child become ill whilst at school. **It is vital that the school has up-to-date contact telephone numbers for parents or other responsible adults.** This also applies in the event of an accident at school when parents would be immediately contacted by telephone to come and collect their child. If the school is unable to contact any parent, then school staff will take the appropriate action in the best interest of the child. If your child has been absent through illness, please do not send them back to school until they are fully recovered.

MEDICATION IN SCHOOL

The administration of medicines to children is the responsibility of parents and there is no requirement for the Headteacher or the school staff to undertake these responsibilities. However, as in most schools, there will be some children who need to take medication during school hours. These will include asthma inhalers and children with identified medical needs.

Only prescribed medication may be administered at the discretion of the Headteacher. Most courses of antibiotics etc can be given outside of school hours. On rare occasions, when this is necessary, the medication must be taken to the school office where the appropriate forms can be completed. All medication must be in the original prescribed packaging with the child's name and dosage. Children must not keep any medication on their persons, other than inhalers. Arrangements for inhalers are outlined in the school's Administration of Medicines Policy.

COMPLAINTS

If you are unhappy about any aspect of your child's education or experience at school, you should make an appointment to see the class teacher. We would hope that discussing the matter with the teacher should be enough to resolve the problem. However, if you are still unhappy and wish to take the matter further, you should make an appointment to see the Headteacher.

If, after discussion with the Headteacher, the matter remains unresolved, you should inform the Headteacher that you wish to make a formal complaint.

Parents/carers have a right to make a complaint about the curriculum under the arrangements pursuant to Section 25 of the Education Reform Act 1988.

A copy of the complaints procedure booklet is available from the Headteacher.

THE FRIENDS OF ST MARTHA'S

The school is greatly supported by an active School Association whose aims are:

- ◆ to foster closer relations between school and home for the benefit of the children;
- ◆ to assist the Headteacher and staff wherever possible;
- ◆ to raise funds for improving the facilities available to the school over and above those provided by the Local Authority.

The School Association, known as 'The Friends of St Martha's', helps to raise funds through a number of activities. Please support their efforts to improve the school and its community life.

The names of the chairperson and members can be obtained from the school office.

SCHOOL COUNCIL

"We meet once a term to share ideas on how we can make the school better. We all come from different classes and are voted in by our class. So far, we have designed a gazebo in memory of one of our teachers and have been discussing new dustbins for playground rubbish. We are also looking at teaching the Year Sixes how to ride their bikes safely on the road".

"It's nice to be on the school council, because you get to decide things with the teachers".

What do our children think of St Martha's?

"The teachers are friendly, helpful and they sort out your problems" (Year 4)

"The children are polite and friendly and we have lots of fun learning" (Year 4)

"I like St Martha's because it is colorful" (Year 1)

"I felt nervous on my first day but my teacher was really nice" (Year R)

"I like St Martha's because everybody gets on with each other" (Year 3)

"I think the school is great because there is always someone to help you" (Year 5)

"St Martha's is a very Catholic school, we respect everyone" (Year 6).

PARENTAL SUPPORT

Our school is a busy and successful place of learning. Our success is in part due to the parental support we receive in school. We actively encourage parents into school to help in whatever way they can. Involvement in school life is not only beneficial to us but it also provides parents with the opportunity to become a significant part of our community.

HOW YOU CAN HELP US TO HELP YOUR CHILD

- ◆ Make sure your child attends school regularly and arrives at school on time.
- ◆ Take a positive interest in your child's school life. Talk about his or her current subject areas, about things he or she likes to do at school and praise him/her when a new skill is mastered.
- ◆ Share books with your child. Tell or read your child other stories and discuss the events to help your child understand. Children are learning all the time from the world around them. Parents and teachers are both educators.
- ◆ It is a great help if your child reads to you at home. Encourage him/her to read the school's reading book at home and to look after it.
- ◆ Encourage your child to be independent, to dress him/herself, fasten laces, tidy up and use a knife and fork. Children are often much more capable than we think.
- ◆ If you are worried about any aspect of your child's school life, please come and see us. Together we will try to work out problems.
- ◆ You are very welcome in school. We encourage parents to talk to staff - by prior arrangement if possible. We have regular parents' evenings when you can discuss your child's progress with the class teacher - the children like to see you there and so do we. You will be invited to join in school celebrations and Masses.

God Made Us a Family

We need one another
We love one another
We forgive one another
We work together
We play together

Together we use God's word
Together we grow in Christ
Together we love all men
Together we serve our God
Together we hope for heaven

These are our hopes and ideals
Help us to attain them, O God
Through Jesus Christ, Our Lord.

Amen