

# St Mary's Catholic Primary School

## Information for Parents



*We would like to be recognised by the quality and depth of respect and love, which we show towards each other.*

*Mutual respect and tolerance are central to our way of life at St Mary's, as we meet Jesus Christ in each other.*

# Welcome to St Mary's

On behalf of the staff and governors I welcome you and your child to St Mary's Catholic Primary School. Our school has been at the heart of the Catholic communities of St Edmund's, St Mark's and Our Lady of the Rosary for over 50 years. We are pleased that we can also welcome families of other faiths and none. The gospel values of tolerance and respect are enshrined in our mission statement and permeate all aspects of school life.

Our school's motto is 'Onwards and Upwards' which describes the commitment of the whole school community to providing a high standard of education in a supportive and stimulating environment. Our ambition for our children is that they will flourish during their primary years becoming confident and well-rounded individuals, ready for the next stage in their education. We nurture a close working relationship with our families and do all that we can to ensure that the time our families spend as part of our community is happy and fruitful.

Our denominational inspection took place in 2019 and St Mary's was judged to be outstanding in all areas and said that, *'The school's Catholic life supports pupils academically and spiritually and fosters their sense of vocation within the school community and beyond.'* Our most recent Ofsted inspection report highlights the school's *'welcoming, caring and very harmonious atmosphere, where all feel valued'*.

In the Ofsted inspection which took place on 3<sup>rd</sup> and 4<sup>th</sup> July 2024, St Mary's was graded outstanding in all areas with inspectors commenting that,

*'Pupils thrive at this exceptional school. Kindness is at the centre of the culture. Pupils are confident, polite, and extremely hard working. They have a passion for learning and are very happy in school.'*

This prospectus is intended to give you information about our school and is correct at the time of publication. If you would like to visit St Mary's or have questions, do not hesitate to contact us.

*Mrs Isobel Vassallo*  
*Headteacher*



## Our School

St Mary's Catholic Primary School is situated in Beckenham, in the London Borough of Bromley. It was founded in 1968 on land leased to Bromley Council by a religious order- The Handmaids of the Sacred Heart of Jesus. The school serves three main feeder parishes- St Edmund's in Beckenham; St Mark's in

West Wickham and Our Lady of the Rosary in Hayes. We also admit children of other faiths and none. The school is two forms of entry with fourteen classes and 420 children on roll.

In 2014 St Mary's converted to stand-alone academy status and this means that all funding comes directly to be spent on our children. We are a member of the Bromley Catholic Schools' Trust, building on our excellent partnership with the Catholic primary schools in Bromley deanery.



## Admissions Policy and Procedures 2024-2025

St Mary's Catholic Primary School is a Catholic Academy Trust in the Diocese of Southwark. It is in the trusteeship of the religious order of The Handmaids of the Sacred Heart of Jesus. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body also welcomes applications from those of other denominations and faiths and from those who have no faith who support the religious ethos of the school.

Having consulted with the Local Authority, the Diocese and other admission authorities, the governors intend to admit into the reception classes, in September 2025, up to 60 pupils, the published admission number (PAN), without reference to ability or aptitude.

Where the number of applications exceeds 60, the Governors will offer places using the following criteria in the order stated below: -

1. Looked after Catholic children and all previously looked after Catholic children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Catholic children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
2. Baptised Catholic children, in possession of a Certificate of Practice.
3. Baptised Catholic children. A baptismal certificate or evidence of reception into the Catholic Church must be provided.
4. Looked after children and all previously looked after children who have been adopted or who have become the subject of a child arrangement order or special guardianship order. Children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
5. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.

6. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.

7. Children who are members of other faiths, Churches and denominations. Evidence of Baptism/dedication or evidence of membership required.

8. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

- i. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required. The governors will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admissions number.
- ii. Living in the parish of St Edmund's (Beckenham), St Mark's (West Wickham) or in the parish of Our Lady of the Rosary (Hayes).
- iii. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided, at the time of application, by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest).
- iv. Proximity to the school of the child's home address, the distance measured in a straight line from the school entrance by the local authority using a geographical computerised information system. Evidence of residence may be required. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

**Notes:**

a. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.

b. A "brother or sister" means children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives (eg cousins).

c. Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.

d. A looked after child has the same meaning as in section 22(1) of the Children Act 1989 that is a child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application. A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

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## **Admissions procedure**

In addition to the Common Application Form (CAF) required by the Local Authority, the Certificate of Catholic Practice (available from the school and from the local authority), should be completed and sent to the school not later than the national closing date for primary schools (15 January 2025). This should be done even if the CAF is completed online. If the Certificate of Catholic Practice is not completed, the governing body of the school will only be able to consider the application after all applicants who have completed a Certificate of Catholic Practice. You are advised to make two copies of the forms. You should retain one copy and pass the second copy to the school or your priest, as indicated. Admission of children outside their normal age group

Parents who are seeking a place for their child outside of their normal age group, eg, the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group that is to reception rather than year 1.

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born

Offers of places will be sent to parents by their home local authority on the common offer date 16 April 2025.

## **Education, Health and Care (EHC) Plan**

The admission of pupils with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with an EHC plan naming the school will be admitted without reference to the above criteria.

## **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel. Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that: -

- a) the admission of additional children would not breach the infant class size limit; or
- b) the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

### **Admission of children below compulsory school age**

The governors will provide for the admission of all children in the September following their fourth birthday.

### **Admission of children outside their normal age group**

Parents who are seeking a place for their child outside of their normal age group, eg, the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group that is to reception rather than year 1.

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's headteacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

### **Waiting Lists**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until at least 31st December of each school year of admissions. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

### **Late Applications**

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places, using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Year R), will also apply to succeeding years, and be subject to the availability of places.

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## Our Staff

Teaching Staff	Area of Responsibility
Isobel Vassallo	Headteacher; DSL
Sarah Durand	Deputy Headteacher; SENCO; ITT; Assessment; DSL
Angela Beirne	Assistant Headteacher; RE; EYFS Standards Team leader; DSL
Jane Haka (0.2)	Music Teacher Years 5 & 6
Adele Barnes	Music Teacher EYFS - Yr 4 (Stretto Music)
Alexandra Constanzo	History
Michelle Donnelly	Class teacher
Nicola Gooderham	Relationships Education
Eve Harrison (0.8)	PE
Hannah Harrison	Science
Catherine Kinner	ECT
Alana Mabey	Junior Road Safety
Jenny McCall	Computing
Luke McNicholas	Wellbeing lead, Geography; ECT co-ordinator
Sam Ringwood	Mathematics, EVC, Lower LKS2 Standards Team Leader
Mia Slade (0.4)	Teacher year 4 and year 6
Abby Smith	Pupil Leadership
Katie Walton (0.8)	Design and Technology
Sally Westley	Music
Emma Woods	English, Early Reading and Phonics; KS1 Standards Team Leader
Basra Yussuf	Maternity Leave ( <i>Art and Design; Learning Environments; EVC</i> )
Maria Batten (0.2)	Languages
Lori Bennison	SCITT Trainee
Ella Anderson	SCITT Trainee

<b>School Business Manager</b> Melanie Erasmus	<b>Teaching Assistants</b> Joanne Azeez Jane Bigge Jackie Cox Rhianna Clack (ISA) Anne Clarkson Julia Cullen Nicole Freitas Da Silva (ISA) Yolanda Dovey (ISA) Karen Everett (ISA) Bridget Flannery Imelda Hayes Laura Jackson Sheila Leonard Denise Monaghan (ISA) Cath Neville Anna Patel Stacey Peto Jane Summersby Abigail Wadley (ISA)	<b>Middy Supervisors</b> Sharon Lodge Jane Summersby (Senior MDS) Paul Breen Emanuela Cavallo Jackie Cox Rita Dixon Yolanda Dovey Frances Duck Alison Durling Karen Everett Denise Monaghan Stacey Peto
<b>Site Manager</b> Paul Breen		
<b>Finance Officer</b> Bernadette Smith		
<b>Admin &amp; Admissions Officer</b> Elizabeth Tracey		<b>Sports Coach</b> Darren Verga



## The Governing Body

<b>Chair</b>	Robin Hoyles
<b>Vice Chair</b>	Paul Monaghan (trustee and Handmaids appointment)
<b>Headteacher</b>	Isobel Vassallo
<b>Foundation Governors</b>	Francesca Fear Paul Monaghan Lijoy Varughese Helen Hawkins Eileen Keenan-O'Malley Bianca Johnston Maryssa Dako
<b>Elected parent governors</b>	Peter Biggenden Mat Fahey
<b>Local governor</b>	Dan Lettington
<b>Elected staff governors</b>	Emma Woods Basra Yussuf
<b>Clerk</b>	Mel Greener

The Governing Body's role is to determine the strategic direction of the school and to provide:

- Strong links between the school and the community
- A diverse range of skills
- An independent view
- A visible form of accountability and support for the headteacher and staff



## Governing Body Engagement Forum

The Governing Body is committed to working closely with parents and have a termly forum to consult with stakeholders and to seek their views. Minutes of the meeting are shared with the entire school community. The current chair of the forum is Francesca Fear.



## The PTA

Our Parent Teacher Association (PTA) is a hardworking and active body- a committee of people who give generously of their time and expertise. The PTA runs a busy programme of events which aims to involve the whole school community. The funds raised are spent directly on enhancing provision for the children and recent projects include the refurbishment of the Key Stage 1 playground and the installation of a trim trail for all of the children to enjoy. The current Chair of the PTA is Mrs Donna Mentesh.



## Parental Involvement

The support of parents is fundamental to the success of St Mary's and parents are actively encouraged to share their skills with us. They help us to welcome new families, raise money and give generously of their time and talents. Parents accompany children on educational visits and help with reading, art, technology and a range of lunchtime clubs. If you are new to St Mary's you are encouraged to become involved and your support will be most welcome.



## Religious Education and the Catholic Life of the School

Gospel values are intrinsic to every aspect of life at St Mary's and school staff at all levels work with determination to ensure that the Catholic life and the character of the school is maintained.

The Religious Education curriculum is in accordance with the requirements of the Bishops' Conference; 10% of curriculum time is for religious education following 'The Way, The Truth and The Life' scheme. Additional work is undertaken linked to the liturgical year and there are opportunities for pupils to learn about other faiths. Children demonstrate very positive attitudes towards prayer and worship. The school's chaplain provides valued support and is a visible presence, regularly working with pupils, staff and parents. Parents are warmly welcome to attend school Masses and religious celebrations.

Moral and spiritual development are formally promoted through the curriculum. The impact of this is evident in pupils' respectful relationships with each other and their readiness to accept responsibility.



## Equality and Diversity

St Mary's is committed to the principle of equality and diversity for all pupils irrespective of age, gender, race, creed or disability. We recognise that the effects of discrimination can limit potential and horizons. Those concerned with education at St Mary's recognise the importance of meeting the individual needs of children. They are encouraged to develop non-discriminatory attitudes and expectations about themselves, their role in the school and society in general.

## Special Educational Needs

We recognise the entitlement of every child to a broad and balanced curriculum and our responsibility to meet their individual learning needs. Additional support in the form of a differentiated curriculum and classroom support is provided to aid children with special educational needs; external agencies are involved where necessary. Parents are fully informed and involved where a need has been identified.

## Out of Hours Care

We work in partnership with Superkids who provide breakfast, after school and holiday childcare for St Mary's children. They offer places for everyone who needs wraparound care and there is no waiting list. For information about Superkids, visit [www.superkidsclub.co.uk](http://www.superkidsclub.co.uk).



## The School Day

### SCHOOL HOURS

Foundation Stage and Key Stage 1:	08:50-12:00	13:25- 15:15
Key Stage 2:	08:50- 12:30	13:25- 15:15

Doors open at 08:40 and children may come into classrooms from that time, ready for registration at 08:50. Punctuality and good attendance are essential to ensure that children make the most of the support and opportunities provided for them.

School concludes at 15:15 and children should be collected promptly. If a child is involved in an after-school club, all siblings must be collected at the normal time and remain under the supervision of an adult.

## Core Values

Visitors to St Mary's frequently comment on the harmonious atmosphere in the school and our high standards of behaviour: *'The behaviour of pupils is exemplary. During this inspection they were exceptionally polite, thoughtful and considerate in lessons and around the school. They are kind to each other and appreciate the need for praise, encouragement and forgiveness, relating this to their school mission and the teachings of Jesus.'* Denominational Inspection report 2019

Within a supportive environment, our aim is to foster within our children a sense of responsibility for their actions and our work is underpinned by our Core Values of tolerance and respect, gratitude, love, self-discipline, resilience and excellence.



## Medical and Safety Considerations

It is important that we are made aware of any medical conditions, allergies or special dietary needs that a child may have. In cases where we are requested to administer prescription medication, written approval is sought from parents and the medication should be supplied in a container clearly labelled with the child's name.

Should a child have a minor accident at school, basic first aid will be provided by school staff. In the case of a head injury- however minor- it is policy to inform parents via telephone.

Several pupils are allergic to nuts and nut products; therefore, these food products are not permitted

## Absences

If your child is unwell, parents are requested to inform the school by 08:30. Absences of 5 days or more must be medically supported in order to be recorded as being authorised. Please note that holidays in term time will not be authorised.

## School Uniform

Our supplier is Hewitts of Croydon and they visit St Mary's once per term for direct sales. The PTA sells pre-loved uniform regularly throughout the year. A copy of our uniform policy is available from the school office.

## Preparing to Start School

Children are invited to two 'Stay and Play' sessions towards the end of the summer term to prepare them for starting Reception in September. This gives them an opportunity to meet the staff and children and to get to know their new classrooms. Parents are invited to an evening meeting with the headteacher and senior staff to talk about the introduction arrangements for the children.



## School Meals

Our school meal provider is Nourish. All meals are prepared freshly on site and our menus have been nutritionally analysed. Under the government's Universal Infant Free School Meal scheme and the Mayor of London scheme, all children receive free lunches. Reception and Key Stage 1 pupils are provided with free fruit at morning break. KS2 children may bring fresh or dried fruit to eat at playtimes. We have 'Healthy School' status and children do not bring sweets or fizzy drinks to school.



## Homework

The purpose of homework is to reinforce and consolidate work done in school. The following is a guide to the amount of homework each week:

Year group	Time taken per week
Years 1 and 2	1 hour
Years 3 and 4	1.5 hours
Years 5 and 6	30 minutes per day

## Educational Visits

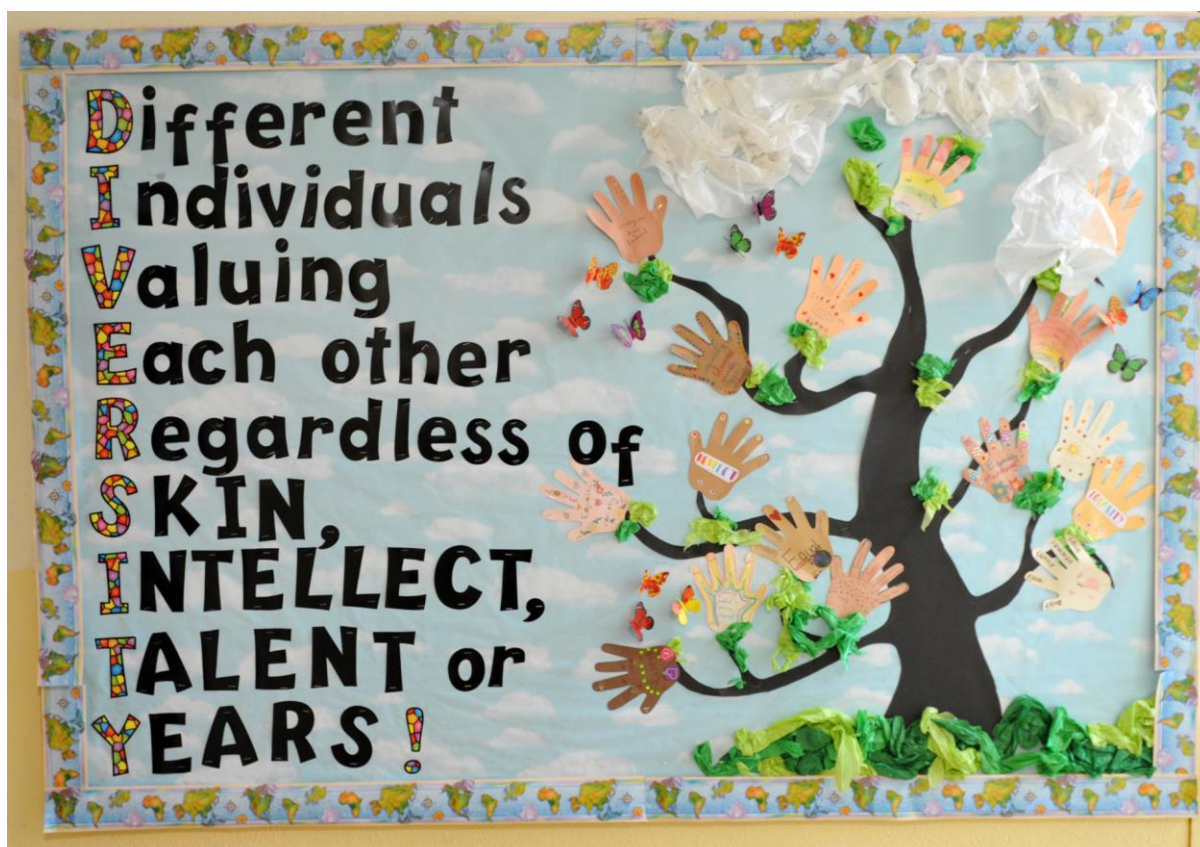
Educational visits are organised by class teachers to enhance and enrich children's experiences. A contribution is requested from parents towards the cost of trips; however, children will not be excluded where parents cannot afford to make a contribution.

## The Curriculum

Our children will have memorable experiences that encourage and inspire them to achieve their full potential. The curriculum is planned to promote learning, personal growth and development. Our core values of excellence, resilience, self-discipline, love, gratitude, tolerance and respect are at the centre of all we do - this includes both our academic curriculum and our approach to behaviour and learning, which revolves around equipping pupils with the cultural capital they need to succeed in life.

Subject	Statement of Intent
English	Through the study of English, St Mary's children will develop a joy of reading. They will learn to express themselves clearly and with confidence - both orally and in writing - using standard English. They will develop the skill to listen to others and reflect upon their own ideas to become effective communicators.
Mathematics	Through the study of mathematics, St Mary's children will develop confidence and fluency in their understanding of concepts in order to reason and problem solve beyond the mathematics curriculum. They will become more prepared for

	the challenges presented in the world around them (for example in order to become financially literate).
Science	Through the study of science, St Mary's children will develop their experimental thinking and curiosity to investigate the world around them. They will become reflective thinkers who see links and patterns in a meaningful way.
R.E.	Through the study of religious education, St Mary's children will become a visible disciple of Jesus - even when it is not easy. They will develop an understanding and respect for the beliefs of others.
Art and Design/Design and Technology	Through the study of art and design & technology, St Mary's children will become expressive and experimental learners developing their creative and innovative skills.
Geography	Through the study of geography, St Mary's children will have an understanding of the human and physical features of their local area and the wider world. They will be able to identify and name the countries and continents of the world, where to locate them and know how to care for it.
Computing/internet safety	Through the study of computing including internet safety, St Mary's children will develop an understanding of how technology affects our lives; will become confident and competent with programming; will know how to use technology safely, including all mobile devices, and how to report unsafe activity or content appropriately including through CEOP.
History	Through the study of history, St Mary's children will develop an understanding of the challenges faced in the past; how the world has changed and how, with knowledge, they can be empowered to shape their own future and that of others.
Languages	Through the study of languages, St Mary's children will develop tolerance and respect of other people and cultures and be able to communicate in another language. They will make links with their own mother tongue and additional languages.
Music	Through the study of music, St Mary's children will understand that music is a form of expression that can represent different feeling emotions and narratives. They will learn that music is universal and has no boundaries. St. Mary's children will understand that music is deeply rooted in cultural identity; we will encourage them to listen and to appreciate all different forms of music.
Physical Education	Through the study of PE, St Mary's children will understand the importance of healthy living, fitness and know how their bodies work. They will also learn the value of teamwork and develop collaboration skills alongside positive decision making.
Relationships Education	Through the study of Relationships Education, St Mary's children will develop a knowledge and understanding of respect for themselves and others, learning about healthy and safe relationships within the special context of the identity of our school.
Mental Health and Well Being	Through the study of Mental Health and Well Being, St Mary's children will develop the knowledge and understanding to express their thoughts and feelings in a way that is safe and appropriate.



## Statutory Assessment Outcomes Summer 2024

EYFS Good Level of Development	80%
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Year 1 phonics screening check	95%
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Key Stage 2 assessment outcomes		
	Meeting the expected standard	Working at greater depth
Reading	92.6%	46%
Writing	85.2%	22%
Mathematics	92.6%	39%
Grammar, punctuation & spelling	81%	35%
Combined	83.3%	16.7%



## Next Steps

Our Year 6 children transfer to a range of schools, including the following:

Bishop Challoner School	Bonus Pastor Catholic College
Bromley High School	Bullers Wood School
Bullers Wood School for Boys	Coloma Convent Girls' School
Eden Park High School	Harris Academy Beckenham
Harris Girls' Academy Bromley	Hayes School
Invicta Grammar School	Langley Park School for Boys
Langley Park School for Girls	Newstead Wood School
Ravensbourne	Ravens Wood School
St Olaves	Sydenham High School
The Cedars	The John Fisher School
The Laurels	The London Oratory School
Tonbridge Grammar School	Townley Grammar School
Trinity School	Wallington Grammar School
Whitgift	



*An academy trust limited by guarantee registered in England (company number 9258843)*