



STELLA MARIS SCHOOL

Handbook For Parents

Revised Sept. 2021

St Johns Road, Heaton Mersey, Stockport SK4 3BR Tel: 0161 432 0532
Headteacher: Mrs Norah Johnson

PARENT HANDBOOK STELLA MARIS SCHOOL

A special welcome to all our new pupils and their parents.

Welcome to Stella Maris School. We hope that you will settle quickly into school life, find new friends and enjoy your years at this exciting and busy school.

There will be many interesting things to do at school during the year. We have clubs and activities before school, at break time, at lunchtime and after school. There are several school outings throughout the year; previous trips have included the cinema, National Trust parks and properties, Chester Zoo, Southport, Manchester Airport and Jodrell Bank. There are also many opportunities to take part in Speech, Art, Sport and Music activities. Of course, the expectation is to work hard, but we hope that all pupils find their schoolwork enjoyable as well as challenging. All we ask is that pupils try their best in everything they do, take up as many opportunities as possible and look after each other so that we can all be happy and enjoy life here together.

Upon arriving at Stella Maris all new pupils will be introduced to a small group of children (called 'buddy' friends) who will help him/her round the school for few weeks and explain everything.

The following information is to help pupils and parents understand many aspects of life here at Stella Maris School. It cannot cover everything or supply all details: please contact the school if you have any questions.

School Hours

The school is opened at 8:00 am. Pupils must not be left before this time unless there has been a special arrangement for a school trip. At 8:00 am children enter the school via the front 'main entrance' door and our Before School Club staff will look after them in the school hall. At 8:40 am all children are taken to play outside in the playground if the weather is fine. Coats, bags and lunch boxes must be neatly stored in the cloakrooms at the start of the day. Younger children can leave their bags and coats in the school hall. **(Due to Covid restrictions there is currently no early morning play before school, to allow for children to access their classrooms via their designated entrance/exit points. Early morning play will commence as soon all restrictions have been lifted.)**

All children must be in school by 8:55 am. You may stay with your child if you wish until line up time at 9:00 am. At the end of the day we would politely ask you to collect your children promptly at 3:05 pm from the exit allocated to your child's class. If you are delayed for any reason, please phone the school so that we can reassure your child and see that no problem arises from your delay. Children using the After School Club will be delivered to the ASC staff. Any child who is not picked up at 3:05 pm should return to their class teacher.

After School Club

After School Club runs from 3.05pm to 5.30pm at a cost of £9 per session. Children can get involved in a range of activities including arts and crafts, baking, board games and outdoor play (weather dependent). Children can be booked into the Club in advance or on the day – it is a flexible arrangement designed to suit the needs of busy parents. Please note that the Club closes at 5.30pm sharp.

When using the ASC, you will be issued with a copy of the Club procedures which include what to do if you are delayed or if a problem presents itself which could prevent you from getting to school by 5.30pm. It is very important that these procedures are followed and emergency provisions are in

place with your emergency contacts in the event of you being delayed. All procedures are there for the welfare of your child.

House Team System

All children are given a place in one of two 'House Teams': Matthew (blue) and Mark (red). Children earn merit marks for good work and behaviour and they take part in a number of Team competitions throughout the year. Each week in assembly class teachers award House merit badges for exceptional work during the week and pupils get their names published in the school's weekly Parent Face Book news page. Pre-Prep also operate a system of earning points which is interactive and fun and encourages the younger children to take pride in their achievements and good behaviour.

Lunch

At Stella Maris School packed lunches from home are eaten in the classrooms. We encourage and promote healthy eating in the school and ask that pupils are provided with a healthy and nutritious meal. During the Summer Term we regularly eat lunch outside in the playground on picnic blankets. For special occasions we arrange for a lunch to take place where all the children come together for lunchtime and food is provided either by school or by a local food outlet. A piece of fruit or another healthy snack can be brought into school for our morning break. Water is encouraged at all times. We promote water as the only drink allowed in school. However, if there is a medical reason why your child needs a different drink please contact the school office to make us aware of this.

Administration

1. School Contract

On signing the application form, parents enter into a contract with the school and so need to be aware of the rules and regulations. A copy of the terms and conditions regarding fees and notice is provided in the Admissions Pack.

2. Personal Details – These forms will need to be signed as part of the admissions procedure.

School Record Form

This form is issued to parents when their child joins the school and is renewed at the beginning of each year. The information is vital for our school records and in case of any emergencies. It is also essential that any changes to the information, such as new work contact phone numbers, email addresses, change of postal address or circumstances, etc. are notified to the school at the earliest opportunity so that parents can be contacted quickly if the need arises.

Privacy Notice

This is in line with our Data Protection Policy and explains how Stella Maris School stores and processes data which we will hold about your child. A copy of our Data Protection Policy can be found in the Policies page on our website.

Use of Photographs and Videos in School Consent Form

This form explains the reasons why and how Stella Maris School may use images and videos of your child. Please read the form carefully and outline your agreement as appropriate.

User Agreement

When in school your child will be made aware of our IT Policy and safe use of the internet in an age-appropriate way. We request that you read through this information provided with this form and sign this agreement with your child.

3. Medical Information

Should a child become ill or receive an injury at school every effort is made to contact parents to arrange for their child to be collected from school where necessary. If a child needs urgent hospital attention and parents cannot be contacted quickly the school will in these circumstances arrange for the child to be taken to A&E and arrange for parents to meet them there.

If your child requires regular medicines, such as an inhaler or medicine prescribed by a doctor we would ask you to complete a permission slip from the school office which must be signed and returned to the office before any medication can be administered.

4. Fees

Fees are due for payment before the first day of term and instructions with regard to payment are on the invoice. You can arrange to pay by standing order over 10 monthly equal payments. Please ask for details from the school office. Any fee increase is notified at the end of the Spring Term.

Parking

Parents will appreciate that the school must ensure that its grounds and environs are safe for both adult and child access during the busy times at the beginning and end of the school day. As St John's Road is so narrow we would appreciate it if parents could follow a clockwise entry and exit regime. This should allow for a free flow of traffic.

Parents' Association

The Parents' Association gives valuable support to the School and we would hope that you become fully involved. The PTA operates its own email address pta@stellamarisschool.co.uk so if you are keen to get involved please get in touch. You can also sign up to the PTA's Facebook group – Stella Maris PTA to find out the latest news on events. The PTA hosts several events throughout the school year from a Halloween Disco to a Teddy Bears Picnic. New ideas are always welcome as are helpers!

Homework

All children from Year 1 upwards are required to do some homework during the week. The amount of time spent on doing this work will vary according to the individual, but the work set will be of a reasonable quantity for the age group.

If your son or daughter experiences problems with the work set, please contact their class teacher directly. We do not expect children to struggle on for hours trying to complete an assignment that they do not understand. Equally we see no benefit in teachers receiving a piece of work that has more parental input than child input!

At the start of each year your child will be given information concerning our homework expectations. As well as doing formal work at home we also expect children to read every night. This is an essential tool in ensuring that the children become fluent and confident readers. This will impact on every part of the Curriculum. To this end each child is issued with a reading record book. We hope that you will enjoy hearing your child read and we look forward to your regular comments in the **reading record book**. This book also plays a vital role as a communication tool between class teacher and parent. Consequently, please ensure that your child brings it home every day and that they keep it in a safe place and returns it to school on the next day.

Reports and Formal meetings between Parents and Teachers

Pupils from Year 1 – Year 6 are issued with three formal reports each academic year, a Progress Report at the end of the Autumn Term, a Spring Term Report and the end of year Academic Report in July. Pre-Prep 1 receive their formal academic report at the end of the year and Pre-Prep 2 receive a Spring Term Report as well as the end of year more formal report. The reports are sent home with your child and we welcome written feedback on the acknowledgement slip which can be handed into the school office or passed to your child's class teacher.

Formal parent meetings with class teachers are held in the Autumn Term and the Spring Term, the times being arranged directly between teacher and parent. Parents are obviously welcome to get in contact with the staff at any time should they wish to discuss anything problematic with their child.

The school has an open-door policy whereby parents can drop in to have a quick chat with their child's class teacher from 8.45 am or after school at 3.05 pm. This is usually for small queries or to pass on information. If parents require a longer or a more confidential meeting they are advised to make arrangements by phoning the school office and asking for an appointment. **(There are currently restrictions in place due to the Covid-19 pandemic, but teachers are able to hold socially distanced meetings where there is an urgency or meetings by phone for more general issues.)**

Examinations

Throughout the year children will be set various tests and examinations within their class setting. These take place at particular times during the year. Parents will always be informed about revision beforehand. The Entrance Examinations for local senior schools usually take place during the beginning of the Spring Term; consequently, there are special meetings for Year 6 parents concerning these examinations during the Autumn Term.

Penalty Points

If your child fails to complete work or misbehaves, they may find that they are given 'penalty points'. These are recorded in a book in the Headteacher's office. If they have 15 points in a half term period, the Head Teacher may make them stay in during a break time and do some detention work. Parents will be notified first. This is to help them adjust behaviours and not as a punishment.

Equipment

Exercise books and textbooks are provided by the school but will be charged for if lost or damaged.

Junior children require a sensible sized bag for their games kit, and also swimwear for children in Y3 – Y6.

Uniform and Uniform Supplier

Please refer to the clothing lists, which are printed at the end of this booklet. It is possible to buy all items of school uniform from Triple S Uniform Shop, which is situated on Heaton Moor Road.

Lost Property

Named items will be returned to their owner as quickly as possible. At the end of the academic year any remaining unnamed items will be handed over to the PTA for a future sale. **We strongly advise you to name all belongings and all items of clothing should have your child's name clearly labelled.**

Toys

Parents are advised not to let their children bring expensive toys, equipment and games into school as no responsibility can be accepted for loss or damage.

Jewellery

Stella Maris is a non-jewellery school. The wearing of jewellery and earrings is forbidden in school on health and safety grounds. The only acceptable form of jewellery is an inexpensive wristwatch. Please be advised that earrings are not allowed in school.

All personal belongings brought into school, including clothes, shoes and books MUST be clearly marked with the owner's name.

Communications

Any pupil arriving late for school (after 9:00am) should go directly to the school office. Parents wishing to make contact with their children during the school day are asked to call directly to the school office or arrive there in person.

The school's weekly news is produced each Friday and shared on our dedicated Parent Facebook page. Most communications are sent electronically but from time to time paper information is also sent home so parents should regularly check their children's bags and pockets at least once a week just in case information gets lost. All bulletins and any notes that require a reply from parents have tear off forms at the end and parents are asked to return these as quickly as possible to help us maintain good communication. Children who are involved in games matches or school outings must have a signed consent/reply slip giving parents' approval before they can be involved in each separate event.

Parents can also keep up to date with Stella Maris via the school website and our dedicated Parent Face Book page, which you will be invited to join once your child has started at school. The link is as follows: <https://www.facebook.com/groups/237606797689103/>

Absence/Unfit for Games

If a child is absent from school or 'unfit for games' parents must send in a note or telephone the school office, as soon as possible. Should you call the office to advise us of your child's illness we will still require you to provide a written note for our records. Unfit for games notes are valid for one week only.

Holidays

Term and Half Term dates are published as far ahead as is reasonably possible so that parents can arrange visits and holidays during proper holiday times. Although every possible support is given when children are absent through sickness, work cannot be provided for children who are simply away on holiday. During any period of Lockdown due to Covid-19 or isolation, online teaching and learning will be provided.

School Calendar

Parents should note that dates for special events are normally published in the newsletter and on the website www.stellamarisschool.co.uk. Otherwise parents will be notified in advance by a separate letter.

Appointments

The best time to see any member of staff is immediately before or after school. If you would like to meet with the Headteacher, it would be helpful if you made an appointment by telephoning the school office. Our Headteacher Mrs Johnson is ready to see parents whenever possible. If you have a complaint, first speak to your child's teacher. If the problem is not then resolved, please speak to the Headteacher. If required, a copy of the Complaints Procedure Policy is available in the school office and on the school website.

School Policies and Schemes of Work

The school holds a vast array of school policy documents and schemes of work. These are held in the school office and are available on the school website for parents to look at.

Appendices

At the end of this booklet are a number of appendices which parents may find helpful. They include:

- Routine Timetable
- The School Aims

- Stella Maris School Code
- School Rules
- Uniform Lists
- Holiday Dates

STELLA MARIS ROUTINE TIMETABLE

8:00 am	School is opened, and any early pupils stay in the school hall
9:00 am	School day begins with registration, prayers or assembly
9:05 – 10:30 am	First morning session
10:15 – 10:30 am	Morning Break for Pre-Prep and KS 1
10:30 – 10:45 am	Morning Break for KS 2
12:00 – 1:00 pm	Lunch Break (Pre-Prep children begin their lunch at 11:45 am)
1:00 – 3:05 pm	Afternoon session
3:05 pm	End of school
(3.10 – 5.30 pm)	After School Club – for children who have booked into this facility)

STELLA MARIS SCHOOL AIMS

Our school aims to offer to all pupils and staff every opportunity to reach their full potential while learning to live and work with others in harmony and sympathetic understanding.

In an environment which gives due regard for safety and health of all who work in and visit the School, the School seeks to promote equally:

- Equality of opportunity

- Courtesy towards the opinions and beliefs of others
- Enjoyment of study and training, alone and in cooperation with others
- The pursuit of excellence
- Openness to spiritual values
- Appreciation of aesthetic values
- Growth of a strong sense of personal responsibility
- Readiness to think independently
- Concern for man-made and natural environments
- A partnership with parents of children in the school
- To keep class sizes small and give each individual child the attention they deserve
- To give all our children the widest possible choice at the age of eleven
- To provide child focused learning that reflects both our high expectations and high academic standards
- To prepare our pupils for a wide variety of entrance examinations within a broad and balanced Curriculum.

STELLA MARIS SCHOOL CODE

- Be polite and friendly at all times
- Say please and thank you
- Be in the right place at the right time in the right frame of mind, with the right equipment
- Be willing to help
- Carry out instructions promptly and willingly
- Address adults politely using their proper name
- Be punctual
- Respect yourself and others
- Be honest
- Always behave in a way which will make your family and friends proud of you
- Take pride in your work
- Have a high regard for your appearance and personal hygiene, it will help your confidence
- Have the courage to say NO if something is not right
- Always think about your safety and the safety of others
- Move about quietly and sensibly
- Keep all cloakrooms neat and tidy
- Bring nothing dangerous or valuable to school
- Obey special safety rules for practical lessons and when travelling to and from school
- If you arrive late report to the office before joining your class
- Look after the environment
- Help to keep the school and grounds looking good
- Keep the School free of litter and use the bins
- Look after the furniture and buildings
- Report any damage immediately
- Leave chewing gum at home

We hope that this school code will ensure that Stella Maris continues to be the lovely school which it is.

STELLA MARIS SCHOOL RULES

In general, observing school rules is a matter of using common sense and in having consideration for other people and property. More specifically the following rules should be observed:

At the beginning of the day any pupils arriving after 8:00 am should do the following

- a. Wait in the hall with a member of staff. Good behaviour is expected.
- b. All pupils in the hall line up at 9:00 am and come go into their classrooms for registration. Pupils not in the hall can access their classrooms from the exterior doors from 8.45 am
- c. Pupils arriving after 9.00 am must report to the office to be marked present.

If a pupil needs a leave of absence note, they should ask in advance, in writing to the Headteacher. Pupils returning to school after an absence should bring a written explanatory note from their parent.

A pupil who feels unwell or is hurt should tell a member of staff then report to one of the first aid trained staff – First Aid trained staff are Mrs Brearley, Mrs Jones, Mrs Herok, Mrs Edgar, Mrs Curley and Mrs Bullas. Children should not attempt to contact their parents without staff permission.

All pupils should wear regulation uniform and every effort should be made to look neat and tidy. School coats should be dark blue or black in colour. Hairstyles need to be sensible and suitable. Longer hairstyles should be neatly arranged in a ponytail etc. and all 'hair ties' should be 'soft' and only be in school colours i.e. navy blue and white. The wearing of jewellery and earrings is forbidden in school on health and safety grounds. The only acceptable form of jewellery is a wristwatch. However please be advised that earrings are not allowed in school.

All uniform and property need to be clearly named. Money and valuables should not be left unattended, as the school cannot accept responsibility for any loss on school premises.

Anyone finding lost property should hand it to a member of staff or take it to the office. All reasonable efforts will be made to return lost property to the rightful owner. Unclaimed items, which are not named, will be placed in the office and anything remaining at the end of the academic term will be disposed of or passed onto the PTA for future sales.

It is in everyone's interests to be sensible and good mannered when moving around the school and there is a particular need to be silent whilst lining up both inside the classroom and outside. When the whistle goes at the end of break time or before school all pupils should stand still in silence before walking to their class line. They should then line up silently and await further instruction. These rules are especially important during a fire drill when they will allow pupils to leave the building safely, according to the fire and emergency procedures for the school.

During wet breaks pupils will need to behave sensibly in the hall or classrooms and not wander or congregate in corridors or other areas.

Lunches are eaten in the classrooms. At other break times only healthy snacks may be eaten outside. Litter bins should be used for wrappers etc.

Pupils must abide by any individual classroom rules.

At the end of the school day:

- a. All pupils should be collected at this time unless they have been entered into After School Club.
- b. Any pupil not collected at this time should return to the hall and inform a member of staff. Any children not collected by 3.15pm will be placed into After School Club and a fee charged.
- c. Pupils should not contact their parents without permission.
- d. After School Club finishes at 5.30pm. All pupils must be collected by this time.

The following items are not allowed on the school premises:

- a. Pen knives or anything else which might be considered dangerous.
- b. Tipp-ex or similar products.
- c. Chewing gum.
- d. Cameras, Computer games, iPods etc.
- e. Mobile phones are not allowed on the school premises. In certain cases of course mobile phones may be required by a pupil but if this is the case parents must ask in writing first and any mobile phones will be kept in the school office during the day.

The following misdemeanours will be dealt with severely:

- a. Bullying or threatening others in any way.
- b. Using offensive language.
- c. Wilfully damaging or interfering with property, belonging to others or the school.

This is a lovely school and we aim to keep it that way. Mutual respect towards each other and the building is expected at all times.

STELLA MARIS SCHOOL Uniform List

<u>PRE-PREP PUPILS</u>	
<u>Boys</u>	<u>Girls</u>
Long or short navy trousers – elasticated waists	School regulation box pleat navy skirt (elasticated waist) or school regulation checked dress (Summer Term only)
School regulation blue polo shirt	School regulation blue polo shirt
School jumper	Navy school cardigan
Navy socks	Navy socks (knee or ankle) or navy tights
Navy or black shoes (if laces children must be able to tie themselves)	Navy or black shoes (if laces children must be able to tie themselves)
School regulation waterproof fleece	School regulation waterproof fleece
School book bag	School book bag
School regulation woolly hat	School regulation woolly hat
School regulation scarf (optional)	School regulation scarf (optional)
School regulation navy cap (Summer Term only)	School regulation blue cap (Summer Term only)
<u>P.E. Kit – Boys</u> School regulation P.E. Bag School regulation white polo shirt Navy shorts Black pumps	<u>P.E. Kit – Girls</u> School regulation P.E. Bag School regulation white polo shirt Navy shorts Black pumps
<u>YEAR 1 – YEAR 6 PUPILS</u>	
<u>Boys</u>	<u>Girls</u>
School regulation blazer	School blazer (dark blue/black winter coat)
Navy shorts or trousers	School regulation navy pinafore (or pleated skirt)
White shirt (long or short sleeved)	White blouse (long or short sleeved)
School tie	School tie
School regulation jumper	School regulation navy cardigan
Navy socks	Navy socks (knee or ankle) or tights
Navy or black shoes	Navy or black shoes
Navy or black coat	Navy or black coat
School regulation scarf (optional)	School regulation scarf (optional)
School regulation woolly hat	School regulation woolly hat
School rucksack (optional)	School rucksack (optional)

School navy cap (Summer Term only)	School regulation checked dress (Summer Term only)
	School regulation pale blue cardigan (Summer Term only)
	White socks (Summer Term) knee/ankle length
	School pale blue cap (Summer Term only)
P.E. Kit – Boys and Girls School regulation white polo shirt School regulation tracksuit Girls - School regulation skort (optional) Boys – Navy shorts (optional) Navy knee high sports socks Trainers Boys Swimming – trunks, towel, bag Girls Swimming – costume, hat, towel, bag	

It is a good idea to have the following items of clothing in school at all times for the younger children.

Spare underwear, socks or tights in a labelled plastic bag in case of accidents

Wellington boots

Waterproof trousers or waterproof all in one (optional)

Uniform Policy

Only school regulation caps and hats can be worn. Children must wear standard black school shoes. Trainers are only allowed for Games lessons.

It is our school policy that all children wear the school uniform while attending or representing the school. Our school uniform is practical and smart, is designed with health & safety in mind, lessens distractions in the classroom, makes children feel equal to their peers in terms of appearance, identifies children as being from Stella Maris School, promotes a sense of belonging and pride in the school.

Second hand Uniform is available from the school with all monies going to the PTA Fund.

All regulation uniform can be purchased from:

Triple S Uniform Shop
102 Heaton Moor Road
Heaton Moor
Stockport
SK4 4NZ Tel: 0161 442 8834

Non regulation items can be purchased from supermarkets or other retail outlets.

STELLA MARIS SCHOOL

St John's Road, Heaton Mersey Stockport, SK4 3BR
 Headteacher: Mrs Norah Johnson

TERM DATES SEPTEMBER 2021 TO JULY 2022**AUTUMN TERM 2021**

Term begins	Thursday 2 nd September 2021 (Wednesday 1 st September Staff Training Day)
Break up for Half Term	Friday 22 nd October 2021
Re-open	Monday 8 th November 2021
Christmas Holiday Close	Friday 17 th December 2021 @ noon

SPRING TERM 2021

Term begins	Thursday 6 th January 2022
Break up for Half Term	Friday 18 th February 2022
Re-open	Monday 28 th February 2022
Easter Holiday Close	Friday 8 th April 2022

SUMMER TERM 2021

Term begins	Monday 25 th April 2022
Bank Holiday	Monday 2 nd May 2022
Break up for Half Term	Friday 27 th May 2022
Re-open	Monday 13 th June 2022
Summer Holiday Close	Friday 15 th July 2022

You can view the holiday dates on the school website
www.stellamarisschool.co.uk