



# St George & St Martin Catholic Academy

## School Prospectus 2023

'St. George & St Martin's is an exciting place to learn'  
Ofsted 2019

## **Introduction**

This prospectus will provide you with helpful information about St George & St Martin Catholic Academy. If your child is just starting at school, I hope their time spent here will both be happy and successful. St George & St Martin is a Catholic school and the teachings of Jesus Christ are at the very centre of the daily lives of the children.

Staff aim to set examples to the children which follow the Catholic ideals as prescribed in the Gospels. Parental interest, encouragement and support is vital to a child's educational development.

My colleagues and I wish to develop a partnership with you and provide a secure, caring, disciplined and Catholic environment which results in your child receiving the best educational opportunities and developing into a mature Christian.

If you need further clarification of any details or there are matters which you wish to discuss, please do not hesitate to contact me. Your comments and suggestions about this prospectus would be welcome.

Mrs D. Farmer

Principal



## **Mission Statement**

Growing, Learning, Loving; United in Play, Prayer and Peace  
We grow in understanding and faith to be the best we can be.  
We learn about a world outside of our school.  
We love one another as Jesus taught us through the Gospels.  
We are united in all that we do.  
We play together, caring for each other.  
We pray that we can become closer to God.  
We want peace in our school, community and world.



## **General Information**

St George & St Martin School is a Roman Catholic Voluntary Aided School. It serves the parish of Birches Head and Sacred Heart, Hanley, catering for children between the ages of 3 and 11 years.

St George & St Martin converted to an Academy on 1st September 2013 as part of The Newman Catholic Collegiate. The Newman Catholic Collegiate is made up of St George & St Martin, St Joseph's Goldenhill, St John's Kidsgrove, St Mary's Norton, Our Lady of Grace Biddulph, St Wilfrid's Tunstall, St Peter's Cobridge, Our Lady & St Benedict Abbey Hulton and St Margaret Ward Tunstall.

St George & St Martin's School first opened in 1915 and the Parish was established in 1923 by Father Martin Power.

The school has two main buildings separated by a school playground. The older building was built in 1933 and contains the Key Stage 2 Department, Library and Hall. The Key Stage 1 Department was completed in 1993. This building contains Years 1, 2, Nursery and Reception. In addition the building contains the Community Room, Medical Room and Main Offices.

## **Contact Details**

**Address:** St. George & St Martin Catholic Academy, Boulton Street, Birches Head, Stoke on Trent. ST1 2NQ.

**Telephone Number:** 01782 234384

**Principal:** Mrs D. Farmer

**E-mail:** [sgsmcp@sgsmnewman.co.uk](mailto:sgsmcp@sgsmnewman.co.uk)

**Chair of Academy Committee:** Mrs. E. Saunders

## **The School Day**

Organised as follows:

**8.40 a.m.** All children enter school and are met in their classes by their classteacher

**8.50 a.m.** The day begins with prayers and registration, followed by the morning session until 11.45 a.m. (Nursery and Reception), 12.00 p.m. (Key Stage 1), (Key Stage 2).

**12.15 p.m**

There is a 15 minute break during the morning session from 10.15—10.30 a.m.

**12.45 p.m.** Nursery and Reception afternoon session begins. Nursery should be collected at 3pm.

**1.00-3.20 p.m.** Key Stage 1 (afternoon break at 2.00 p.m.)

**1.15-3.20 p.m.** Years 3, 4, 5 & 6.

Funded Nursery sessions end at 11:45am . Children can stay for the afternoon at a cost of a school lunch and lunchtime supervision (at present £20 per week).

## **Academy Committee**

In our school the majority of Academy Committee members are Foundation members who are appointed by the trustees of the Diocese. These members have a particular responsibility of ensuring the Catholic character of the school is preserved and developed. Foundation Governors are appointed for 4 years; elected Parent and Staff members also serve for 4 years.

### **Foundation Members**

Mrs E. Saunders (Chair)  
Mrs. M. Ajala (Vice-Chair)  
Mr. C. Hyett

### **Principal**

Mrs. D. Farmer

### **Parent Members**

Mr D. Bould  
Mrs C. Tomkinson

## **Teaching Staff**

### **Early Years**

Mrs. J. Griffiths – Nursery  
Miss. L. Arnold – Reception  
Mrs. J. Griffiths - SENCO

### **Staff Members**

Mrs T. Hollins  
Mrs L. Smith

### **Key Stage 1**

Mrs. Z. Ladeira – Year 1  
Miss. N. Arif – Year 2

### **Key Stage 2**

Miss. R. Rushton & Mr. J. Bridgewater – Year 3  
Mrs. Z. Mason – Year 4  
Mrs. L. Thompson & Mr. J. Bridgewater – Year 5  
Mr. D. Maguire – Year 6

## **Support Staff**

### **Education Support Staff**

Ms. L Pang  
Mrs. D. Miceli  
Mrs. M. Logue  
Mrs. L. Smith  
Mrs. L. Maddox  
Mrs. P. Sephton  
Mrs L. Clough  
Miss. K. Meaney  
Miss. L. Foulkes

### **Academy Manager**

Mrs. J. Bedson

### **School Secretary**

Mrs. A. Casey

### **Safeguarding Officer**

Mrs. K. Murray

### **Early Years Apprentices**

Miss. E. Jones  
Miss. S. Harris

### **Caretaker**

Mr. H. Turkmen

### **Cleaners**

Mrs. M. Turner  
Mrs. M. Podmore

### **Mid- Day Supervisor**

Mrs. S. Gravano

### **Breakfast Club Assistants**

Miss. K. Meaney  
Mrs. G. Saunders

### **After School Club Assistants**

Miss. L. Foulkes  
Miss. K. Meaney

## **Religious Education**

Religious Education is central to the teaching at St George & St Martin. It cuts across subject boundaries extending into the daily life of the school. 'Learning and Growing as The People of God' is followed throughout the school. It provides the core of spiritual and doctrinal teaching of the Catholic Church. The Programme also gives specific preparation for the Sacraments of Reconciliation, Eucharist and Confirmation and gives the children an opportunity to experience ways of worship and celebration including:

- ❖ School Masses
- ❖ Class Masses
- ❖ Class Assemblies
- ❖ Collective Worship
- ❖ Feast Days - Celebrations,
- ❖ Holy days, Saints' days



Parents are encouraged to work with their children on specially designed workbooks for the Sacraments, as well as accompanying their children to penitential services, Masses and other celebrations linked with such Sacramental preparation.

N.B. Parents have the legal right to withdraw children from all or part of the religious education and collective worship provided. If parents take up this option, they should make their own arrangements for the child during this period.

## **The Equality Policy**

At St George and St Martin Catholic Academy, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

The achievement of pupils will be monitored by race, gender and disability and we will use this data to support pupils, raise standards and ensure inclusive teaching. We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all.

At St George and St Martin Catholic Academy, we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.



## **Special Educational Needs**

The Special Education Needs Policy is updated on an annual basis. It offers a definition of special needs, provides aims and defines the roles of each of the people who a child with special needs may be involved with including the class teacher and the governing body.

The school follows the fundamental principles set out in the Code of Practice on the identification and assessment of Special Educational Needs. This involves the following:

1. The school uses a standard criteria agreed by all members of staff to initiate an assessment of a child.
2. The Code of Practice model of assessment is adopted by the school.
3. Data of children's strengths and developmental points are regularly collected.
4. The aim is to identify and assess as early and thoroughly as possible all children with S.E.N.
5. Access for all children with S.E.N. to a broad and balanced curriculum, including the National Curriculum.
6. Liaison with other staff, outside agencies and specialists and most importantly parents.

We seek to secure effective assessment and provision by sharing responsibility for the identification, assessment and education of children with Special Educational Needs. Full liaison, co-operation and consultation with parents is always our aim.

## **Life Education (incorporating Relationships and Sex Education)**

At St George and St Martin we aim to help the children value themselves as human beings, created in the image and likeness of God, and to develop their personal self esteem in the context of family and through their relationships in the wider community.

The programme 'Journey through love' is used in school and is developmental, being suited to the needs and age of each year group from nursery to year six.

The programme is used at school and at home so that parents can be fully involved in this area of their children's education.

## **Charging**

Year 6 children are taken annually on a week's residential visit to Stanley Head Outdoor Education Centre. In addition children have the opportunity to visit museums and places of interest.

The Academy Committee's Policy on charging is prepared in accordance with the Education Reform Act 1988. This is as follows;

- A. Optional trips wholly or mainly outside school hours will be charged at full cost.
- B. Voluntary contributions will be sought from parents for trips wholly or mainly during school hours. If contributions for school trips are insufficient to cover the cost for all the children scheduled to participate, the trip will be cancelled.
- C. Individual tuition of a musical instrument by a peripatetic teacher.

## **School Uniform**

The School has a school uniform which the children are expected and encouraged to wear throughout the year.

### **Foundation Stage—Nursery and Reception**

BOYS—(Autumn & Spring Terms) Grey trousers, white polo shirt (with school motif), maroon v-neck jumper (with school motif), black shoes.

BOYS—(Summer Term) Short grey trousers, white polo shirt (with school motif), maroon v-neck jumper (with school motif), black shoes

GIRLS—(Autumn & Winter terms) Grey skirt or pinafore dress, white polo shirt (with school motif), maroon v-neck cardigan (with school motif), black shoes.

GIRLS—(Summer Term) Pink and white gingham dress, maroon v-neck cardigan (with school motif), white socks, black shoes

Cardigans/jumpers with school motif are available from the National Schoolwear Centre in Hanley or Supersport in Tunstall.

Sew-on school motifs for the polo shirts are available from the school office.

### **Years 1-6 Autumn and Spring Terms**

BOYS—Grey trousers, white shirt, school tie, maroon v-neck jumper (with school motif), black shoes.

GIRLS—Grey skirt or pinafore dress, white shirt, school tie, v-neck jumper or cardigan (with school motif), whitesocks, black shoes.

### **Years 1-6 Summer Term**

BOYS—Grey trousers or short grey trousers, white short sleeved shirt, school tie, maroon v-neck jumper (with school motif), black shoes.

GIRLS—Either grey skirt/pinafore dress, white short sleeved shirt with school tie OR pink and white gingham dress with maroon v-neck jumper or cardigan, white socks, black shoes.

Hair should not be noticeably dyed, and not be shaved or partially shaved with lines or patterns. All long hair should be tied back.

## **P.E. /Games**

Please ensure children have the appropriate kit with them. Every article of clothing that could be lost should be clearly marked with the child's name. The school cannot be held responsible for loss or damage to personal property whilst on the premises.

Parents are asked to note the following: watches and jewellery, especially earrings, are not allowed to be worn during P.E. Lessons. Children should not come to school with these items, on those days when they have P.E.

All long hair must be tied back during PE lessons and for after-school PE sessions.

Pumps  
Maroon shorts  
Light blue polo shirt

Burgundy/navy jogging bottoms  
Burgundy/navy sweatshirt/hoody  
Trainers  
Blue T-shirt  
PE bag

Towel  
Bathing cap  
Swimsuit



## **School Fundraising Community**

We have a School Fundraising Community, which is made up of parents, staff, academy committee members and children. All parents are automatically members of this Community and are welcome to attend meetings. There is no subscription fee and the Annual General Meeting normally takes place in the Autumn Term each year, when members of the committee are elected.

The S.F.C. has already raised money to provide extra facilities for the pupils, not normally provided by the Local Authority. (These include financing of educational visits, gifts and mementos for the pupils to mark special occasions and subsidising the School Arts Week, Community Week and Science Week).



## Homework

	Reading	Practising spellings	Homework
Key Stage One	10 minutes daily	5 minutes daily	English – 15 minutes Maths – 15 minutes OR Topic 30 minutes
Year 3 and Year 4	15 minutes daily	10 minutes daily	English – 30 minutes Maths – 30 minutes OR Topic 1 hour
Year 5 and Year 6	20 minutes daily	10 minutes daily	English – 30 minutes Maths – 30 minutes OR Topic 1 hour

If your child is taking longer than the above times, please contact your child's classteacher.

## Discipline

We attempt to be positive with the children wherever possible. If however a child persists in bad behaviour a record is kept of this and parents informed. We request your support and participation in resolving any problems. A copy of the Behaviour Policy is available on the school website.

## Our Golden Rules

We are gentle – we don't hurt anybody.

We are kind and helpful – we don't hurt anybody's feelings.

We listen – we don't interrupt.

We are honest – we don't cover up the truth.

We work hard – we don't waste our own or others' time.

We look after property – we don't waste or damage things.

## **Reports**

The first Parents' Evening of the academic year takes place in the Autumn Term. This is to enable teachers to speak to parents about any problems which may have arisen regarding the children settling back to school. It also enables staff to discuss homework and individual targets. There is also an opportunity in the Spring Term to discuss your child's progress.

Towards the end of the year, written reports will be sent out to parents and an open night and a twilight session will be arranged for parents to discuss these reports with teachers. If parents feel there is a problem at school they should not hesitate to contact the class teacher who will be pleased to see them by mutual agreement.

## **Ofsted**

The school was graded as 'Good' in November 2019. A copy of the schools most recent OFSTED is available on the school website.

## **Medicines**

School will administer medication during the day as long as the medication has been prescribed by a doctor. Any medication to be administered must be taken to the school office and a form completed. All inhalers and epipens must be labelled. It is parents' responsibility to make sure these are in date. It is important to inform the school if your child has a medical history and inform of any changes. Further information can be found in the Drug Education and Managing Drug Related Incidents Policy.

## **Absences**

Parents please note that it is essential to let us know either by letter or telephone why a child is away from school. A note will also be required if a child is to leave school early or if a child is to be excused from P.E. With a few exceptions, a child sent back to school after an illness should be well enough to play and take part in P.E. lessons or games.

## Clubs

These include Drama, Recorders, ICT, Cookery, Singing Stars, Gymnastics, Maths, Creative Writing, Netball, Football, Cookery, Art, Cross Country and a School Orchestra. Children and staff voluntarily give up their time to pursue these activities.

The school also operates a Breakfast Club. The club runs daily from 7.45a.m. to 8.45 a.m. For £2.50 each day children are provided with a breakfast: toast, fruit or cereal (two options) and milk or juice. Children are well supervised and there are a wide range of games/activities available. For further information please contact the school office.

There is also an after-school care club, which runs from 3:15pm—6pm. Each session costs £7. This includes an afternoon tea. Children are given an opportunity to complete homework, play games, read, and be involved in craft activities.



## **Arrangements for Admissions and Parental Visits**

Parents who are considering sending their children to the school are advised to contact the school with details of the child's date of birth and contact numbers. A mailing list is then established in school. Parents are very welcome to visit the school and a member of staff will be pleased to show you around the school. Prospective parents must realise that St George and St Martin is a Catholic school and as such, baptised Catholic children will take preference. A copy of the Admission Criteria is available in the appendices.

The school organises induction meetings for Nursery parents. The Principal and members of the teaching staff will be available to meet parents at other mutually agreed times.

## **Admissions to the Nursery and Reception Classes**

Pupils are usually admitted to Nursery in the September following their third birthday, depending on the number of vacancies available. Thirty children is the maximum number permitted into the Nursery. Currently, the LA funds 15 hours per week. These hours will be held during each morning. Working parents are able to claim 30 hours of free education (see government website gov.uk).

Applications are made online via the Stoke website.

All application forms are then forwarded to Stoke-on-Trent Admissions Team, where they are collated and returned to the school.

Academy Committee members then allocate places in line with the Schools Nursery Admissions Criteria.

The term before admissions, parents receive a letter offering a place and inviting them on several occasions to visit the Nursery. This enables parents and children to familiarise themselves with the layout and the daily routine in the Nursery. From September onwards children are gradually introduced on a flexible basis into Nursery.

Obtaining a place in the Nursery class does not guarantee a place in the Reception class and all Nursery children must apply for a Reception place and places will be allocated in the same way, according to the Admissions Policy.

Admission arrangements into the Reception class are also co-ordinated by the Stoke-on-Trent Admissions.

Once Academy Committee members have allocated places, in line with the School's Admissions Criteria, parents are informed and invited into school where staff will clarify arrangements and discuss how parents can help in their child's education.

## **Right to Appeal**

In accordance with the 1980 Education Act, parents whose children are refused admission to the Reception class have the right to appeal. This appeal, in writing, must be made within 14 days of receipt of the letter of refusal to admit.

Please note, there is no right to appeal if your child is refused entry to the Nursery class.

## Pre- School

Before attending Nursery, children are given the opportunity to visit the school, with parents/helpers on a weekly basis. This is through our P.A.L.S scheme (Pre-Admission Libraries in Schools). The aims of the P.A.L.S. Scheme are:

1. To establish home/school links within the community.
2. To make the transition from home to school a happy experience for your child.
3. To liaise with and develop a partnership with parents and to build this parental involvement through the school.
4. To offer vital early literacy experience to the children by fostering an interest and love of books to be shared by you and your child.

Parents are contacted about the P.A.L.S. Scheme before children are due to be admitted.

Attendance at the P.A.L.S. Scheme is entirely voluntary and does not influence whether children are admitted.



## Our School Prayer

Playing, praying, learning, loving too,  
These are God's gifts to share with you.  
We grant you peace at the break of each day,  
Growing together in our own special way.

Amen



# Term Dates 2023/24

## ▶ Autumn Term 2023

- ▶ Inset day (School closed to pupils): Monday, 4<sup>th</sup> September 2023
- ▶ Inset day (School closed to pupils): Tuesday, 5<sup>th</sup> September 2023
- ▶ School opens to all: Wednesday, 6<sup>th</sup> September 2023
- ▶ Half term: Monday, 30<sup>th</sup> October – Friday, 3<sup>rd</sup> November 2023
- ▶ Inset Day (School closed to pupils): Monday, 6<sup>th</sup> November 2023
- ▶ School opens to pupils: Tuesday, 7<sup>th</sup> November 2023
- ▶ School closes: Friday, 22<sup>nd</sup> December 2023

## ▶ Spring Term 2024

- ▶ Inset Day (School closed to pupils): Monday, 8<sup>th</sup> January 2024
- ▶ School opens to all: Tuesday, 9<sup>th</sup> January 2024
- ▶ Half term: Monday, 12<sup>th</sup> February – Friday, 16<sup>th</sup> February 2024
- ▶ School opens to all: Monday, 19<sup>th</sup> February 2024
- ▶ School closes: Friday, 22<sup>nd</sup> March 2024

## ▶ Summer Term 2024

- ▶ School opens to all: Monday, 8<sup>th</sup> April 2024
- ▶ May Day (School closed to all): Monday, 6<sup>th</sup> May 2024
- ▶ Half term: Monday, 27<sup>th</sup> May – Friday, 31<sup>st</sup> May 2024
- ▶ School opens to all: Monday, 3<sup>rd</sup> June 2024
- ▶ School closes: Friday, 19<sup>th</sup> July 2024

## **Additional Information**

### **School Uniform**

School uniform can be purchased from the National Schoolwear shop in Hanley & SuperSport in Tunstall. All jumpers and cardigans must have the school badge on them. School badges can be purchased from the school office.

### **School Dinners**

Healthy eating is encouraged in the school and in conjunction with the City Catering operates an Eco Menu.

Dinner Money is: £12.50 per week (Key Stage 2) & £10.00 per week (Nursery). Children in Reception, Years 1 & 2 receive Universal Free School Meals.

Children also have the option to bring sandwiches to school. It is important that parents inform the school if their child/children want to change from sandwiches to school dinners or vice versa. Dinner money must be paid every Monday in advance of receiving a meal using the online payment system

### **Appointments with the Principal**

The Principal, Mrs. Farmer, is happy to see parents at any time if she is in school or not teaching, however if possible it is advisable to make a prior appointment by contacting the school office on 234384.

### **Snacks and Drinks in School**

The school operates a healthy eating/drinking policy. Children are allowed to bring in a snack i.e. fresh fruit, dried fruit, buttered toast or a cheese oatcake. No fizzy drinks are allowed.

We also operate a **NO NUT POLICY** as we have some children in school who have severe nut allergies.

### **School Policies**

The school has a wide range of policies that are approved by the Academy Committee and Board of Directors and reviewed annually. Copies of policies can be provided upon request.

### **Volunteers in School**

We welcome requests from volunteers to help in school.

All staff and volunteers are required to complete a DBS. No adult is allowed to work in school until a clearance notification has been received.

Any parent wishing to help on a voluntary basis should contact the school office on 234384.



## **Additional Information**

### **What happens if my child becomes ill at school?**

If a child becomes ill during the school day parents are contacted to collect their child. On entry to school all parents are asked to complete a contact form which requests the names and phone numbers of up to 4 contacts, should contact in an emergency be required.

Parents are regularly reminded on a monthly newsletter to inform the school of any change of phone numbers and address. Please note that in the event of sickness, all children must not return to school until 48 hours after the symptoms have begun to subside.

### **Absences from School**

If a child is sick and unable to attend school parents must inform the school of the reason for absence. This can be done by either: telephoning 234384 and leaving a message on the absence line or emailing [sgsmcp@sgsmnewman.co.uk](mailto:sgsmcp@sgsmnewman.co.uk) to inform the school office on the first day of absence.

### **Weekly celebration assembly - Parents welcome!**

Children celebrate their success at weekly class assemblies. Parents are invited to join in these celebrations in order to share success. You will be notified when it is your child's class assembly.

### **School Newsletter**

The school publishes a weekly newsletter each Friday and a half termly newsletter on the last Friday of half term. The newsletter contains information about forthcoming events, as well as acknowledgements of achievements by pupils, staff and the local community.

### **School Fund**

Families are asked to make a contribution to the school fund which greatly helps to subsidise the cost of school trips and other activities. School fund is £10 per family, per year.

### **S.F.C.**

The S.F.C. meet regularly to discuss fund-raising activities. All parents are welcome to attend the meetings. Meeting dates will be published in the monthly school newsletter and also on the school display boards.

### **Free School Dinners**

On admission to school we ask you to complete a Free School Meal form. The information on this form will be entered onto the Online Free School Meal Checking System. The system checks your details every few days and will automatically inform the school if you should meet the criteria to claim for free school meals.