



*A place of educational excellence
with Christ at the centre*

Welcome Pack





A Welcome from the Head

Mrs Laura Concannon

Dear Parents

A very warm welcome to St. Mary's Catholic Primary School! Nestled amidst the serene beauty of rural landscapes, where every child's journey is embraced with warmth, care, and a steadfast commitment to excellence.

As the headteacher of St. Mary's, it is my pleasure to extend to you a heartfelt welcome on behalf of our entire school community. At St. Mary's, we are proud to be part of the rich tradition of Catholic education within the Diocese of Northampton. Our mission is clear: to provide a place of educational excellence with Christ at its centre.

We believe that education goes beyond textbooks and classrooms. That's why we offer a wide array of extra-curricular and enrichment activities, enhanced through our partnerships with NMPAT Music and the Blessed George Napier Partnership. These opportunities allow our students to explore their passions, develop new skills, and foster friendships that last a lifetime.

At St. Mary's, we are dedicated to nurturing a culture of continuous improvement, where excellence in teaching and learning is underpinned by the teachings of the Gospels. Our highly skilled staff are committed to providing a supportive and stimulating environment where every child can thrive academically, socially, and spiritually.

As you embark on this journey with us, I wish you and your child a fulfilling and enriching experience at St. Mary's Catholic Primary School. Together, let us build a community where every child is valued, cherished, and empowered to reach their full potential. Once again, welcome to St. Mary's, where we journey together in faith, knowledge, and love.

Warm regards,

Mrs L Concannon

Headteacher St. Mary's Catholic Primary School

Useful Documents Registration Forms



Please find enclosed the following documents for your information:

- Zeno School Uniform
- Nancys Cook House
- Free School Milk

Please complete and return the following forms to the school office prior to your child's agreed start date at our school.

- ☐ Home School Agreement
- ☐ GDPR: Consent for data sharing and data collection sheet
- ☐ A visits/photography and publicity consent form
- ☐ Consent form for the recording and use of images
- ☐ Medicine and plaster consent
- ☐ E-Safety Agreement
- ☐ Rising Stars Wrap Around Care (if applicable)

To view our policies, please visit our website. You can do this by scanning the QR Code below.





Home-School Agreement

As a school we will endeavor to:

- Care for your child's safety and happiness and inform you of any problems affecting your child's well-being.
- Have safeguarding policies in place to ensure we provide a safe environment for your child.
- Appoint well qualified teaching staff who will exercise their professional duties conscientiously and effectively.
- Ensure that the school's resources are used wisely to provide a broad and balanced curriculum for all.
- Strengthen links between parents, parish, school and the wider community.
- Develop the full potential of all children by setting clear objectives and learning targets within a broad and balanced curriculum.
- Provide regular opportunities to inform parents of their child's progress.

Signed: *Mrs L Concannon*

Headteacher

As a parent I/we will endeavor to:

- Support the Catholic ethos of the school.
- Ensure my child's punctual and regular attendance and explain any absences.
- Take an active interest in my child's education, support the school's homework policy and attend parent consultation evenings.
- Comply with the school's uniform code and ensure my child has the necessary equipment for all activities.
- Make the school aware of any problems that may affect my child's behaviour or work.

Signed: _____ Parent

As a pupil I will try I/we

- Work to the best of my ability and follow the Golden Rules.
- Tell my teachers when I have problems with doing my work or not being happy in school.
- Respect all members of our school community and take responsibility for my own actions.
- Help create a pleasant environment in which to work and play by keeping myself, and the school, clean and tidy.

Signed: _____ Pupil



DATA COLLECTION SHEET

All the personal information we hold is held and processed in accordance with data protection legislation. Please refer to the Privacy Notice (located on our website) for details of how personal information is used.

PUPIL INFORMATION	
Surname: Forename: Home Address: Post Code: Date of Birth: Home Language:	Gender: Middle name: Home Phone no: Religion:

CONTACT INFORMATION		Adults with Parental Responsibility and other contacts as required in priority contact order (continue overleaf if necessary)			
Priority	Contacts	Home contact details	Work contact details	Permission to be contacted an emergency contact	Permission to be contacted by email/text for routine school communications
1	Mother (name) Parental Responsibility?	Address: Tel: Mobile: Email:	Tel: Email:	Yes/No	Yes/No
2	Father (name) Parental Responsibility?	Address: Tel: Mobile: Email:	Tel: Email:	Yes/No	Yes/No
3	Other (name)	Address: Tel: Mobile: Email:	Tel: Email:	Yes/No	Yes/No

TRAVEL ARRANGEMENTS													
	Bicycle		Train		Car		Walk		Taxi		School Bus		Car Share

DIETARY ARRANGEMENTS						
Dietary Requirements: Food Allergies: Meal Plan:						
Type of meal	Mon	Tue	Wed	Thu	Fri	
School Meal						
Packed Lunch						
Home						

MEDICAL INFORMATION	
Medical Practice: Address: Telephone Number: Medical Condition(s):	

OTHER INFORMATION	
Previous School: Special Educational Needs:	

Data Protection Legislation: The school is registered with the Information Commissioner for holding and processing of personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with other agencies including Warwickshire County Council and the Department for Education. Please see our Privacy Notice for full details of how we use and share the above personal information. Please note that you have the right to withdraw or amend your consent for the sharing of personal information at any time, although we will need to have certain personal information to fulfill our legal duties. You can notify us of a withdrawal of or any changes to your consent by contacting Mrs Louise King 01295660258 bursar@stmarys-pri.northants-ecl.gov.uk	
Name:	Date:
Signature:	



CONSENT FOR DATA SHARING WITH THIRD PARTIES

Name of Pupil Class/Form

Dear Parent/Carer

In order to enhance and improve our pupils' educational experience, we share personal information with external web-based learning resources. In this form we have set out:

- (a) Details of the external resources that we currently use, and
- (b) The personal information that we share with them

We should be grateful if you would indicate whether you consent to your child's personal information being shared for the following purposes. Consent can be withdrawn at any point.

Resource One

School Website

Purpose of Resource: To share photos and examples of work produced with parents and prospective parents.

Personal Information Shared: Photos and first names.

I confirm my consent to the sharing of my child's personal information to this resource (as named above)

Consent: YES / NO

Resource Two

Mango

Purpose of Resource: School Photos

Personal Information Shared: Pupil name and class name.

I confirm my consent to the sharing of my child's personal information to this resource (as named above)

Consent: YES / NO

Resource Three

Local Press

Purpose of Resource: To share achievements with the general public.

Personal Information Shared: Pupils first name, school name and achievement.

I confirm my consent to the sharing of my child's personal information to this resource (as named above)

Consent: YES / NO

Resource Four

Cauliflower Cards

Purpose of Resource: To produce Christmas cards.

Personal Information Shared: Pupils name, school name and class.

I confirm my consent to the sharing of my child's personal information to this resource (as named above)

Consent: YES / NO

Resource Five

Facebook

As a parent you will be able to upload images, the school will not upload images of your child unless they are part of a gallery link and will also upload examples of school work for advertising and to celebrate achievements.

Consent: YES/NO

Full details of the learning resources, including details of where information is held, can be found in our Privacy Notice.

Please note that you have the right to withdraw your consent for the sharing of personal information at any time. You can notify us of your consent withdrawal in writing by contacting bursar @stmarys-pri.northants-ecl.gov.uk.

Resource Six

Tapestry

In Farmers and Fishermen class the children's learning journey will be recorded on the Tapestry platform. You as parents will be able to log on to the page and view images and work that your child has produced. Your child may also be part of group photos. Signature

.....

Relationship to

child.....

Address

.....

Telephone number

.....

Date

.....



Consent Form for the recording and use of Images

Name of Pupil

Dear Parent,

During the course of the school year, we may sometimes wish to take photographs or video recordings of children within school or on school trips, either for our own records, for use as part of our learning curriculum or for inclusion in our promotional material such as the school prospectus our website and twitter.

The school may also invite an external photographer Tempest to the school each year to take official school photographs and may invite the media in to take photographs of pupils engaged in school activities or events for publication.

To comply with the General Data Protection Regulation, we need to ask your consent before the school record any images of your child. In view of this, please read the statements below, complete the slip and return this form to school within the next 10 days.

This table sets out the various reasons for taking, and making use of, images of your child and we should be grateful if you would indicate whether or not you give consent for use in these circumstances. By indicating 'YES', you are confirming that you consent to your child's personal data being shared for those purposes and/or with the named third parties):

1.	For official school photographs, with images taken by Mango and available for purchase by parents, and held by the school for identification purposes with names attached	YES/NO
2.	For Official school photographs taken by Mango other personal information, including name and class name.	YES/NO
3.	For use on internal school displays	YES/NO
4.	For use as part of projects of work by students	YES/NO
5.	For use on the school's website	YES/NO

6.	For use on the school's Facebook page	YES/NO
7.	For use on the school Youtube account	YES/NO
8.	Occasional sharing of images of your child taken for internal purposes with external media organisations, such as the Daventry Express or inviting such media organisations to take photographs of pupils (including your child) engaged in school activities or events for publication.	YES/NO
9.	We would like to display a photo of your child with any medicines we have in school for them. In an emergency the child's medication could be found quickly.	YES/NO
10.	Use of Tapestry- Shared images in Learning Journeys.	YES/NO

We also need your consent before your child's name would be attached to any images accessible externally to the school (for example social media, other websites or the print media). Please indicate below whether you consent to this:

Attaching your child's name to images accessible externally to the school (for example social media, other websites or the print media)	YES/NO
---	--------

Please note, you have the right to withdraw or change your consent at any time by giving the school notice and completing a new consent form. You can notify us of your consent withdrawal by contacting Louise King bursar@stmarys-pri.northants-ecl.gov.uk 01295660258

Signature Name

Relationship to child

Address

Head Teacher: Mrs L Concannon

Chair of Governors: Mrs R Iley





ST MARY'S CATHOLIC PRIMARY SCHOOL

Main Street, Aston-le-Walls, Daventry, Northamptonshire, NN11 6UF

T: 01295 660258 E: head@stmarys-pri.northants.gov.uk

W: www.stmarysrc-astonlewalls.co.uk

Dear Parents/ Carer,
Welcome to Tapestry!

This year we are moving to Tapestry to record the learning journeys of children in Pre School, Reception, Year 1 and Year 2.

Your child will have an individual 'Learning Journey' account using educational software called 'Tapestry'. This is a system which creates a collection of photographs, observations and assessments to build up a picture of each child in order to create an account of their learning journey through early years.

You need to be aware that only you can see the individual photos and observations of your own child. Your child may appear in a group photo or may be in the background of another child's individual photos.

When there is a group photo and general group observation, all the parents of the children present will receive this on their account.

The exciting element to this is that you can contribute to it, as well as being able to look at what your child has been doing at any time. The system will email you when a new observation has been added for your child (it sometimes arrives in your spam), so that you can look at what they have been learning. You can add a comment or 'like' the observation if you wish, which is a fantastic way for us to hear your views about what they have done.

You can also add your own observations and photographs to your child's profile so we can build up a better picture of what your child can do. Having observations added by you is such an important part of your child's learning journey as you know your child best and we only see a small percentage of what they can do. You can also download an app for Apple products (search Tapestry on the App store) which will enable you to add observations on the go, in addition to using a web browser.

Examples of observations and photos you might like to add could be your child starting a club for the first time (take a quick snap and add it on), riding their bike without stabilisers, helping to tidy their toys, eating with a knife and fork, writing their name in a birthday card. Anything that you see your child doing and think "Wow! That's fantastic, what an achievement for them!" are all the kinds of things we want to see.

All of this information is stored on a highly secure server which is monitored closely. E-safety is extremely important to us at St. Mary's Catholic Primary School, therefore we ask you to provide us with the following information and to sign the parent agreement to show that you understand and will agree with our guidelines. Please return the form as soon as possible so we can set up your log in.

If more than one parent would like to have a login that is fine, just write down both/all emails on the form. We are sure that you will love this new way of viewing your child's achievements as much as we do! We look forward to getting our families set up on Tapestry.





Many Thanks

Denise Morgan

SEND/CO/Senior Teacher/ Mental Health Lead

St. Mary's Catholic Primary School

Early Years Team

Agreed guidelines for accessing and using Tapestry Online Learning Journeys

As a Parent/Carer I agree to...

- Allow my child's photo and date of birth to be used to create an online Learning Journey.
- My child's image appearing in other children's Learning Journeys when joint observations are made.
- Not publish or reproduce any of my child's observations, photographs or videos on any social media sites.
- Keep the login details within my trusted family.
 - Keep school informed of any changes to my email address.
- Speak to a member of staff if I experience any difficulties accessing my child's Learning Journey.

Consent Form Name of Parent/Carer: _____

Name of child: _____

Year group: _____

Signature: _____ Date: _____

Email Address/es: _____





ST MARY'S CATHOLIC PRIMARY SCHOOL

Main Street, Aston-le-Walls, Daventry, Northamptonshire, NN11 6UF

T: 01295 660258 E: head@stmarys-pri.northants.gov.uk

W: www.stmarysrc-astonlewalls.co.uk

GUIDELINES FOR HANDLING AND ADMINISTERING MEDICINES IN SCHOOL

We have a detailed policy for supporting children with medical needs on our website. Important information to note:-

- The administration of antibiotics in school will only be permitted if the recommended dosage is four or more times per day. A prescribed dosage of 3 times per day is usually taken home before school, after school and at bedtime.

Before medication can be given in school, written confirmation from the parents and relevant forms signed which are held in the school office.

- Key Stage 1 children with asthma, administer their own medication and under supervision of the Teacher. Key Stage 2 children who suffer with asthma are responsible for carrying and administering their own medication. Spare inhalers are held in the first aid cabinet clearly labelled.
- A portable First-Aid kit and individual pupil's medicines are taken on Education Visits and administered by a designated member of staff.
- Sometimes if it is necessary for first aid to be administered more often than not all that is needed is a little tlc and a plaster. Please complete the slip below giving your consent for plasters to be used on your child.
- For children who have specific medical needs a healthcare plan will be completed together with the Head Teacher. This ensures we fully appraise specific needs and the relevant responses required.
- Parents should notify the school of any medical changes.

Mrs Laura Concannon
Head Teacher

Name of child

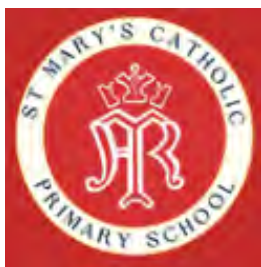
I confirm that I have read and agreed to abide by the above policy.

I confirm that my child is not allergic to plasters and they can be administered as necessary. Signed Parent

Head Teacher: Mrs L Concannon

Chair of Governors: Mrs R Iley





School Wear Pricelist

Item	Price
Sweatshirt	£12.50
Cardigan	£13.50
Polo Shirt	£8.95 – 3 x for £21.50, 5 x for £34
Sports Hoodie	£14.95
PE Contrast T-Shirt	£7.95
PE Skort	£9.99
PE Tracksuit Bottoms	£11.50
PE Athletic Leggings	£11.50
Cool PE Shorts or Stripe PE Shorts	£8.50/£5.99
PE Socks	£4.95
Fleece	£15.95
Performance Coat	£22.00
Reversible Coat	£28.99
Forest School Jacket/Trousers	£13.50
Forest School All in One Suit	£17.99
Primary Bookbag/Despatch Bookbag	£7.95/£9.95
PE Gym Bag	£4.95

Delivery

We offer two delivery options:

- School Delivery: Free of charge (available during term time).
- Home Delivery: £3.95 (available year-round).

Our standard delivery time is 7–14 days, though in-stock items are often delivered within 2–3 days. For any urgent requirements, please contact us via email.

hello@zenoclothing.co.uk

01327 260051

07495589166



ST MARY'S CATHOLIC PRIMARY SCHOOL

Main Street, Aston-le-Walls, Daventry, Northamptonshire, NN11 6UF

T: 01295 660258 E: head@stmarys-pri.northants.gov.uk

W: www.stmarysrc-astonlewalls.co.uk

E-Safety Acceptable Use Rules Return Slip

Child Agreement:

Name: _____

Class: _____

- I understand the Rules for using the Internet, e-mail and on-line tools, safely and responsibly.
- I know that the adults working with me at school will help me to stay safe and check that I am using the computers to help me with my work.

Child Signature _____

Date: _____

Parent/Carer Agreement:

- I have read and discussed the rules with my child and confirm that she/he has understood what the rules mean.
- I understand that the school will use appropriate filtering and ensure appropriate supervision when using the Internet, email and on-line tools. I understand that if there is ever an occasion when inappropriate materials are accessed, the school will endeavour to deal with any incident that may arise, according to the policy.
- I understand that whilst my child is using the Internet and other on-line tools outside of school, that is my responsibility to ensure safe and responsible use with the support of the school.

Parent/Carer Signature _____

Date: _____

Head Teacher: Mrs L Concannon

Chair of Governors: Mrs R Iley



SUPPORTING
CONNECTING
INFLUENCING



St Mary's Catholic Primary School
Rising Stars Wrap Around Care Club

PARENT / CARER AGREEMENT

Child's name _____

Parent or Carer's Name _____

In this document Rising Stars Wrap Around Care Club refers to Before school and After School Club.

- I consent for my child to attend Rising Stars Wrap Around Care (WAC).
- I understand that the club has policies and procedures. I agree to abide by them.
- I understand that whilst my child is at Rising Stars Wrap Around Care Club, Rising Stars WAC is legally responsible for my child.
- Once my child arrives at Rising Stars Wrap Around Care, he/she will be in the care of the Club until collected and signed out by an authorised person.
- I will notify the Club before the start of the session if I am not dropping off my child on a day that he/she is booked to attend the Club. I understand I will be charged for the pre-booked session, even if my child does not attend.
- My child will be provided with a healthy snack and drink whilst at the After-School Club unless otherwise requested.
- Sessions must be booked and paid in advance using ParentPay.
- I will pay promptly for all booked sessions whether my child attends or not (for example, due to illness or other). I understand that I am paying for a space at the Club, so if my child cannot attend I am still required to pay as staff have been booked and snacks purchased on pre-booked numbers.
- If I wish to cancel my child's place in the club or to cancel any sessions, I understand that 1 weeks-notice must be given. Any sessions booked within this period will still be charged.
- Payment of adhoc (emergency) sessions will be paid at the time of short-notice booking or on the day of the session. Ad hoc sessions can only be booked if the office agrees that there is space to accommodate my child.
- It is my responsibility to keep the office informed of any alterations to the information regarding my child (e.g. contact details, medical conditions etc.)
- I understand that Rising Stars Club is a play setting.

- I accept that my child may take part in messy activities whilst at Rising Stars Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Whilst Rising Stars Club tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property.
- I have read the schools Behaviour Management Policy and agree to its terms. After a warning a child will be sent to a teacher on site who will use the in school behaviour policy to sanction. Parents will be informed at collection. Repeated disruptive behaviour will result in your child being unable to attend for the rest of the half term period.
- If there are any incidents or accidents involving my child, I will be informed and collection.
- If my child has an accident at the Club, he/she will be treated by a qualified First Aider and I will be informed as soon as possible. If my child needs urgent medical treatment from external agencies and I am unavailable, a member of staff from Rising Stars Club will sign any consent forms necessary for treatment on my behalf. This is as stated on the schools medical form.
- Information held by Rising Stars Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to one of the designated senior persons responsible for Child Protection at the school. Rising Stars Club adheres to the Safeguarding Policies of St Mary's catholic Primary School
- I understand that aggressive or abusive behaviour towards staff will not be tolerated.
- If you require any further information on these Terms & Conditions, please ask the office to explain.

We hope you and your child enjoy the facilities we offer you.

Parents will be advised if there are any changes to this policy.

I have read and understood the above terms and conditions and agree to abide by them.

Signature:

Date:



Dear Parent/Guardian,

Free School Milk

Free milk is available for all children aged under five in school, funded by the UK government. In our school, this milk is provided by Cool Milk, the UK's leading school milk supplier.

We will register your child for their free school milk on your behalf by providing Cool Milk with your child's name and date of birth.

Shortly before your child turns five, you will be offered the opportunity to pay a subsidised rate for your child to continue to receive milk.

All information handled by the Cool Milk group is processed in accordance with the Data Protection Act 1998. All personal information is securely stored on Cool Milk's UK servers, and is never passed on to third parties without your permission.

Please let me know if you would prefer us not to register your child for free school milk.

Yours sincerely

Mrs Laura Concannon
Head Teacher





SPECIAL DIET REQUEST FORM

School/Academy		
Child's Name	Class	Year Group

Please specify dietary requirements	
Medical - Allergy	
Medical - Intolerance	
Medical - Coeliac Disease	
Religious - (e.g. Hindu)	
Ethical - (e.g. no meat, fish)	
For safety reasons, it is not possible to cater for pupils with airborne allergies given the facilities available in school kitchens. We offer several Special Diet Menus and follow a matching process to align a pupil's need with one of our Special Diet Menus. We offer Vegetarian, Egg Free, Dairy Free, Vegan, Soya Free, Allergy Aware menus and a menu made without ingredients that contain Gluten.	

Please tick which of the allergens (if any) should be excluded			
Wheat/Gluten		Sesame	
Peanuts		Fish	
Tree Nuts		Crustaceans	
Celery		Molluscs	
Mustard		Soya	
Eggs		Sulphites	
Milk		Lupin	
Chickpeas		Legumes	

Please tick or insert other dietary exclusions	
Vegetarian	
No Pork	
No Beef	
Vegan	
Other	

Is the food hypersensitivity significant or life-threatening?	
Yes	No
If <u>YES</u> and the allergy does not pertain to <u>NUTS</u> school to arrange a meeting with the parent and Twelve15 Operations Team Leader to agree an appropriate Special Diet Menu	



The following is required for medical diets only and should be copied by the School/Academy representative (who signs below) from the pupil's Care and Treatment Plan. N.B. This is essential to avoid misinterpretation.

Emergency procedures for use of a preloaded adrenalin injection, where is it kept and who is to administer?

Local arrangements for identification of child agreed and emergency procedure in place?

Signature

Parent

Print Name

Date

Signature

School/Academy Representative

Print Name

Date

This form should be held with the child's Care and Treatment Plan within the School/academy office and a copy passed to the team at Nancy's Cookhouse

GDPR – Special Diet Request Form

Special Diets is an area of School/Academy meals provision where personal data of pupils is provided before any special diet can be safely served. This information can include the pupil's name, name of School/Academy, name of class, parent name, medical information, and photograph of the child. This information is given willingly and with consent from the parent / guardian. Personal data is not stored by any member of Twelve15 central teams but held locally at the School/Academy for operational reasons.

Please be assured all information is held in accordance with data security and data retention policies and most importantly is held with the sole purpose of attending to pupils dietary needs to ensure the health and safety of the children and young adults to whom meals are served.

- **Pupil photographs on kitchen walls:**
Photographs are not displayed in public view; they are provided with consent from the parents and placed in a discreet place behind the counter so only visible to catering staff.
- **Pupil photographs in folders:**



Photographs may also be stored in folders within the kitchen or catering office. These are stored in a secure manner and only available to the catering staff.

- **Pupil photographs in dining hall**

Some School/Academies choose to use photographs and detail dietary requirements on a child's place mat. Please check with your School/Academy if this practice is in place.

- **Allergy information including special diet request form and medical notes:**

All special diet pupils should have a special diet request form, along with any medical correspondence, submitted before a special diet can be served. This information is provided with consent from the parent and stored in a secure folder within the kitchen or catering office and School/Academy office.

- **Retention of Personal Data**

The data referred to will be retained only for the purposes of providing a special diet and will be confidentially disposed of when no longer required for this purpose.

I confirm that I have read and understood the above:

Signature <i>Parent</i>	Print Name	Date
Signature <i>School/Academy Representative</i>	Print Name	Date
Signature <i>Nancy's Cookhouse Representative</i>	Print Name	Date