



St Mary's Church of England Junior School



**St Mary's Church of England
Junior School**

Useful Information

2022-2023

*Raising aspirations and a love for learning through
courage, resilience, positive relationships and God's love!*



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St Mary's Church of England Junior School

Staffing 2022/23

Leadership Team

Executive Head	Mr Adam Riley
Executive Deputy Head	Miss Laura Richardson
Assistant Principal LKS2	Miss Sam Laurie
Assistant Principal UKS2	Miss Holly Dutton
SENDCO	Miss Sam Laurie

Safeguarding Leads

DSL	Mr Adam Riley
DSL	Miss Laura Richardson
DSL	Miss Sam Laurie
DSL	Holly Dutton
Deputy DSL/Family Pastoral	Tracy Dale

Office Team

School Secretary	Mrs Andrea Drake
Academy Business Support	Miss Rebecca Chase

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Class Structure 2022/23

Year group	Class Name	Teacher	TA
3 / 4	Merida	Mrs Kirman	Miss Maher
3 / 4	New Orleans	Miss Laurie	Miss Rozee-Johnson Miss Norton
3 / 4	Athens	Mrs Prentice	Mrs Elvin
3 / 4	Rome	Mr Power	Mrs Partridge
5	Mumbai	Miss Minister	Mrs Anderson
5	Beijing	Mrs Norris and Miss Dutton	
6	Cape Town	Mr Roberts	
6	Casablanca	Mr Oxbury	
After School Club		Mrs Anderson - Leader Mrs Dale Miss R-J Miss Shreeve	



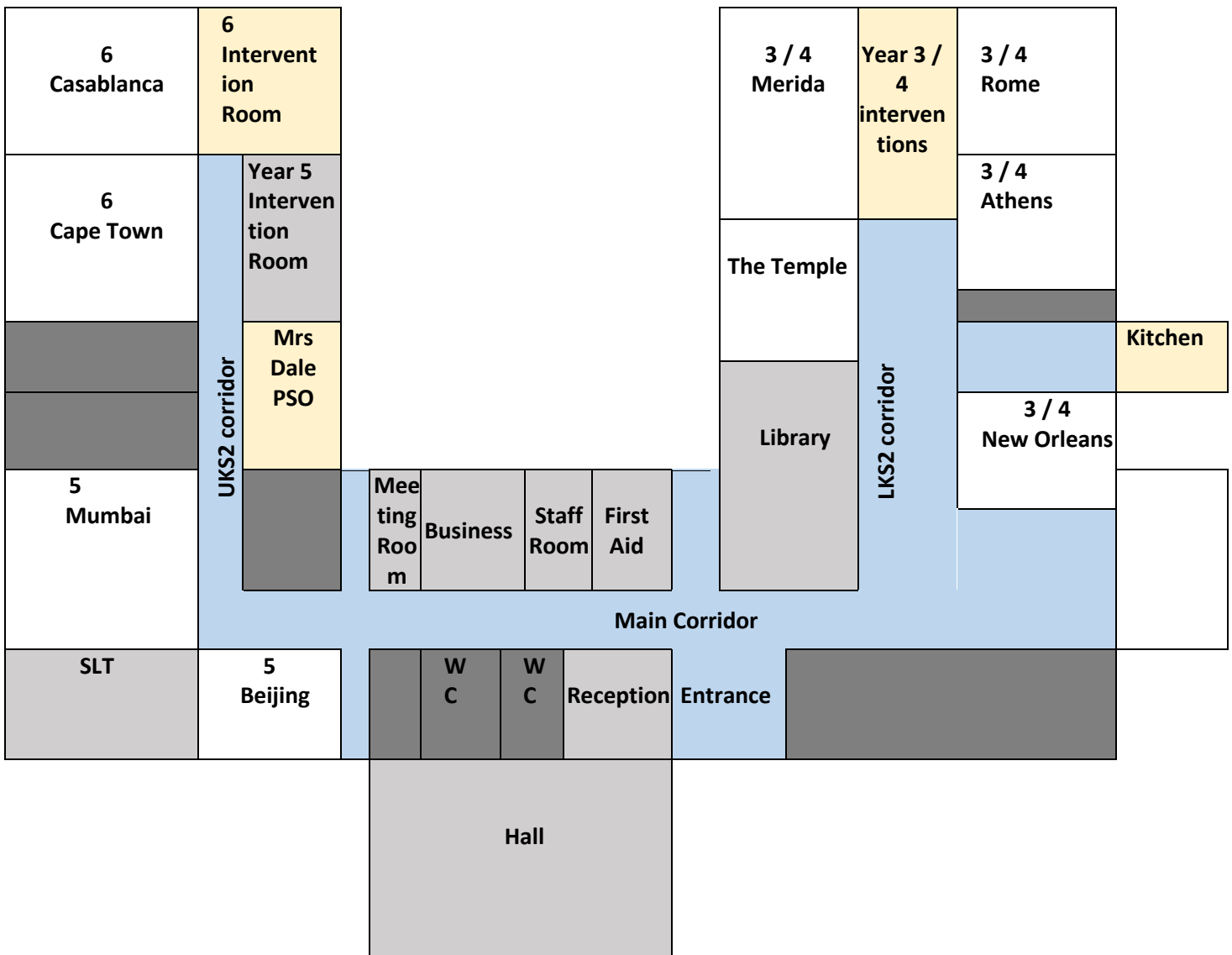
St Mary's Church of England Junior School

Coming into school or communicating with teachers and staff:

If you wish to come in to speak to teachers, Reception or other staff it is always better to make an appointment, we therefore advise that parents call or email where possible office@st-marys.norfolk.sch.uk.

Visit our website for Newsletters and class information, homework or curriculum updates: <https://www.stmaryscoejunior.co.uk>.

Map of school classrooms (not to scale)



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Our typical school day...

Timetable								
8:40-45	9:10	9:30	10:15	10:30	10:45	11:55	12:55	3:00/3.10
Start school	Early Work	English lessons begin	Assembly	Break	Maths lessons begin	Lunch	Afternoon lessons begin	School day ends.

Homework

In St Mary's we believe that homework is important since it reinforces and extends the teaching and learning that occurs during the day and/ or the week. **Homework is given out on weekly basis, every Friday**, usually via Google Classrooms (please inform your class teacher if you require paper copies). **Homework includes spelling and times tables practice.**

- **Homework expectations:**
 - The needs of the individuals are taken into account, whilst ensuring high expectations for all. Homework is set to secure and build on current learning as well as encouraging children to develop long term strategies for their future needs, preparing them for their next phase of education.
 - **Homework is given out every Friday and will consist of spelling, times tables practice, daily reading practice and further wider curriculum activities.**
 - Homework diaries will be required to move between home and school. This is where your child's homework will be recorded for information, as well as also holding your children's login details for any school accounts.
 - Teachers will strive to ensure that parents/carers understand our expectations. Please ask us if you would like some tips and strategies for how you can further help your child at home with their learning.

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Parentmail

Dear Parent

Improving School Communications and going Cashless with ParentMail

Communication with parents is an important part of what we do. This includes making sure you get the correct information about activities and maximising opportunities to access information about events, parents' evenings and school trips. Many parents are already using the benefits of online banking, and going cashless means that payments can be made when it is convenient to parents. Money is paid direct and this method ensures that payments for school trips, lunches and other school activities is efficient and hassle free.

When you join St Mary's we will be asking you to register to use ParentMail, a service used by over 6,000 schools, nurseries and children's clubs to communicate to parents. ParentMail will be beneficial to you because you can:

- Top up dinner money or pay for school trips/items in just a few taps.
- Book parents' evening appointments.
- And much, much more!

Registering with ParentMail is very easy! Before you start at St Mary's you will be sent either an email and/or text message from ParentMail. When you receive this please just follow the instructions in the message.

Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Once registered, if you have an Android or Apple smartphone, we highly recommend you download the ParentMail App for the best user experience. To do this, simply search for "ParentMail" in your App store.

If you need any additional information or assistance, please visit the help site: <https://www.parentmail.co.uk/help/parenthelp/> or if you have not received any contact from ParentMail please contact Mrs Drake in the school office.

Yours sincerely

Head Teacher



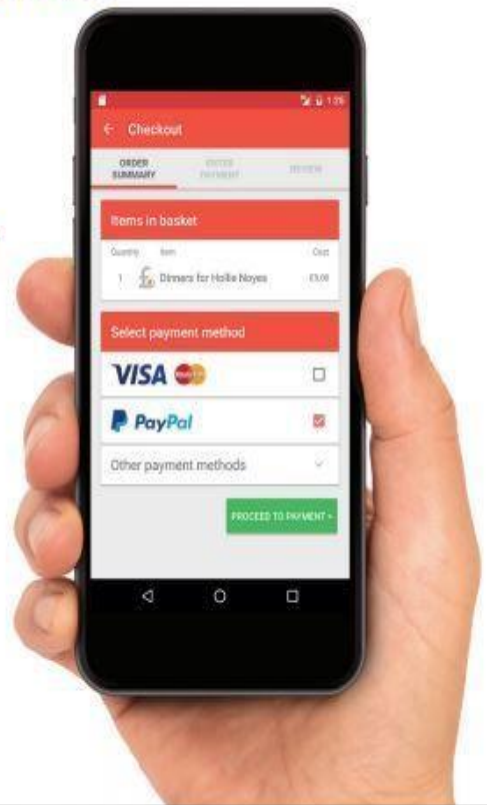
ParentMail

We are now accepting payments for school dinners and trips via ParentMail.



Attention all parents!

You can now pay for school items on your mobile.



Search for ParentMail in your App store.



Please note: If you are not already registered, you will need to register online on the ParentMail website before trying to access the App. Please ask the school office to send you a registration message

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Typical Lunch menus

Week One		Monday	Tuesday	Wednesday	Thursday	Friday
Option 1	(v) Margherita Pizza with Potato Wedges	Pork and Carrot Meatballs with Tomato Sauce and Pasta Bows	Roast Beef and Yorkshire Pudding with Mashed Potato	'Active Canaries' Greek Chicken in a Tortilla Wrap with Savoury Rice	Breaded Fish Fingers	
Option 2 (v)	Vegemince Curry with Steamed Rice	Vegetarian Enchilada with Potato Wedges	Cheese and Potato Pie	Mild Teriyaki Quorn with Noodles	Spanish Omelette	
Served with	Sweetcorn	Mixed Vegetables	Carrots, Peas and Gravy	Broccoli	Chips and Peas or Baked Beans	
And for pudding	Fruit Yogurt	Iced Swiss Bun	Fresh Fruit Selection	Cocoa Sponge with Cocoa Sauce	Flapjack with Apple Wedges	

Week One: 31 Oct | 21 Nov | 12 Dec | 16 Jan | 6 Feb | 6 Mar | 27 Mar

Week Two		Monday	Tuesday	Wednesday	Thursday	Friday
Option 1	(v) Margherita Pizza with Tomato Pasta Salad	Mild Teriyaki Chicken with Steamed Rice	Roast Chicken with Stuffing	Butcher's Best Beef Burger in a Roll	Breaded Fish Fingers	
Option 2 (v)	Veggie Bean Chilli with Steamed Rice	Cheesy Pasta	Quorn Fillet with Stuffing	Homemade Veggie Burger in a Roll	Garden Vegetable Goujons	
Served with	Sweetcorn	Mixed Vegetables	Roast Potatoes, Carrots, Green Beans and Gravy	Potato Wedges, Salad Sticks and a Choice of Dip	Chips and Peas or Baked Beans	
And for pudding	Lemon Muffin	Fresh Fruit Selection	Cocoa Oatcake with Orange Wedges	Fruit Jelly	Cherry Bakewell Cupcake	

Week Two: 7 Nov | 28 Nov | 2 Jan | 23 Jan | 20 Feb | 13 Mar

Week Three		Monday	Tuesday	Wednesday	Thursday	Friday
Option 1	(v) Margherita Pizza with Potato Wedges	Beef Lasagne with Garlic Bread	Butcher's Best Chipolata Sausages	Chicken Curry with Steamed Rice	Breaded Fish Fingers or Salmon Fingers	
Option 2 (v)	Vegemince Bolognese with Pasta Twists	Quorn Fajita with Steamed Rice	Vegetarian Sausage	BBQ Quorn Loaded Wedges	Spinach and Sweet Potato Pastry Parcel	
Served with	Sweetcorn	Mixed Salad	Roast Potatoes Carrots, Broccoli and Gravy	Mixed Vegetables	Chips and Peas or Baked Beans	
And for pudding	Fresh Fruit Selection	Vanilla Ice Cream	Shortbread with Orange Wedges	Mixed Berry Sponge Pudding	Cocoa Krispie Bar	

Week Three: 14 Nov | 5 Dec | 9 Jan | 30 Jan | 27 Feb | 20 Mar

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Week One Autumn/Winter Jacket Potato Menu					
Monday	Tuesday	Wednesday	Thursday	Friday	
Jacket Potato with Baked Beans	Jacket Potato with Tuna Mayo	Jacket Potato with Cheese	Jacket Potato with Cheese and Baked Beans	Jacket Potato with Cheese	
Salad <i>or</i> Vegetables of the Day	Salad <i>or</i> Vegetables of the Day	Salad <i>or</i> Vegetables of the Day	Salad <i>or</i> Vegetables of the Day	Salad <i>or</i> Vegetables of the Day	
Fruit Yoghurt	Iced Swiss Bun	Fresh Fruit Selection	Cocoa Sponge with Cocoa Sauce	Flapjack with Apple Wedges	
Week One: 31 Oct 21 Nov 12 Dec 16 Jan 6 Feb 6 Mar 27 Mar					
Week Two					
Monday	Tuesday	Wednesday	Thursday	Friday	
Jacket Potato with Baked Beans	Jacket Potato with Tuna Mayo	Jacket Potato with Cheese	Jacket Potato with Cheese and Baked Beans	Jacket Potato with Cheese	
Salad <i>or</i> Vegetables of the Day	Salad <i>or</i> Vegetables of the Day	Salad <i>or</i> Vegetables of the Day	Salad <i>or</i> Vegetables of the Day	Salad <i>or</i> Vegetables of the Day	
Lemon Muffin	Fresh Fruit Selection	Cocoa Oatcake with Orange Wedges	Fruit Jelly	Cherry Bakewell Cupcake	
Week Two: 7 Nov 28 Nov 2 Jan 23 Jan 20 Feb 13 Mar					
Week Three					
Monday	Tuesday	Wednesday	Thursday	Friday	
Jacket Potato with Baked Beans	Jacket Potato with Tuna Mayo	Jacket Potato with Cheese	Jacket Potato with Cheese and Baked Beans	Jacket Potato with Cheese	
Salad <i>or</i> Vegetables of the Day	Salad <i>or</i> Vegetables of the Day	Salad <i>or</i> Vegetables of the Day	Salad <i>or</i> Vegetables of the Day	Salad <i>or</i> Vegetables of the Day	
Fresh Fruit Selection	Vanilla Ice Cream	Shortbread with Orange Wedges	Mixed Berry Sponge Pudding	Cocoa Krispie Bar	
Week Three: 14 Nov 5 Dec 9 Jan 30 Jan 27 Feb 20 Mar					



St Mary's Church of England Junior School

Week One

Autumn/Winter Packed Lunch Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Cheese Sandwich Carrot Sticks Sultanas Fresh Fruit Portion Fruit Yogurt	Ham Sandwich Cucumber Sticks Pizza Finger Orange Wedges Iced Swiss Bun	Tuna Mayo Sandwich Carrot Sticks Cheese Scone Fresh Fruit Portion Fruit Yoghurt	Cheese and Tomato Pasta Pot Cucumber Sticks Sultanas Fresh Fruit Portion Cocoa Cupcake	Ham and Salad Wrap Carrot Sticks Sultanas Apple Wedges Flapjack

Week One: 31 Oct | 21 Nov | 12 Dec | 16 Jan | 6 Feb | 6 Mar | 27 Mar

Week Two

Monday	Tuesday	Wednesday	Thursday	Friday
Cheese Sandwich Carrot Sticks Sultanas Fresh Fruit Portion Lemon Muffin	Ham Sandwich Cucumber Sticks Pizza Finger Fresh Fruit Portion Fruit Yoghurt	Tuna Mayo Sandwich Carrot Sticks Cheese Scone Orange Wedges Cocoa Oatcake	Cheese and Tomato Pasta Pot Cucumber Sticks Sultanas Fresh Fruit Portion Fruit Jelly	Ham and Salad Wrap Carrot Sticks Sultanas Fresh Fruit Portion Cherry Bakewell Cupcake

Week Two: 7 Nov | 28 Nov | 2 Jan | 23 Jan | 20 Feb | 13 Mar

Week Three

Monday	Tuesday	Wednesday	Thursday	Friday
Cheese Sandwich Carrot Sticks Sultanas Fresh Fruit Portion Fruit Yogurt	Ham Sandwich Cucumber Sticks Pizza Finger Fresh Fruit Portion Vanilla Ice Cream	Tuna Mayo Sandwich Carrot Sticks Cheese Scone Orange Wedges Shortbread	Cheese and Tomato Pasta Pot Cucumber Sticks Sultanas Fresh Fruit Portion Berry Muffin	Ham and Salad Wrap Carrot Sticks Sultanas Orange Wedges Cocoa Krispie Bar

Week Three: 14 Nov | 5 Dec | 9 Jan | 30 Jan | 27 Feb | 20 Mar

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Admissions to school (2022 - 2023)

If you would like a tour of the school at any time (for example, for in-year transfers from another school) please contact the office on 01508 530459. **Please see our website for a virtual tour of the school by clicking this link or visiting our school website: https://stmarysjunschool-my.sharepoint.com/:v/g/personal/head_st-marys_norfolk_sch_uk/EUF1r-9KVpFKkIYfBoUQEJgB2KGSZCvQSgtrHzFVuEiTGg?e=vpgfq7**

Admissions policy

We have adopted the Local Authority Admissions Policy; Norfolk County Council admissions department arranges the allocation of spaces within schools. For Norfolk's admissions arrangements 2022/23 please click here <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/norfolk-admission-arrangements/norfolk-admission-arrangements-2021-22>

Information on Transfers and Admissions to junior school

The document 'A parents' guide to admissions to schools in Norfolk 2022-23' and all other information regarding arrangements for selection, school catchment areas, oversubscription criteria, and the application process is available on the Norfolk County Council Admissions Department 'Transfer to junior school' webpage here <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/transfer-to-junior-school>

Information on In-year Transfers

A move to a different school at any time other than admission to reception, transfer to junior or transfer to secondary is known as an 'in-year transfer'. This could be a move between Norfolk schools or a move to a Norfolk school from a school in a different area.

Norfolk County Council organise in-year school transfers and admissions. Please see the Norfolk County Council 'Moving schools during the school year' webpage here <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/moving-schools>

If you want to transfer to a school that is not in Norfolk, you will need to contact your new local authority to ask about their admissions process. Find your new local authority using the Government's local council finder here <https://www.gov.uk/find-local-council>

Under no circumstances should you withdraw your child from their current school before an alternative school place has been allocated.

Transferring from Infant to Junior school

The transfer to junior school admission round is for children in their last year at an infant school (currently in Year 2). Pupils transfer from infant schools to junior schools in the year after their 7th birthday (they will be age 7+ on 1 September 2022).

Application forms will be sent out automatically by the Norfolk County Council Children's Services (School Admissions) Department. If you would rather apply online, please go to: <http://www.admissionsonline.norfolk.gov.uk/>

If you do not receive a booklet and form, please contact Norfolk County Council Children's Services School Admissions Team at admissions@norfolk.gov.uk or on 0344 800 8020.

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St Mary's Church of England Junior School

School Uniform



ST MARYS CHURCH OF ENGLAND JUNIOR SCHOOL WE'RE YOUR NEW SCHOOL UNIFORM SUPPLIER

Stevensons are a family run, local specialist uniform and sportswear provider who currently work with over 500 schools across the UK. We are very happy to announce that we've been appointed as your official uniform supplier from July 2019.

You are now able to buy your School uniform and sportswear year-round, through multiple different channels, including from our Norwich branch.

NORWICH BRANCH ADDRESS:

67 Ber Street, Norwich NR1 3AD
Email: norwichbranch@stevensons.co.uk
01603 622355

SUMMER OPENING HOURS:

Monday-Friday 9:00am – 7pm
Saturday 9:00am- 5.30pm
Sunday – Closed

You can always buy with confidence, knowing that you can take advantage of our unrivalled 120 day returns policy to exchange unused items, if a child has a sudden growth spurt before starting school.

In store

Fully trained Sales Advisors will be able to help with all your uniform and sportswear requirements.

Appointments

Alternatively, you can book a one-to-one appointment on-line, ideal for busy parents who want to avoid the crowds and have a guaranteed fitting time in-store. Shop opening times are also extended during the busy summer months.

Online

It's easy to shop at www.stevensons.co.uk with low cost postage and packing and FREE returns. Once registered, you are able to download the most up-to-date uniform price lists for a school and browse by year group to know exactly what items are relevant.

Our award winning website has been developed with parents in mind, so that purchasing is a quick and hassle free process. We also offer a FREE 'Click and Collect' service for customers who wish to order online and collect in store.

By phone

You can order by phone or just call for advice on your school's uniform.

Contact our friendly store based Customer Service Team on 01202 425192. During the busy summer period our phone lines are open longer hours.



For more information about us visit www.stevensons.co.uk

STEVENSONS

EST. 1925

Specialist school uniform and sportswear outfitter

Uniform expectations:

- School polo
- School jumper, cardigan or fleece
- Grey trousers, skirts, pinafores or shorts
- **Black school shoes – these can be trainers but should be fully black with no colours**
- Long hair tied back and no exuberant headwear (e.g. crowns, unicorn or animal ear headbands) though small bows, headbands and clips are acceptable
- No jewellery except stud earrings and watches (no smart watches are permitted as per our school Safeguarding policy)

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Behaviour Management Expectations

BEHAVIOUR STEPS

Tell the child how you expect them to behave (refer to academy rules)

If behaviour persists, give child a verbal warning
(signal thanks to child when they comply)

If behaviour persists, write child's name on a note on the teacher's desk
(let the child know privately)

If behaviour persists, send child to the parallel class (could be 5 mins to calm down or reflect on behaviour, or as long as necessary to complete work)
Teacher should complete behaviour slip to give to receiving teacher and record on CPOMs.
(This will be brought back with child to be given to parents)

Child refuses to leave class

If causing disruption/risk to own or others health & safety/property – consider use of STEPS training. Notification sent home to parents

If not causing disruption etc. – complete behaviour slip. Photocopy of work not done to be sent home

NB: Teachers must inform the when there have been three incidents of sending out of class in one week. The HT will contact parents to discuss the matter and if necessary open a PSP.

RESTORATIVE CONFERENCE (only to be used when child is calm)

- What happened?
- What were you thinking/feeling?
- What needs to happen to put it right?
- What are you going to do differently next time?

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Behaviour slip

_____, you have been sent to a different space to learn today. This is because (despite two warnings) you did not follow rule _____ (see circled below).

1. Ready

- a) Looking at the adult
- b) Using equipment properly
- c) Taking care of my work

2. Respectful

- a) Using kind words
- b) Allowing others to speak
- c) Following adult direction

3. Safe

- a) Kind hands and feet
- b) Safe sitting
- c) No play fighting