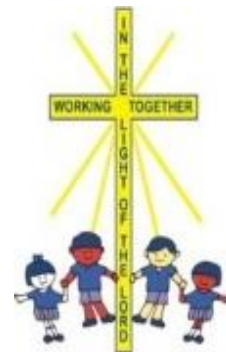




# ST MARTIN de PORRES CATHOLIC PRIMARY SCHOOL

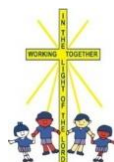


Prospectus  
2022 – 2023



## Contents:

2. Welcome
3. Mission Statement - School Values
4. Safeguarding – Pastoral Care Team – Special Educational Needs
- 5 - 6. The Trust - Partnership Working – Accreditations – Ofsted – Quality Mark – SATs Results
- 7 – 9. School Organisation
- 10 – 12. The Curriculum
13. Homework
- 14 – 15. Additional Activities – St Martins Care Club
16. Lunchtime Arrangements
17. Visiting the School
18. Absence and Withdrawals - Admissions
- 19 - 20 School Uniform – Educational Activities
21. Contact Details



# Welcome!

On behalf of the Children, Parents, Staff and Board of Governors, we welcome you to St Martin de Porres Catholic Primary School.

This booklet is designed as an introduction to the school and seeks to give a brief guide to the aims and general organisation of the school. We hope you will find the following pages informative and if you would like to visit the school, or have any further questions, please do not hesitate to contact the head teacher and arrange a mutually convenient appointment.

We know your child will be well educated at St Martin's, where there is a loving and happy atmosphere with staff dedicated to the children in their care.

At the heart of the Church's very being is her mission to teach. Pope Francis tells us what education is really about:

"Education cannot be neutral. It is either positive or negative; either it enriches or it impoverishes; either it enables a person to grow or it lessens, even corrupts him. The mission of schools is to develop a sense of truth, of what is good and beautiful. And this occurs through a rich path made up of many ingredients. This is why there are so many subjects — because development is the result of different elements that act together and stimulate intelligence, knowledge, the emotions, the body, and so on. True education enables us to love life and opens us to the fullness of life." (May 10<sup>th</sup>, 2014)

In this way, we invite you to support and take an active part in our home-school-parish partnership, as we all share in the church's 'mission to teach' and to open up our children to "the fullness of life".

Thank you.

*N J Morgan*

Nicola J Morgan  
Head Teacher





## Mission Statement:

### **“Working together in the light of the Lord”**

At St Martin’s we acknowledge that we are all called to be witnesses of the Lord and our Mission Statement reflects our belief in the importance of partnership between home, school and parish. This relationship enables us to achieve a family atmosphere providing a secure, happy environment with Christ at the centre. By endeavouring to live the Gospel so that it influences everything we do, we aim to:

- Value every member of the school community and develop the potential of each individual;
- create an educational environment in which we are encouraged to enjoy our work whilst aspiring to the highest standards of achievement and behaviour;
- give children the experience of being part of, and active members in a Catholic community which celebrates through word and deed the unique, God-given nature of each individual;
- support parents and parishes in developing the children’s knowledge and understanding of the Catholic faith;
- develop a caring community which recognises that each member is equally deserving of respect, tolerance, understanding and opportunity, regardless of ability, gender, race, age or creed.

## School Values:

Our school values are Faith, Tolerance, Respect and Togetherness. These values are closely linked to our Gospel values and we share and promote these with the children and their families on a regular basis throughout the school.



## **Safeguarding:**

The safety of the children in our care is of the utmost importance. We have a firm commitment to child protection and safeguarding our children. Please refer to the safeguarding policy under 'The School' section on the website. All Safeguarding concerns are recorded safely using CPOMS.

As part of a joint project, our school liaises with both Bedfordshire Police and Luton Borough Council for any children who have experienced domestic abuse. Bedfordshire Police will report to the school any incidents of domestic abuse that a child has experienced and children missing from home.

## **Pastoral Care Team:**

The pastoral care in school complements that of the home. The staff act in “Loco parentis”, i.e. in place of the parents and respond to the needs of the children accordingly. To ensure the safety and welfare of pupils there are a few simple rules, which require the children to show care, courtesy and consideration at all times.

In school we strive to provide a warm and caring environment in which the children will want to learn and develop their talents as fully as possible. We hope parents will share our aims, firstly by making sure that their children come to school on time, refreshed, correctly dressed and ready to work, and secondly, by taking an active interest in all aspects of their children’s work and behaviour.

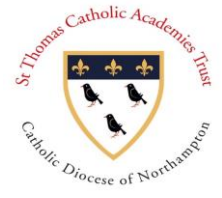
These members of staff are dedicated to looking after the social well-being of our children. Our Family Worker is available to support children as part of a family unit and the Learning Mentor works with individuals or groups of children who are finding it difficult to integrate with others and so not learning as well as they might.

## **Special Needs:**

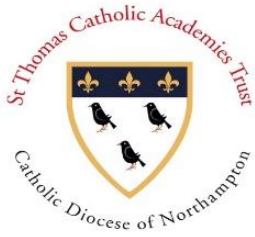
Children work at their own level and any child identified as having specific special needs is, after discussion with parents, placed on the school’s Special Needs Register. We follow The DfE guidance using the revised Special Educational Need and/or Disability (SEND). A Local Offer is published on our school’s website. This identifies how the needs of the child will be addressed in our school and allows parents and carers to make an informed decision about the placement of their child and the support available.

Identified pupils will be given specific targets which are individualised to meet their needs. A Provision Map will be written, implemented and reviewed termly, to remove barriers to learning and put effective special educational provision in place. Parents are invited to discuss their child’s progress, support and targets on a termly basis to discuss the intended outcomes and how they too can help their child. The introduction of pupil Personal Support Learning Plans (PLSPs) for children with more complex needs and statements will be developed. These will state the student’s needs, triggers, strategies to help and will be informed through the child’s voice. If, after further consultation with parents, the advice of outside agencies is requested, referral may be made to the LA’s Learning Support Team or other professionals. The school’s Special Needs Policy, based on the Code of Practice mentioned above, gives details of the various stages of assessment and is available, together with other policies and documents, on the School Website.





## St Thomas Catholic Academies Trust (STCAT):



STCAT was established in February 2020 following the merger of two preceding Trusts serving schools in the south of the Diocese of Northampton. The 14-member schools work together to improve standards and ensure all of pupils enjoy the best possible outcomes. We look to strengthen the Catholic ethos of our schools and take every opportunity to share resources and to purchase materials collectively, thus ensuring good value for money.

### Partnership Working:

We work very closely with the other Catholic schools of Luton through our St Alban Catholic Schools Partnership and also with other local schools through the West Area Partnership. Both of these partnerships allow staff to share good practice across the schools and to work collaboratively in many different ways.



*St. Alban  
Catholic Schools'  
Partnership*

### Accreditations:

As a school we have been awarded a number of accreditations reflecting our hard work and commitment to raising standards for various aspects of school life. These are:

- Quality Mark (as detailed)
- FA Charter Standard
- Financial Management Standard in Schools
- Sustainable Travel Award
- Modeshift Silver Award
- School Health & Well-being Award - Silver
- Sports Award - Silver

### Inspection:

In December 2018 we received a one day Section 5 Inspection from Ofsted and the outcome was good. Following the visit the inspector reported on the following findings:

“The school’s work to promote pupils’ personal development and welfare is outstanding.”

“The school’s Catholic faith and ethos emphasise the promotion of values of tolerance, respect, faith and togetherness. Pupils talk with great pride about how they respect each other and look out for each other’s well-being around the school. Parents value this successful aspect of the school.”

“By the end of Key Stage 2, pupils achieve well in reading, writing, mathematics and science. They are well prepared for secondary school.”

“Adults provide effective support and provision for disadvantaged pupils. These pupils are now making similar progress to other pupils with the same starting points.”

We were also inspected by the Diocese of Northampton in October 2016 who said:

“St Martin de Porres School is an outstanding Catholic school. The strong Catholic identity permeates the school’s daily life. Prayer, Mass and worship are of pivotal importance in the school. The partnership between the school, the home and the church very effectively promotes the high quality care and well-being of the whole school community. Relationships within the school are very good and reflect Christian respect, care and concern for others.



Pupils described their school as aiming to make us “The best we can be”. Staff are committed to the high profile given to Religious Education (RE). Pupils make good progress throughout their school life in knowledge and understanding of the Catholic faith.”



## Quality Mark – November 2021:

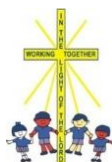
This is an accreditation awarded to schools who provide high quality teaching and learning for their pupils and ensure that they are safe and well looked after.

This was awarded on 24<sup>th</sup> November 2021.

## SATs Results:

For up to date SATs Results, Assessments and Phonic Screening Scores please visit the school website.

[www.stmartindeporesluton.co.uk](http://www.stmartindeporesluton.co.uk)



## School Organisation:

**Key Stages:** Primary schools are divided into three phases – Foundation Stage (includes Nursery), Key Stage 1 and Key Stage 2. Most children join St Martin's in the Foundation Stage.

**Number on Roll:** There can be up to 452 children on roll. Total places available are 36 in Nursery, 60 in Foundation Stage and 60 in Year Groups 1 to 6 of both genders and all abilities in the 3-11 age range.

**The Building:** The building is semi open-plan with two areas available for each year group. Besides the basic facilities, the school has two resource rooms (one for each key stage), a school library, a Family Room and a Prayer Room.

## School Times:

The School Gates open at **8.30am for KS1 and KS2** and **8.40am for Reception** children.

All children in Reception and Key Stage 1 should be accompanied to school and line up with their class onto the KS1 playground. Children should be collected from the same place at the end of the day.

- ⊕ Reception times: **8.40am–3.20pm (Mon-Thur), 8.40am–1.20pm (Fri).**
- ⊕ KS1 times: **8.30am-3.10pm (Mon-Thur), 8.30am – 1.10pm (Fri)**

Key Stage 2 (Years 3-6) children should arrive through their year groups allocated gate leading to the KS2 playground at **8.30am** and be in class ready for lessons. KS2 will be escorted to the KS2 playground at the end of the school day where parents are to **collect at 3.20pm, 1.20pm on a Friday.**

Years 4 & 6 should arrive via the far end gate which leads onto the public path on Pastures Way. Years 3 & 5 should arrive via the large playground gate, which leads onto the school car park. Please remind your child/ren the importance of respect for other members of the public.

For children attending nursery all children should enter via the Yellow door near to the KS1 entrance. Nursery times are as follows:

- ⊕ Nursery 30 hour provision – **8.30am–3.30pm (Mon-Thur), 8.30am–12.30pm (Fri).**
- ⊕ Nursery AM session – **8.30am-11.30am (Mon-Fri).**
- ⊕ Nursery PM session– **11.45am-3.30pm (Mon-Thur, no Friday PM session).**

Children arriving after these times are deemed as late and should be brought to the main school office to be registered and escorted to class. Persistent lateness will affect your child's attendance. At the end of the school day, all children should be collected by an adult (over 16 years old) with the only exception for children in KS2, where written parental consent to walk home has been received by the school.

On **Fridays**, the school will officially close at **1.20pm.**

**Morning Prayer:** There is an opportunity for morning reflection for children in Year 3 - 6, in the Kevin Lewis Prayer Room, at 8.20am twice a week.

**Prayer Garden:** We also have a prayer garden which is used by groups and individuals at various times of the day.





**Houses:** When the children progress into Key Stage 1 they join one of four houses: St Augustine (red), St Benedict (blue), St Dominic (green) or St Francis (yellow).

**Rewards:** House points are awarded for good work, progress or effort, acts of kindness and other examples of care and consideration, which reflect the Gospel message. Children collect their house points and are awarded certificates culminating in a Platinum Award, including a book voucher. Positive contributions to school and community life may be praised and shared with others in class or year group Collective Worship.



Proud to be Stars of the Week

End of year certificates are awarded in recognition of positive aspects of school life. Each week the class teacher selects a child as “Star of the week” and an invitation is then extended to dine with members of staff on the Top Table. Photographs of the children are also displayed on the “St Martin’s Marvels” board. Golden Time is available for staff to use if they so wish.

House Points are not used for children in Nursery and Reception; however, Class Dojo points and positive rewards are, this includes:-

- Star of the Week - your child will receive a certificate and will join Top Table. (Reception class)
- Phonic Hero - again a certificate is given to your child and they help with phonics in class for the week. (Reception Class)
- Class Mascot - your child will take a bear or tiger home and will write about the experience to share with the class. (Reception class)
- Good Choice Champion - your child gets a certificate. (Reception and Nursery Class)

A ‘Paddington Bear’ Award is presented to the class with the best attendance each half term and individuals are rewarded for 100% attendance with certificates, stickers and an end of year treat.

**Sanctions:** Class Teachers will follow up any behaviour or discipline problems with children in their care. Pupils, who still do not conform to the norms of the school, will be referred to the Phase Leader in the first instance and appropriate action will be taken. Children in KS2 who are disruptive and fail to respond may be given a detention. Any further unacceptable behaviour may result in a senior member of staff introducing an appropriate report card:

- Yellow – for internal monitoring. The child is graded for each lesson and playtimes and the card is signed by a senior member of staff.
- Green – as with yellow but the card is also taken home for a parent/guardian to sign
- Orange – used for a one-off incident and sent home for a parent/guardian to sign.
- Red ‘Rude’ Card – sent home if a child is rude or disrespectful to a staff member.

Children in Nursery and Reception are given time out for reflection and will be spoken to by the Class Teacher.

Any referral to a senior member of staff will be recorded. As indicated, unacceptable behaviour will be reported to parents via behaviour cards and in the case of a serious incident, the parents of the child concerned will be contacted by letter or telephone and asked to make an appointment with the Phase Leader or a member of the Senior Leadership Team.

Any incidents of a racist, bullying or homophobic nature or Peer on Peer abuse will be recorded on CPOMS and parents of both parties will be informed.



Problem situations will be resolved at the earliest opportunity. If a child is finding it difficult to form stable relationships with others, then she/he will be referred to a member of the Pastoral Care Team for appropriate intervention strategies and support to be put in place.

## Emergency Contacts:



If a child has an accident or is taken ill during the day, parents will be contacted through the information provided on the admission form. It is, therefore, essential that details held in school are updated as and when any change of address, telephone number or other emergency contact information occurs - please ensure the School Office is notified immediately. **We are required to hold details of at least three emergency contacts per child.**

## Parentmail:

At school we use IRIS Parentmail to send all correspondence to parents. Please check your account regularly on your laptop/tablet. This can also be done via the IRIS Parentmail APP which can be downloaded onto an updated iphone/android. As a 'cash free' school, all payments i.e. school dinners, trips, events, etc. should be made via Parentmail. We do not accept cheques.

**Emergency Closure Procedures:** When forecasts indicate weather conditions may affect school opening times, letters will be sent home and/or details will be emailed/texted via 'Parentmail PMX', broadcast on local radio or displayed on the school website.



## Medical Matters:

**Medicine:** Medicine is not usually accepted in school; however, arrangements may be made for children who have a medical condition which requires the administration of prescribed medicines e.g. a child with asthma can have an inhaler in school.



We can also administer medicines where the doctor's prescription requires a dose to be taken '**four times a day**'. An 'indemnity form', available from the Office, needs to be completed by parents and medicine should be handed to the member of staff responsible for administering it and must be clearly labelled with the child's name and the dosage.

**Accident Reporting:** All accidents or if medicine is administered is recorded on Medical Tracker. Once recorded all parents will receive an email notification of the incident. If your child is required to go home, parents will be contacted by telephone.



## The Curriculum:

**Aims:** We aim to fulfil our Mission Statement by helping pupils to:

- develop lively, enquiring minds with the ability to question and argue rationally and to apply themselves to tasks and physical skills;
- acquire understanding, knowledge and skills relevant to adult life;
- develop personal moral values, an understanding of their faith and tolerance and respect for other religions, races and ways of life;
- understand the world in which they live and the interdependence of individuals, groups and nations.

To promote our aims we provide a curriculum, which is:

- **broad** – introduces the pupils to all areas of learning and to knowledge, concepts, skills and attitudes in language, mathematics, science, aesthetic and creative, human and social, moral and spiritual, physical and technological;
- **balanced** – gives each area of learning and experience appropriate attention in relation to National Curriculum expectations and RE guidelines, including teaching approaches and time allocation;
- **relevant** – matches work to each pupil's own experiences, understanding, interests and future needs;
- **scaffolded** – gives children the tools they need to succeed at all abilities;
- **progressive and continuous** – provides work at each stage to reflect and develop previously learnt skills.
- **mastery** - offering all pupils the opportunity to deepen their thinking and understanding across all subjects.

**Outcome:** In reflecting our broad aims and purposes of learning, our curriculum seeks to promote the development:

- of knowledge and understanding;
- of the understanding of key concepts;
- of the mastery of a wide range of skills, intellectual, interpersonal and physical;
- of personal qualities, spiritual development and Gospel based values and attitudes.



Pupils take part in Bikeability

**Teaching and Learning:** Each lesson will be planned to ensure that:

- there is a clear structure with learning intentions and learning outcomes shared with the pupils;
- it is based on pupils' previous learning experience and leads on to the next;
- pupils are organised for the work and have access to relevant resources;
- there is differentiation and provision to meet the individual needs of each child;
- some formative assessment takes place;
- pupils fully understand the next steps they need to take to improve their learning;
- the work of any teaching assistant/parent helper is clearly defined and s/he understands her/his role in the teaching and learning process.

**Mastery Curriculum:** We believe that all pupils can achieve. The principle of our mastery curriculum is that all pupils keep up with the pace of learning and that gaps are addressed immediately so that no pupil falls behind. The goal of our mastery learning approach is to have all pupils learn at high levels. Progression is more focused on understanding and developing greater depth in the national curriculum.



The mastery pedagogy works on the principle that all learners, with effort, will meet expectations. It works on the premise that great teaching, based on formative assessment, particularly great questioning, is key. Precise assessment, teaching that closes any gaps, thinking about ability differently are all part of the mastery pedagogy. Our teaching staff use mastery learning to break down material into manageable units and the pupils are taught together as a whole class, through a highly tuned teaching approach. Pupils are given additional support, where necessary, through scaffolding.

All children should have a deep learning of key ideas and opportunities for even deeper learning. For some learners, they will be able to access, within a construct, even greater challenge to deepen their thinking further. Mastery learning is deep learning that sticks; it can be recalled over time. It is necessary to have deep learning in order to meet the key objectives. In essence, in order to meet the objectives securely children need to have mastered them. Our mastery approach reduces variation in final pupil performance and we strive to ensure children will achieve at least age expected progress and attainment in every year group.

**National Curriculum:** Many areas of learning prescribed in the National Curriculum depend on exploration, reflection, investigation, practical experience, testing and problem solving. Wide varieties of resources are used with published schemes supporting the material. Sex education forms part of the R.S.E. (Relationship and sex Education) and is delivered to all Year Groups. Children's questions are answered frankly, taking into account their age and understanding, in accordance with the teaching of the Catholic Church.

**Early Years Curriculum:** The Early Years Foundation Stage focuses on the three prime areas and four specific areas of learning and development. New parents to Early Years will be invited to a Curriculum Workshop in September where parents will gain an understanding of what is being taught.

**Religious Education:** "Come and See", as recommended by the Bishops of England and Wales, provides the basis for our religious education lessons. Besides the formal syllabus, every opportunity is taken to ensure that the message of the Gospel permeates all the other work in school. The children take part in a variety of liturgies and they join the Parish for Mass on Feast-days and First Fridays. Classes take it in turn to lead Collective Worship, details of which are given in the newsletters, and year group Masses are celebrated in school with parents and parishioners. We appoint children in KS2 to be Faith Ambassadors and they lead collective workshops and prayer sessions. We send home a Prayer Bag with children, on a rotation system, and the aim is for families to reflect and pray.



Schools Faith Ambassadors

**Community Cohesion/Social Inclusion:** We actively promote equality, diversity and fundamental British values. Through our creative curriculum, we ensure that Social, Moral, Spiritual and Cultural aspects are covered at an appropriate time for the age of our pupils. As well as learning about other cultures and religions through our 'Come and See' programme, we like to celebrate the cultural diversity of our school community through a variety of multi-faith and culture weeks throughout the year. This gives the children the opportunity to develop an awareness of others through an understanding of their beliefs and way of life. This is also covered through the curriculum and Collective Worship.



Pupils at Hats of Faith



**Personal, Social and Health Education (PSHE):** PSHE activities are planned and mapped for each year group and include the coverage of Safeguarding issues such as Radicalisation, Child Sexual Exploitation and Female Genital Mutilation.

**Topic:** We cover the syllabus for a number of subjects through a creative curriculum based approach. Staff identify areas in History, Geography, Design & Technology and Art that link together and plan work that is both interesting and challenging for the children. Other subjects can also be included.



Remembrance Day

**Computing:** There are various devices available for cross-curricular work and each classroom has an interactive smartboard. The whole school is networked and internet access is available throughout allowing pupils to access their own files. All children are expected to adhere to our Acceptable User Policy which can be found on our website.

**Pupil Expectation:** In order for our aims to be met we promote in our pupils an expectation that they should:

- seek and achieve the highest possible standards;
- manage any distractions they may encounter;
- develop their learning skills;
- have good attitudes to learning;
- be well behaved, both as individuals and as group/class/year/school/local community members;
- Work well collaboratively and listen to the views of others.



## Homework:

All children from Nursery to year 6 at St Martin's are provided with a Class Dojo or Microsoft Teams account. Throughout the year they will be assigned various tasks to complete and upload online. This forms the main part of their homework and involves the children showing what they know about learning objectives provided by the teacher.

### MyMaths & TT Rock Stars - Y1 to Y6

Each week the class teacher will set a maths homework activity on MyMaths, a web based programme, which relates to a topic being covered in class that week. This will be set on a Wednesday and should be completed by Monday morning. There is also the option to carry out additional tasks. Children will also be set tasks on the online platform TT Rock Stars which is designed to help children learn their times tables by challenging themselves and their friends.

Parents are encouraged to support and complement school work by encouraging their children to complete their. Children are also expected to carry out the following:

Nursery: Nursery do not have set homework; however, a theme of the week is displayed weekly for parents to see what is being learnt in class.

Reception: Reading words / Early Years Passport / Reading Book.

Years 1 and 2: Weekly spellings to learn / Reading books to share and read with family members. Please encourage your child to read to you for 10 minutes every day and record this in their reading record.

Years 3 and 4: Weekly spellings to learn / Multiplication Tables / Shared Reading. Please encourage your child to read to you for 10 minutes every day and record this in their reading record.

Year 5: Weekly spellings to learn. Please encourage your child to read to you for 20 minutes every day and record this in their reading record.

Year 6: One piece of Numeracy / One piece of Grammar / One piece of Comprehension / One piece of Spelling activity once a week. Please encourage your child to read to you for 20 minutes every day and record this in their reading record.

Summer Term – Transition Work.

***Please see the "Homework Policy", on the school website, for full details.***



## Additional Activities:

These Additional Activities are aimed for children in Year 1 to Year 6.

**Extra-curricular Activities:** Members of staff are currently running a wide range of extra-curricular activities for the children of St Martin's. These include:

- A range of sporting activities (football, tag rugby, athletics, cross-country, Gaelic football, netball, tennis, cricket)
- Choir
- ICT - Digital Leaders
- Lunch-time activities
- Dance and drama

Children competing  
in Tag Rugby event.



As well as partaking in physical activities, children also have the opportunity to reflect on healthy eating and the benefits of a healthy lifestyle. In 2016 we received the National Accredited Silver Award for demonstrating our commitment to promoting health and wellbeing for our pupils. For some activities we approach particular children and encourage them to take part as well as opening it up to all pupils. We also run outdoor and indoor lunch-time activities.

**Cycling/Walking:** We actively encourage healthy travel to and from school. This is done through a variety of ways; The Big Pedal (national competition), Riot Act (road safety awareness) Year 6, Bikeability with Year 5 and Scooter training for Year 2. Year 6 pupils are also selected to be trained as Road Safety Officers and they work with pupils in KS1. We encourage parents to park at Lewsey Pool and walk to school.

In 2019 we won a sustainable travel award for our commitment to encourage children to walk/cycle/scoot to school. This included a prize of 5 new scooters for our school.



**Music:** As well as meeting the demands of the National Curriculum for Music, we promote music creativity throughout the school. We run a very successful choir and peripatetic staff visit the school each week to give violin, cello, drum, flute, clarinet, guitar lessons and parents are notified when vacancies for the various instruments occur. Each year we hold a concert for parents so that the children who partake in the above activities can celebrate their achievements and perform to a live audience. For children in KS2, please contact Luton Music Service directly [lutonmusicservice@luton.gov.uk](mailto:lutonmusicservice@luton.gov.uk) if you would like your child to be considered to play an instrument.

Whole classes are also taught to play various instruments. Currently this is in Year 1, Year 3 and Year 5.



**Family Learning:** Each term we run courses for parents which include literacy, numeracy, art, preparing for Reception and Year 1, preparing for KS2 SATs, EAL, ICT and speaking & listening and Fun with Reading. This is a fantastic opportunity for parents to develop the skills to support their child's education, while at the same time, achieving a personal qualification. There is also an opportunity to work with their children in school.



Parents enjoy themselves at Family Learning

**Rainbows:** The school is very committed to supporting children who have suffered loss through death or separation and members of staff are facilitators for Rainbows, a fourteen-week programme which runs after school between January and March.

**St Martin's Care Club:** We run a breakfast and after school club for the children of St Martin's which provides a happy and safe environment where the children can enjoy organised activities and healthy food. Children must be registered (fee of £15.00 per family) to make use of the club and there is an hourly charge of £4.00. Please refer to the clubs Terms and Conditions on our website.

The times are:            Breakfast Club:        7.50am – 8.40am  
                                  After School Club Monday to Thursday: 3.20pm – 5.30pm  
                                  After School Club Fridays (for children of Key Workers only): 1.10pm – 4.00pm

**Charity:** Every year the children of St Martin's raise money for charities such as CAFOD, CHUMS and 'Keech Hospice'. We also encourage children to regularly donate to the Luton Foodbank. This can be found in the main entrance.





## Lunchtime Arrangements:

**School Dinners:** If your child is in Year 3 or above and your child would like school dinners, we ask parents to make payment using your Parentmail account. Please add funds to your account using your credit/debit card. Unfortunately, the school office will be unable to accept cheques.

If you are recent of certain benefits you may be eligible for Free School Meals. This benefit also helps towards costs for school trips.

Information about free school meals, including eligibility criteria, may be obtained from the Luton Borough Council's customer Service Team on 01582 510346 or via email at [RevenuesAdmin@luton.gov.uk](mailto:RevenuesAdmin@luton.gov.uk).

**Nursery:** Children attending nursery under the 30 hour provision will be required to bring a packed lunch. Parents are also asked to pay a charge of £2.00 per day to help cover the costs of staffing over the lunchbreak which is not included in the 30 hour funding.

### Universal Infant Free School Meals for Children in Reception and KS1:

All pupils in Reception, Year 1 and Year 2 are eligible for the government scheme of Universal Infant free school meals. Further information on this service will be circulated to parents via school letter. Please note that this scheme is different to the Free School Meal eligibility.

### School Meal Prices:

School Meal:	£2.35	per day for Key Stage 2 pupils
	Free	per day for Reception and Key Stage 1 pupils

**Packed Lunches:** Statutory aged children may bring a packed lunch, which should be in an air-tight container, clearly labelled with their name. Cans, glass bottles and flasks with hot drinks are not allowed and if the lunch box does not contain a cup, children should bring a straw for their drinks. To encourage healthy eating habits, gum is not allowed in the school and sweets or chocolate, or crisps should not be included in packed lunches.

**Please do not include nuts and nut based spreads (Nutella) in your child's lunch as we have a number of pupils with severe allergies.**

**School Milk:** Free school milk is available to children under five only. We currently do not have a facility for children to have milk in school across the Key Stages. Water is provided daily with a school meal.

The information contained here is correct at the time of printing and parents will be advised of any changes through the monthly newsletters.



## Visiting the School:

There are a number of formal meetings that take place for parents throughout the year:

- Meet the Teacher in the Autumn term.
- Parent consultation meeting in the Spring term.
- Information meetings for parents of children in Year 6 and Year 2.
- Foundation Stage workshops and consultations each term.
- Curriculum information sessions.
- Personalised Learning Support Plan (PLSP) meetings for relevant parents each term.

Your child's Annual Report will be sent home in July and to keep parents informed of their child's progress, National Curriculum bands for all subjects will be included.

Besides the formal consultations, parents are also welcome at any other time, but if you have a complaint or wish to discuss matters of importance, please make an appointment to see the Class Teacher. Appointments outside the realm of the Class Teacher may be arranged with a member of the Senior Leadership Team. For any complaint, please refer to the STCAT Trust complaint's policy which can be found on the school's website.

When visiting the school please use the main doors and report to the Office. Please be aware that dogs are not allowed on the school premises (except guide dogs). We are a non smoking site. We include e-cigarettes in the no smoking policy and under no circumstances should these be used on the school premises.

***The Governors ask parents not to use or block the car park, which is reserved for members of staff and they seek your support in keeping children off the site when school is closed. When parking on the road please be considerate of our neighbours by not blocking their drives or parking on the pavements. Please park at Lewsey Swimming Pool.***

We operate a non-mobile phone and a non-smoking rule. **This means that under no circumstances can mobile phones be used on the school premises.**

If you require assistance whilst visiting our site, please inform the school office prior to your visit.



## Absence and Withdrawals:

If children are ill, parents should report an absence via their IRIS Parentmail account or alternatively, parents can telephone the school office. The school office is open from 8.00am to 5.00pm, Monday to Thursday and 8.00am to 4.00pm on a Friday. Please do not report absences and appointments to the Class Teacher, this should be dealt with via the school office.

Children should not return to school until they are well enough to join in all activities, although special arrangements will be made if children have limbs in plaster. Please ensure cases of Chicken Pox, COVID, German Measles, Slap Cheek, Impetigo, Head Lice or Ringworm are reported immediately.

**Attendance:** We are extremely proud of our attendance at St Martin's. We currently achieve 96.3% attendance placing us as one of the best attended schools in Luton, so we actively encourage children to be in school every day and on time.



We all achieved 100% attendance

**Appointments in School Time:** A parent, or an adult known to the school, must meet any child who has a doctor's/dental appointment and written notification should be sent to the School Office beforehand. No child will be allowed to leave during school hours unless accompanied by an adult. When arriving to collect children for such occasions, parents should come into the school via the main entrance and report to the Office.

**Holidays:** Guidance and forms requesting Leave of Absence during term time are available from the office and/or school website. Parents are requested to avoid taking children out of school during term time and **leave will not be authorised for holidays**. The LA will take action against parents who take their children out of school without authorisation in the form of a fine (please see the Leave of Absence Policy on the school website for further details).

## Admissions Criteria:

### Early Years Admission Ages for 2022-2023:

3+ 01.09.18 - 31.08.19

4+ 01.09.17 – 31.08.18

### Early Years Admission Ages for 2023-2024:

3+ 01.09.19 - 31.08.20

4+ 01.09.18 – 31.08.19



## School Uniform:

**Key Stage 2:** White shirt and tie, plain dark grey skirt (knee length, not tight three-quarter length) or trousers (straight legged school style, not the latest fashion), royal blue V-neck sweatshirt or cardigan, flat black shoes with heels less than 2cm. Tailored shorts can be worn by boys and girls, including culottes by the latter.



Children proudly display the KS1 and KS2 School Uniforms

**Key Stage 1/Foundation Stage:** White polo shirt, plain dark grey skirt (knee length, not tight three-quarter length) or trousers (straight legged school style, not the latest fashion), royal blue V-neck sweatshirt or cardigan, flat black shoes with heels less than 2cm.

**PE Kit:** Plimsolls, trainers from Year 2 to Year 6, white T-shirt (KS1 children round neck T Shirt / KS2 children round neck or polo shirt) and navy shorts (Bermuda/lycra/cycling shorts are not acceptable).

The PE Kit should be brought in each Monday morning, in a school PE bag which will hang on the child's peg and be left in school until Friday.

**School Uniform Shop:** School jumpers/cardigans, ties and bags are available from Prestige Design and Workwear – Unit 12 Barton Le Clay Industrial Estate, Barton Le Clay, Bedford, MK45 4RP – 01582 883222. You can also access the shop online via the link on the schools website. All other items of school uniform can be purchased from any supplier but please ensure these are in line with the attached School Uniform Policy. ***Please remember to name every piece of uniform.***

**Swimming:** Pupils in Year 4 require a one-piece costume or trunks (not shorts), a towel and a hairbrush. Long hair must be tied back or covered with a swimming hat.

Pupils in Year 1 to Year 6 will be asked to bring trainers for outdoor lessons and extracurricular activities. Years 5 and 6 children will also need long blue socks and shin pads for football and hockey. Between October half term and Easter children may wear a plain navy blue/black tracksuit for outdoor lessons.

Socks, tights and hair ribbons should be plain and in one of the school colours of black, grey, white or royal blue.

Children should come to school in sensible flat shoes, not trainers or ankle boots and, in bad weather when Wellington boots are required, the flat shoes should be brought to wear indoors.

In the summer term pupils may wear a white and blue checked dress (or a shirt and skirt combination) or continue to wear their winter uniform, or short grey trousers. Ties can be left off during the latter part of the summer term, once permission has been given by the Head Teacher.

***Current fashions in shoes, clothing and hair should be avoided. Children's hair should be smart and tidy and long hair must be tied back using the school colours. Fashions involving patterns, or those similar to the mohican style, should be avoided.***



## Personal Items:

Everything the children need during the course of the school day is provided for them, so they should not bring anything into school other than their Homework, Reading Book, PE and school bags, and, if appropriate, a lunch box.

Please note that neither the Trust nor the School accepts any responsibility for the children's belongings, which should all be clearly labelled. Items may be collected from Lost Property during morning break but members of staff will not waste time searching for unnamed items. We are a cashless school and any Monies for educational visits, school activities and/or swimming should always be paid via the Parentmail App.

*Please do not send children to school with loose coins in their pockets – thank you.*

If your child walks to and from school and are required to bring in their mobile phone they must be left in the school office first thing in the morning and collected at the end of the day. Parents are permitted to complete and sign a consent form and children are to read and sign the KS2 E-Safety Acceptable User Policy.

**Health and Safety:** Children are not allowed to wear jewellery, the only exception being for pupils with pierced ears who may wear one, plain, gold/silver round stud in an ear lobe, which must be removed for PE and swimming. Ringed sleepers or other earrings are not acceptable and, if they are worn to school, children will be asked to remove them. Children will not be allowed to take part in physical activities if wearing ear studs.

## Charging for Educational Activities:

Under Section 110 of the Education Reform Act 1988, the Governors are required to produce a policy on Charges and Remission of Charges for School Activities. In practice this means that:

- Where activities take place in school time, parents will be invited to make a voluntary contribution towards the cost of the activity but no pupil will be excluded from taking part in that activity because his/her parents do not contribute. Such activities, however, will not take place unless there is sufficient parental financial support.
- Where pupils are in receipt of Free School Meals the school will pay the full or part cost, depending on the amount, for an educational visit.
- Where activities take place outside school time, charges will be levied where appropriate.
- Charges may be made for ingredients and materials if the finished work is to be taken home.
- Parents may be required to meet some or all of the cost of breakages and/or damages when this is a result of their child's misbehaviour.

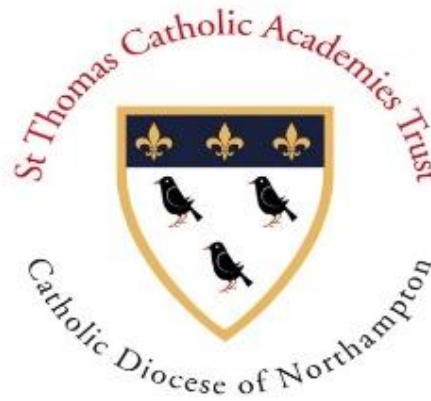
**Residential Visits:** In Year 6, the students travel to Alton Castle in Staffordshire for a three day retreat which also includes a variety of adventurous type activities.

We are fully committed to providing educational visits in order to support and develop various aspects of the curriculum and to help develop children's social skills and spirituality.



Year 6 pupils enjoy themselves at Alton Castle





School Contact Details:

St Martin de Porres Catholic Primary School

Pastures Way

Luton

LU4 0PF

Phone: 01582 617600

Email: [help@smdpluton.co.uk](mailto:help@smdpluton.co.uk)

Email: [www.stmartindeporresluton.co.uk](http://www.stmartindeporresluton.co.uk)

St Thomas Catholic Academies Trust

Registered Office:

St Joseph's Catholic High School

Shaggy Calf Lane

Slough

SL2 5HW

REGISTERED COMPANY NUMBER: 09660515

