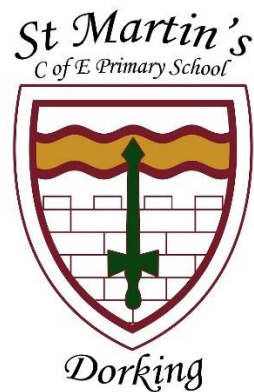


## Welcome to St Martin's C of E Primary School



Choosing a school for your child is one of the most important steps that you will take as a parent or carer. At St Martin's we aim to encourage a love of learning and to open doors for your child to experience a wide and engaging curriculum. We are in the business of 'building people' and so 'the whole child' is of importance to us. Inside every child there is enormous potential and we will be working with you to unlock that potential; to ensure that your child knows what success feels like and then uses the confidence that success brings to encourage them to tackle areas of difficulty. We will work in partnership with you to ensure that your child is the best that they can be.

Thank you for choosing to consider St Martin's Primary School.

Christopher Tuckett  
Headteacher

Elen Shepard and Kat Stanger  
Co-Chairs of Governors



## **Academisation**

St Martin's recently joined TAMAT, a small academy trust, which governors and senior leaders have been working to get to know over the past two years.

Powell Corderoy, another local primary school, has also moved into this academy group.

We are excited about the opportunities presented by our recent academisation, for example through collaboration and development opportunities for staff and children alike.



## **Our Vision**

- ***Inspiring children to be the best they can be...  
...in their learning and within their local and global communities.  
...by valuing and nurturing individual talents, enabling every member of our school community to develop the knowledge, skills and confidence to flourish and become the person they are called to be.***

At St. Martin's School your child can expect:

- to be well taught using a creative and rich curriculum that makes learning engaging and relevant by building on a firm foundation of core skills
- to be challenged and supported to aim high in academic, spiritual, moral, social and cultural development, to fulfil their potential and become a well-rounded individual and independent learner
- to be part of and contribute to a positive and inclusive community where all can grow in confidence and strive for continuous improvement
- to use our extensive grounds in all aspects of learning including wellbeing and fitness, creative inspiration, exploration of the natural environment and issues of sustainability

## **Our Values**

We are a Church school and enjoy close links with the community of St. Martin's Church, sharing an understanding of Christian beliefs and practices.

St Martin's is an inclusive school, educating children in an environment that sees the value of diversity and offers support for all pupils whilst actively promoting Christian and British Values. It is open to all those children who meet the entry criteria, set by the local education authority. We recognise and celebrate the differences between people; we welcome those of any religious belief or none.

At St Martin's we have a values-led curriculum. This means that we use a specific set of values in our teaching and as a way to reinforce positive behaviour at school and in later life. We base these values on those established by the Church of England, which we believe are the basis for good citizenship and a fair, inclusive society.

For example, resilience means having perseverance. No matter what difficulties you face 'just keep on trying'. St Martin's teaches this value through sport and through academic work.

Unlocking potential is our goal. Inside every child there are talents. These we seek to nurture to ensure that each child knows what success feels like and the confidence that it brings. We will work in partnership with you to ensure that your child aims to be the best that they can be.

## **What do you need to know about St Martin's?**

### **Admission to St Martin's**

We are an all-through Primary School with 375 children on roll between the ages of 4 and 11 years. We take 45 children into our Reception classes each year and an additional 15 children into Year 3.

Admission to the school is determined by the Local Authority (LA) and their admissions criteria are as follows:

### **Admission Arrangements for September 2025**

The County Council agreed the following Admissions Arrangements for 2025.

*All Surrey schools will operate an Equal Preference System. Parents will be given the opportunity to state up to 4 ranked school preferences.*

The admission arrangements for St Martin's Church of England Primary School at 4+ are as follows:

#### **1. First priority: looked after and previously looked after children**

Children who are registered as being in the care of a Local Authority (LA) (for example, fostered or living in a children's home).

#### **2. Second priority: exceptional social /medical need**

Occasionally there will be a very small number of children for whom exceptional arrangements will apply. Evidence from a consultant doctor will be required for medical cases or documented evidence from any support services involved for other sensitive family circumstances will be required. These exceptional arrangements may override other admissions priorities and the LA may apply them when they first offer places. The LA may also ask schools to admit over their Published Admission Number at other times under this category.

#### **3. Third priority: children of permanent members of staff**

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Children of permanent members of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### **4. Fourth priority: brothers and sisters (siblings)**

After 'exceptional arrangements', places are then offered to siblings. A sibling is a child who will have a brother or sister still at the school concerned at the time of the younger sibling's admission. So, a younger sibling will be given priority for admission only if the older sibling will still be at the school in September 2024.

A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister or a step-brother or step-sister, living at the same address, or foster children living at the same address.

#### **5. Fifth priority: children for whom the school is the nearest to their home**

Currently the nearest school is defined as the school closest to the home address admitting pupils of the appropriate age-range, as measured by a straight line.

In the case of multiple births, where children have equal priority for a place, Surrey County Council will **use random allocation** to determine which child should be given priority. If after allocation one or more places can be offered but there are not sufficient places for all of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) ranked the highest will retain their offer and the applicant will be advised of their right of appeal and informed about waiting lists.

### **The admission arrangements for St Martin's Church of England Primary School at 7+ are as follows:**

1. Looked after children
2. Exceptional social/medical need
3. Children of a member of staff
4. Siblings

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5. Children attending St Michael's Church of England (Aided) First School
6. Any other applicant

## **Induction**

At St Martin's we believe that your child's first experiences of school are important, so we have worked hard to ensure that the induction process is sensitive to the needs of individual children. We also aim to ensure that parents and carers have the opportunity to learn about how the school is organised and to ask any questions that they may have prior to entry and during the first few weeks that their child is with us. It is essential that both you and your child feel well informed and confident about your future with us. Our induction process is purposefully staggered to give staff time to visit Nursery settings and to make personal contact with parents.

Again, this is entirely designed to ensure that we know your child well and that they feel safe and confident when they begin school in September.

As a new child/parent, joining our one of our **Early Years Classes**, you can expect:

- A Parents' Information Evening in June, prior to starting school
- An Induction Visit for your child in July, prior to starting school
- That staff will have visited your child's previous setting to gain some understanding of your child which will help us to place them into their new class sensitively
- A meeting between parents and the staff in our Early Years setting
- A play session shortly before entry to the school in September
- A staggered entry that ensures that your child's needs are met and that staff have an opportunity to get to know your child well
- Younger children start first, followed by those born during the Autumn and early Spring Terms
- That, for the first week your child will attend for mornings and stay for lunch followed by full days in school from the second week.

(All dates will be circulated at the end of the Summer Term, before your child starts school, so that you are able to plan your child care.)

- An opportunity for you to 'Meet the Teacher' during the first month, so that you can find out more about the day to day running of the class. At this point there may be more specific questions that you will want to ask the teaching team
- A formal parents' meeting, just before the first half term holiday. This is part of our regular cycle of meetings which aim to keep you up to date with your child's attainment. This is also an opportunity for us to share your child's targets for further progress.

We maintain close links with **Dorking Nursery** – 01306 882397 or [admin@dorking.surrey.sch.uk](mailto:admin@dorking.surrey.sch.uk)

Children and parents who join us at the beginning of **Year 3** can expect:

- A Parents' Information Evening in June prior to starting school.
- An Induction Visit for your child in July prior to starting school.
- A visit from our staff to your child's previous school to gain some understanding of your child which will help us to place them into their new class sensitively.
- An opportunity to talk with staff about your child's needs.
- An opportunity to 'Meet the Teacher' during the first few weeks of the year, so that you can find out more about the day-to-day running of the class. At this point there may be more specific questions that you will want to ask the teaching team.
- A formal parents' meeting, often near the first half term holiday. This is part of our regular cycle of meetings which aim to keep you up to date with your child's attainment. This is also an opportunity for us to share your child's targets for further progress.





## **Whole School Organisation**

We currently have 12 classes at St Martin's and they are organised in the following way:

There are 30 children in each class.

Foundation Stage (Early Years Class)

**Penguin Class**

KS1 Y1 – **Robin Class**

Y1/2 – **Chicken Class**

Y2 – **Owl Class**

KS2 We have **2** classes in each of Years **3, 4, 5** and **6,**

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There are 45 places in Foundation Stage and KS1 and therefore the school operates a split Year 1/Year 2 class. Class teachers and the Senior Leadership Team create the Year 1 and Year 2 classes following very careful consideration of academic ability, the boy/girl balance and friendships. We aim to ensure that each of the three KS1 classes have a full range of academic ability and are well-balanced classes in their own right. Mixing the children during this phase has benefits as it strengthens personal and social relationships for all of the children, as they move up through the school.

At the beginning of Year 3 we take in 15 children from local infant schools, predominantly St Michael's in Mickleham, and so we are able to create two classes in each year group.

### **The School Day**

The School Day begins at **8.55am** for all the children.

Please make sure that your child is in the playground by this time.

Lunchtime runs from **12.15pm – 1.15pm**.

The School day ends at **3.15pm** for children in the Foundation Stage and Key Stage 1 (**KS1**) and **3.30pm** for children in Key Stage 2 (**KS2**).

## Contacting the School

Headteacher: **Christopher Tuckett** - contact via the School

Co-Chairs of Governors: **Elen Shephard and Kat Stanger** – contact via the School

St Martin's C of E Primary School (Voluntary Controlled School)

Ranmore Road

Dorking Surrey RH4 1HW

Phone: 01306 883474 – All general enquiries

Email: Pre admission [office@stmps.uk](mailto:office@stmps.uk)

Post admission [parents@stmps.uk](mailto:parents@stmps.uk)

Website: [www.stmartins-primary.surrey.sch.uk](http://www.stmartins-primary.surrey.sch.uk)

Surrey Local Education Authority

Woodhatch Place

11 Cockshot Hill

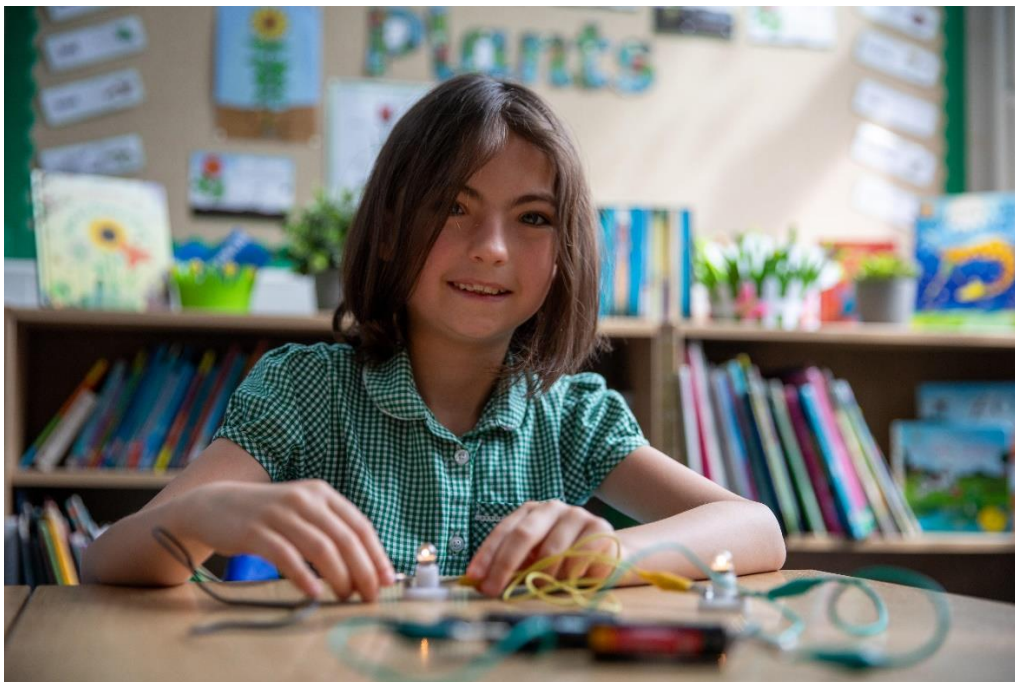
Reigate

RH2 8EF

Phone: 0845 6009009

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**Staff and Governors at St Martin's 2024- 2025**

**Governors**

Mrs Elen Shepard and Mrs Kat Stanger	Co -Chairs of Governors
Mr Nick Kyle	Parent
Mr Christopher Tuckett	Headteacher
Mrs Clare Mansfield	Local Authority
Mr Dave Damon	Parent
Mr David Williams	Foundation
Mrs Kerry Peregrine	Staff
Mr Daniel Rose	Co-opted
Mrs Ellie Wilson	Parent
Mr Michael Carden	Parent
Mr Johnny Lloyd	Co-opted

Clerk Madeline Grubb

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**Staff (Senior Team in bold)**

**Headteachers**            **Mr Christopher Tuckett**  
**Deputy Head**           **Mrs Kelly-Marie Shiambi**  
**SENCO**                   **Mrs Alice Ingram**    Assistant SENCO Kate Burnett

**Class Teachers**

**Early Years**

**Mrs Tracey Meredith Bass (EYFS Leader)**, Mrs Laura Bradney

**KS1**

**Miss Kirstyn Rzepka (KS1 Leader)**, Miss Hayley Porter , Mrs Roseanne Boyle, Mrs Kathryn Howard.

**Lower KS2**

Mr Paul Johnson, Miss Amy Pledge & Mrs Rachel Trezise.

**Miss Lisa Ashdown (Lower KS2 Leader )**, Mrs Patricia Coyle, Mrs Kate Burnett

**Upper KS2**

**Mrs Nadia White (Yr 6 Leader)**, Mrs Julie Gill, Mrs Jodie Davidson.

Mrs Rebecca Royle, Mrs Sara Zad & Mrs Lisa Evans.

**Part Time Teachers**

Mrs Kate Burnett - Assistant SENCo

Mrs Jackie Pidgley - Modern Foreign Languages

**Learning Support Assistants**

Mrs Shona Angus

Miss Fay Barrow

Ms Vicki Bartlett

Mrs Louise Blanks

Mrs Paula Bradford

Mrs Sara Britt

Ms Sarah Brogden

Mrs Berni Brooker

Mr Henry Butcher

Ms Jenny Carter

Mr Denzyl Castelino

Mrs Ana Christie

Mrs Lynda Friswell

Mrs Ginny Holden

Mrs Lisa Hollis

Miss Clare Holloway

Miss Nicola Hyde

Mrs Shilpa Karia-Gadd

Mrs Delma Macdiarmid

Miss Natasha Mayet

Mrs Anita Percival

Mrs Kerry Peregrine (HLTA)

Mrs Philly Rundle

Mrs Jo Shaw (ELSA)

Miss Aimee Stanyard

Mrs Vicki Waltho

Miss Kayleigh Williams

#### **PE Support Assistant**

Mrs Fran Davey

#### **Extended Day Managers**

Louise Blanks

Nicky Higgs

#### **Clerical Staff**

##### **Mrs Sam Sumner - School Business Manager**

Mrs Jackie Rzepka – School Secretary

Miss Kelly Ballard – Admin Assistant

Mrs Debbi Wheeler – Admin Assistant

#### **School Nurse**

CSH Surrey 0-19 Team

#### **Caretaker**

Mr Ben Jones

#### **Caterer**

Mrs Elaine Mills

#### **Cook**

Mrs Barbara Leggatt

#### **Road Crossing Patrols**

Mr Ben Jones

Ms Lynda Friswell

## Communication with parents

At St Martin's we work hard to keep you informed about what is happening in the school. The Headteacher writes a fortnightly Newsletter. The Newsletter aims to keep you informed, to give you a flavour of school life, to celebrate successes and sometimes to ask for parental help.

Class teachers will also issue you with a Termly Overview, which will give you an outline of the curriculum for the coming term and confirm for you their expectations in terms of homework, reading to parents, dress, behaviour codes etc.

Our brand-new website will be regularly updated to ensure that you are well informed.



Our X page shares weekly news with parents - @StMartins3016. Do follow us.

There are large white boards outside the main school and outside the EYFS block which we will use to remind you about events that are planned for the next few days.

We issue all children in Years 3, 4, 5 and 6 with Homework and Communication Diaries.

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Please use them as another way of communicating with us.

Often the School Office is your first port of call when you are contacting the School. Jackie Rzepka, Kelly Ballard, Debbi Wheeler and our **School Business Manager Sam Sumner**, will always assist you with your initial enquiries. It is important that you contact the School Office on [parents@stmps.uk](mailto:parents@stmps.uk) if your child is going to be absent from School, due to illness or for any other reason. It is very important that you keep us informed about any changes of contact details, medical conditions or family circumstances which may affect your child whilst in school. **All the staff always operate in the strictest confidence.**



### School Uniform

School uniforms are worn in this school. Uniform raises and maintains standards, promotes self-esteem and a sense of belonging to the school community.

Love Your Logo, Ashcombe House, London Road, Dorking stock all our uniform items. Opening times are as follows: Monday: Closed; Tuesday-Thursday: 9.30am – 5.30pm; Friday: 8.30am – 5.30pm; Saturday: 8.30am – 4.30pm

Uniform is also available via the website: [www.schoolwearforless.com](http://www.schoolwearforless.com)

Girls	Boys
<p><b>Winter Uniform</b>  <b>Early Years &amp; Key Stage 1</b>                      School bottle green round necked sweatshirt                      Grey skirt or pinafore                      Gold polo shirt</p> <p><b>Key Stage 2</b>                      Grey knee length skirt/pinafore or                      Grey trousers                      White shirt                      School bottle green cardigan or                      V-necked sweatshirt                      School tie                      Sensible black shoes, heels no higher than                      2/3cm                      White knee or ankle socks                      Black/grey/green tights</p>	<p><b>Winter Uniform</b>  <b>Early Years &amp; Key Stage 1</b>                      School bottle green round necked                      sweatshirt                      Grey trousers                      Gold polo shirt</p> <p><b>Key Stage 2</b>                      Grey trousers                      White shirt                      School bottle green V-necked sweatshirt                      School tie                      Sensible black shoes, heels no higher than                      2/3cm                      Black/grey socks</p>
<p><b>Summer Uniform</b>  <b>All girls</b>                      Summer dresses in green gingham or                      Gold polo shirt with grey skirt</p>	<p><b>Summer Uniform</b>  <b>All boys</b>                      Gold polo shirt                      Grey shorts</p>

Sensible black shoes, heels no higher than 2/3cm White knee or ankle sock	Sensible black shoes, heels no higher than 2/3cm Black/grey socks
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**P.E. (marked with name)**

Polo shirt Blue for Ranmore, Red for Boxhill, Lemon Yellow for Leith Hill & Purple for Bury  
Bottle green shorts/games skirt  
Plain black tracksuits are recommended for outdoor PE lessons during the winter months  
Black gym shoes  
Sensible trainers for outdoors which may not be worn all day  
One piece swimming costume/swimming trunks and hat (Y3 and Y4)

**Art**

Overall or adapted adult's shirt for art/craft activities

**Jewellery, Hair and Shoes**

Please leave all jewellery safely at home and if children have pierced ears, we would ask them to wear plain studs only while they are in school. Studs will need to be removed, **by your child**, for PE lessons, so if you plan to have your child's ears pierced, please do this at the beginning of the summer break so that they can heal before school begins in September. Please ensure that your child is able to remove and replace studs themselves. Participation in PE cannot take place if earrings are not removed by the child.  
The School's policy is that all hair (boys and girls) should be tied back if it is longer than collar length.  
Please think carefully about your child's footwear. All shoes for boys and girls should have low heels and sensible rubber soles, so that they are able to run and walk around the school safely.

## **Children are the most important people at St Martin's**

### **Keeping Healthy**

We are the proud owners of a SCHOOL GAMES PLATINUM AWARD which recognises our commitment to ensuring that all children have at least two hours of physical education each week and also enjoy a range of opportunities to compete competitively. During this curriculum time, we teach a wide range of skills including gymnastics, athletics, ball skills, dance and swimming. This is supplemented by a range of extra-curricular activities which includes football, cross country, indoor athletics, karate, kwik cricket, netball and choir. We also run a range of other clubs including art, dance and coding.



Most of these extra activities are run by the staff but we are fortunate enough to have been able to engage some specialists who offer clubs at a charge to parents. Most clubs are for children in Year 3 and above, as younger children need time to settle into the routines and demands of school life, before extending their day with extra-curricular activities.

A full list of the clubs that are available will be issued at the beginning of each school term. Children will be asked to apply for membership of a club. A waiting list will be kept by the member of staff running the club, in the case of oversubscription to any one club.

## **School Lunches and Water**

We are fortunate to have an excellent kitchen at St Martin's and are able to offer all children a balanced and healthy cooked lunch.

Currently, in line with a government initiative, every child in Early Years and in KS1 is entitled to a Universal Free School Meal.

You may wish your child to have a packed lunch instead of a cooked lunch. We actively encourage healthy eating and would ask all parents to look very carefully at the contents of their child's packed lunch and ensure that it offers them a really healthy midday meal. A sandwich, fruit, vegetables, cheese, raisins, yoghurt and cereal bars are all excellent choices. It is also important that your child has a drink with their lunch.

**Please do not send your child to school with sweets, fizzy sugar-based drinks or chocolate.**

**Every child in the school is required to bring a named water bottle into school EVERY DAY.**

This can be refilled during the school day with fresh water from the dispensers on site. The children keep these bottles in class during lessons as we firmly believe that a well hydrated child will learn most effectively.

All children in the Foundation Stage and KS1 will be offered fruit every day as part of a nationwide initiative to develop healthy eating habits in our youngest children.

**We operate a very strict NUT PRODUCT BAN** in school because a number of children in the school suffer from severe nut allergies. Please help us to keep them safe by checking the contents of your child's packed lunch box very carefully.

## **Medicines**

It is very important that you share details of your child's medical conditions with us on the Medical Form that you will be given by the School Office.

If your child has any specific health issues, we will ask you to agree to having their picture on the staff notice board, so that staff are aware of their needs. School Nursing is provided by

Central Surrey Health and they advise and train staff in the use of Epipens/Jext Pens etc. They may also conduct any medical examinations that your child may have, either in the Early Years Classes or at other times should the need arise.

We currently have staff who are trained to administer basic First Aid and other staff who have undertaken more extensive training to ensure that they are able to deal with any emergencies that may arise.

Children's inhalers are kept in their trays in the classroom. Epipens/Jext Pens are also kept in classrooms in a bag on the back of the classroom doors. Antibiotics, Calpol or any other medication can only be administered at lunchtime to your child if written consent is given to the School Office.

We take the care of your children very seriously and are constantly reviewing all our practices in relation to the administration of medicines and first aid.

### **Keeping Safe**

All staff wear identity badges whilst the children are in school and all visitors are asked to sign in and wear a visitor's badge. There are security codes protecting all the entrances to the School site.

All staff and volunteers at St Martin's have to have an enhanced DBS check and our recruitment procedures are very focused on ensuring that everyone who works in the school takes your child's safety seriously.

We are required by law to report any concerns that we have about your child, in terms of physical, social, emotional or sexual abuse, to the correct authorities. As your child's welfare is of paramount importance, we request that parents will understand if we need to take such action.

If any parents or carers have concerns that they would like to discuss with the school, please make an appointment to speak with the Headteacher, Deputy Headteacher or the SENCo.

**Designated Safeguarding Leads are:**

**Christopher Tuckett - DSL**

**Deputy Designated Safeguarding Leads are Kelly Shiambi, Alice Ingram and Jackie Rzepka, all of whom have recent and relevant training.**



**The School Site**

Our School Keeper - Mr Ben Jones, lives and works on the School site and he works closely with the Headteachers, School Business Manager and the Governing Body to ensure that our site is safe for children, staff and parents. There are termly reviews of health and safety by the Governing Body and fortnightly meetings of the Office Team, to prioritise the work on areas of the school that have been identified as needing attention. Please inform the School Office if you see anything that you feel poses a risk in terms of health and safety.

**Collecting your child from school**

All children in Foundation Stage or in KS1 MUST be brought to school by an adult (over 18 years of age) and collected by an adult at the end of the school day. If you wish an older child, Year 5 and upwards, to walk home alone, you will need to fill in a consent form and hand it in to the School Office. It is very important that we establish where our responsibility for your child's safety begins and ends.

If you are unable to collect your child from school at the end of the day and you decide to send a friend or a relative instead, please contact the School Office so that they can inform the class teacher. **It is very important that you let us know of any changes of arrangements.** Again, we would ask for your full cooperation here and ask you to remember that we have your child's safety in mind at all times.

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St Martin's has a Breakfast Club and also an After School Club on site - E>Late (Early to Late) This offers care from 7.15am each morning and until 6.00pm after school each afternoon. For further details please contact **Elate** email [elate@stmps.uk](mailto:elate@stmps.uk) .

### **Transport and Parking**

**Please walk to school if you possibly can!**

We are working hard to reduce the amount of congestion around the school and of course to ensure your child's safety - please '*Go Green*' to school.

If you do need to use a car to get to and from school, please park sensitively. The school receives an increasing number of complaints about the way in which some parents park, particularly in some of the small residential side roads, a number of which are private. It is also important that all parents keep a careful eye on younger siblings as they walk to and from the school. The scrap yard that lies next to St Martin's School, tries hard to avoid having any deliveries during drop off and pick up time, but this is not always possible. The owner has right of access to the track and kindly allows short term drop off and pick up, only if parents park on the right hand side of the track, as you drive down and ensure there is clear access for his lorries. The Senior Team and Governing Body are actively exploring a range of parking options in order to ease this situation. **Please remember that you are responsible for the safety of your children at these busy times of the day.**

St Martin's Walk Parking Permits are available to parents for a charge of £50 valid for 5 years. They are valid for use between 8.30am and 9.30am and then from 3.00pm to 4pm Monday to Friday only. This leaves you a short walk to the school and we highly recommend it as an option.

## **Managing Behaviour**

At St Martin's we have very high expectations of the children and of ourselves. All staff are asked to model 'good behaviour' and we have established some very clear and simple guidelines for the whole school community to follow.

### **At St Martin's we make the right choices to:**

- **always try our best,**
- **use our quiet voices,**
- **listen and follow instructions,**
- **look after each other and the school.**

We also have a clear line of consequences, which guide the ways in which we respond to poor behaviour. Details of these can be found in our Behaviour and Discipline Policy, which is available for parents on the school's website. In most cases 'a look' from the adult leading the group, will be enough to remind the child that they need to think about their behaviour. Sometimes it may be necessary to speak to the child, always reminding them about what 'better' behaviour might look like. A child may be asked to leave the group for a short while, to reflect upon their behaviour. They may need to spend some time with another member of staff, a member of the Senior Team or the Headteacher. As a matter of policy, we will aim to involve parents at an early stage and to work with them to establish targets for improvement. We are always able to make a positive impact on children's behaviour if we have parental support. All children are more effective learners if they approach their work and play positively. We are in the business of 'building people' and will always work to find the positives in every situation. It is important to add however, that bullying will not be tolerated. It is crucial that children learn from an early age, to respect differences and to work together to support all members of the school community. The children at St Martin's drafted their own Anti-Bullying Policy, which runs alongside the school's own policy. Again, we would expect parents to support our policy here.

## **Rewards**

Positive praise and encouragement is so important in building confidence and self-esteem. Each class has its own system of rewards, suitable to the particular age range of the class. In addition we have an assembly each week where we celebrate achievements across the school. Class teachers award Special Certificates for good learning, good behaviour and for children



demonstrating the school's values. We introduce a 'value' every month, such as Friendship, Honesty, Co-operation, Tolerance, Resilience and Responsibility – through our Collect Worship and the curriculum model to ensure that all children have a good sound basis for making the right choice. Children receive certificates for a wide range of achievements both in and out of school and also we report on the successes of our House Points System regularly. Children in the school are divided into four houses, Boxhill, Leith, Ranmore and Bury. All staff are attached to a house and the house teams meet for special assemblies every half term.

Our House System is very much a focus for our Sports Days which are held during the Summer Term, when House Captains lead their house out onto the field to take part in a wide range of sporting activities.

### **School Council**

At St Martin's we are always keen to know what the children think and we try to involve them in as many of our decisions as we can.

We elect a School Council each year, which involves the children electing two members of each class to represent them at the council meetings. The School Council meets regularly with a member of staff to discuss any issues raised by the children. Notes are taken during the meeting and read out to all the children back in their classes.

Previously, our School Council have created an Anti-Bullying leaflet for children and some bright posters to go up around the school, raised money for charities of their own choice, bought a new pipe for the organ at Guildford Cathedral and have genuinely represented the pupil voice at St Martin's.

### **Pupil and Parent voice**

The Governing Body and Senior Leadership Team are always working hard to improve the provision that we offer. We regularly ask parents and children what they think is going well and what they feel that we should try to do better. All responses are looked at and often they are the starting point for change. Please come and talk to someone inside the school if you have any ideas for further improving our work at St Martin's.

### **What do the children learn?**

We believe that children learn best when they are active learners and are learning through first-hand experiences. Our curriculum has been carefully developed using a theme based approach with opportunities for children to apply key numeracy and literacy skills across the curriculum. Every theme incorporates a WOW day to engage and excite children in their learning.

In Science we build in opportunities for practical investigations and actively encourage children to question what they are doing.

We have tripled our Computing capacity in recent years and children regularly use chromebooks, to ensure that they have ample opportunity to develop skills that will equip them for our increasingly technological world.

Foundation Subjects – History, Geography, RE, RSHE, Music, Art and Design, Computing, Physical Education, Modern Foreign Languages and Design and Technology are linked to the theme where relevant in order to give context to the learning. We increasingly plan themed days where children have the opportunity to become steeped in a curriculum area, for example – Space Experience - Planetarium, WWII Evacuee Workshop, Book Day, Super-Hero Day and Pirate Day!

We are proud of our Platinum Sports Award, which recognises that we deliver 2 hours Physical Education every week and that the children here enjoy a wide range of competition. Every child from year 3 upwards receives one hour each week of either German or French.

The school is committed to involving all children in the learning process by encouraging them to assess their own work and identify what their next steps in learning should be. More formal teacher led assessments are used to identify children who need extra support or extension. The school is well staffed to ensure that children's individual needs are met so that every child makes good progress. The School was also awarded a Silver Healthy Schools award in 2020.

### **Relationships, Sex and Health Education (RSHE)**

This policy has been completely reviewed and you will find presentations on the school's website which will outline the changes that have been made to the content of the curriculum, reflecting the statutory elements that we must cover.

### **Religious Education**

As a church school, Religious Education forms an important part of our curriculum. We follow the Surrey Agreed Syllabus, which includes teaching children about Christianity and other religions. We are so proud of our Pause Days, which offer quality time for reflection. We also visit local places of worship to help children to see for themselves where different acts of worship take place.

### **Collective Worship**

We have a daily act of collective worship, which follows a monthly values theme. Collective Worship is usually a whole school activity, but each week we build in opportunities for the children to worship in smaller groups. We have a 'Celebration' each week to celebrate children's achievements and a weekly singing practice. Each Year group leads a special assembly for parents each year and these are hosted at St Martin's Church on a Wednesday morning; with the exception of EYFS where these are held in the school hall. All dates are circulated well in advance.

We also celebrate the major festivals of the Christian Year with a service at St Martin's Church.

Parents wishing to withdraw their children from Collective Worship, should put their request in writing and address it to one of the Headteachers, offering a very good reason.

### **Educational Trips out and Charging Policy**

We provide a wider range of active learning opportunities for your children and this will include some trips out of school. We strongly believe that children learn best when we are able to offer them some practical context for their learning, but we will of course, work to ensure that there are not too many trips that incur a cost to parents.

Parents will be asked to make a voluntary contribution towards the cost of any trip out of school. If we are not able to cover the cost of the planned trip, it may not be possible for the trip to go ahead. Families who are eligible for free school meals can apply for assistance to the Governing Body in line with our charging and remissions policy, this will be in the strictest confidence.

## **Inclusion**

St Martin's is proud to be an inclusive school and will work hard to support individual children, whatever skills or challenges they bring with them. Alice Ingram is our Special Educational Needs and Disabilities Co-ordinator (SENDCo) and works with her Assistant SENCo Mrs Kate Burnett to lead a team of Learning Support Assistants who support individuals and groups of children within the classroom. If your child experiences any difficulty in accessing the curriculum, she will advise staff on how best to support their learning. This may involve adapting some of the activities especially for your child. We will put together an individual learning plan, which we call a Pupil Passport, for your child to ensure we are delivering the curriculum in a way that they can learn to the best of their ability. We liaise with external professionals to make sure strategies, resources and approaches are effective and aid your child to make progress at their rate.

## **Liaison with outside agencies**

With parental agreement, the school can involve a range of outside agencies to offer support to individual children and families. When invited, a member of staff will endeavour to attend any meetings with these agencies.

Some children are particularly talented in one or more areas of the curriculum and may be identified as Gifted and Talented. These children will be offered extension opportunities and challenges to ensure that they are stretched and able to meet their full potential. Sometimes these sessions are hosted by other local schools.

## **Disability**

St Martin's School has an open admission policy and we warmly welcome children from a wide range of backgrounds, abilities and cultures. If your child has a disability he or she will be treated no less favourably than other applicants for admission. We make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage. Our accessibility plan (available from the SENCo) describes the arrangements we have already made and the further proposals planned, to improve physical access to the school, access to the curriculum and access to written information.

The school has a policy for supporting children with special educational needs which is revised regularly. This policy is available at the school office and on our website. Our aim is for all children to have access to all aspects of school life, as far as is reasonable and practicable.

In order for effective partnership working between home and school to take place, we anticipate that parents will want to:

- inform the school at the earliest opportunity if their child has a disability and the exact nature of it;
- provide the information school needs to plan effectively for the child to be a full member of the school community;
- acknowledge that when deciding whether an adjustment is reasonable, one of the factors the Headteacher must consider is the effect of the proposed change on all members of the school community;
- recognise the importance of school and home working in partnership.

## **Assessment and Reporting**

### **Assessment**

Children at St Martin's are assessed in a range of different ways throughout the year. The class teacher assesses work on a daily basis and adapts the work for individuals and groups of children the following day. It is important that children's progress is constantly evaluated, to ensure that the activities that they are given are always designed to move them forward or to consolidate previous learning. Each half-term, children's progress is assessed and monitored by a Senior Teacher who coordinates the assessment process and also tracks children's progress across the whole school. Each class teacher identifies children who are not making expected progress and reviews the provision that is being made for them in the classroom. It is crucial that we are continually looking at your child's performance in the classroom and working to tailor their learning in order that they make the very best progress possible. This information will be shared with parents during our Parents' Meetings in October and March and via our Interim Report in January and our End of Year Report in July.

### **Assessment for Learning**

We actively involve the children in the assessment of their own work and support them to recognise what it is that they need to do to improve. Children will have 'Learning Partners'

within the class, with whom they can discuss their learning and also have the opportunity to discuss their written work together, thus strengthening their own understanding.

### **Reporting to parents and carers**

At St Martin's we believe that regular communication with you about your child's progress is essential. Over the course of the year, you can expect:

- An informal 'Meet the Teacher' – during the first few weeks of the year.
- Parents' Evenings – where you will be asked to book an individual appointment slot, just before half term in the Autumn and Spring Term.
- An Interim Report will be issued in January each year, so that parents can see how their child is progressing and where they need to develop further.
- The End of Year Report – in July will be more detailed and include any Statutory Assessment Results.
- An informal end of year meeting with your child's teacher, where you can discuss any outstanding issues relating to your child's School Report.

### **Homework**

Homework plays an important part in the learning process, largely in ensuring that learnt skills are regularly practised and therefore consolidated. Homework can take a variety of different forms including reading regularly at home to an adult or older sibling, learning letter sounds or spelling patterns, number bonds and tables, completing tasks that have been started in school, research for work to be done in class or carrying out surveys among families or friends. Whatever the task itself, the overall aims will be the same:

- to practise skills already learned;
- to develop independent study skills;
- to take the first steps in developing your child's ownership of their learning.

It is very important that you work with the school to support this activity and that you speak to the class teacher if your child encounters any difficulties in completing the tasks that are set.

Details of the homework commitment for your child, will be sent home as part of the Termly Overview at the beginning of each term.

### **Parental Concerns**

We would always ask you to come and talk to us if your child has any problems, however small. Small problems have a habit of growing and it is always a good idea to prevent that if possible. Your first port of call is always the class teacher, who will be happy to meet with you after school.

If you are still feeling unhappy in any way, please make an appointment to see a member of the Senior Team (Phase Leaders), the Deputy Headteacher or the Headteacher, who will be happy to meet with you and work to resolve any issues that you may have.

In the very rare case that you are still unhappy, there is of course a more formal complaints procedure for you to follow. Please talk to the Headteacher if you wish to pursue such a complaint and they will outline the procedure clearly for you.

**You will find our policy on the school's website.**

### **Links with other schools**

St Martin's Primary School is part of the Dorking Schools Partnership ([www.dorking-schools.net](http://www.dorking-schools.net)) and works closely with local schools to the mutual benefit of all the children in Dorking and the surrounding villages. Our two secondary schools are The Ashcombe School and The Priory School. Our Modern Foreign Languages Coordinator works closely with the language department at the Ashcombe, accessing training opportunities and further improving our own provision.

We also have international links with schools in France, Germany and China.

## School Performance

StM Exp+ (GD)	National Data	National	Surrey
91	GLD	68	74
96	Yr 1 Phonics	80	84
71	Yr 2 Phonics (retakes)	55	57
	Year 2		
78 (31)	Read	68 (19)	73 (24)
76 (18)	Write	60 (8)	65 (11)
80 (16)	Maths	70 (16)	74 (20)
76 (18)	RWM combined	56 (6)	60 (8)
	Year 4		
20.5	Times Tables		



### **Attendance and lateness**

At St. Martin's we expect all children to have good attendance, coming to school at least 95% of the year. One of the most important things that you can do to support your child in their learning, is to ensure that they attend school regularly and arrive punctually every morning. There is no doubt that attendance and attainment are very closely linked and we are constantly seeing a direct correlation between poor performance in the classroom and an erratic pattern of attendance.

If you need support in getting your child to school every day on time, PLEASE make an appointment to discuss your problems with the class teacher in the first instance.

The school is not able to authorise requests for family holidays, following a directive from the Local Authority. If you need to make a request for authorised absence, you will need to demonstrate that there are exceptional circumstances. Your request must be presented in writing to the Headteacher - contact via the School Office.

### **School Term Dates for the coming year 2024-2025**

#### **Autumn Term 2024**

INSET Day Friday 2nd September 2024

INSET Day Monday 3rd September 2024

Wednesday 4th September 2024 to Friday 20th December 2024

Half term Monday 28th October 2024 to Friday 1st November 2024

INSET Day 11th October 2024

#### **The Spring Term 2025**

INSET DAY Monday 6th January 2025

Tuesday 7th January 2025 to Friday 4th April 2025

Half term Monday 17th February 2025 to Friday 21st February 2025

#### **The Summer Term 2025**

Tuesday 22nd April 2025 Friday to 22nd July 2025

Half term Monday 26th May 2025 to Friday 30th May 2025

INSET Day Friday 11th July 2025

Please note that we finish School at the usual time when we break up at Half Term; we finish at 1.15pm (EYFS and KS1) and 1.30pm (KS2) when we break up at the end of a full term. A full list of diary dates will be issued in due course.

## **School Term Dates for the year 2025-2026**

Autumn Term 2025 will begin on Thursday 4<sup>th</sup> September 2025. Remaining term dates TBC.

## **How can I get involved?**

### **The Governing Body**

The Governing Body works closely alongside the Headteacher and the Senior Leadership Team to determine the strategic direction of the school. The Governing Body is organised into three committees:

- Resources
- Teaching and Learning
- Wellbeing and Community

Membership of our Governing Body is based on representation from parents, staff, local authority representatives, the local community and the church. They bring with them a wide range of skills and experiences which are invaluable to us.

### **Friends of St Martin's**

Like most schools today, we actively encourage parents to become involved in school life in some way or other. We are fortunate enough to have a strong group of parents who work hard to enhance school life, by planning social events for children and parents and organising fundraising events. Most recently The Friends have provided funding to assist the school in purchasing - outdoor play equipment and more Phonic books.

Our current Chair of The Friends would be delighted to welcome new members. It doesn't matter how much time and energy you are able to give, we are working to build a strong community here and your contribution, however small, will be very welcome.

## **Volunteers at St Martin's**

We are always happy to welcome parents who have some skills to offer us!

Once your child has settled at St Martin's, if you feel that you have a regular time slot each week to hear children read or to support clubs, please let the School Office know. Volunteers come every week to support the development of reading skills with individual children. All volunteers are subject to a DBS clearance check.

**Again, we thank you for your initial interest in St Martin's C of E Primary School. If you do select St Martin's for your child, we can promise you that we will take the care and nurturing of your child very seriously indeed and work with you to support them to be their very best that they can possibly be.**