



# SCHOOL PROSPECTUS

St Mary Magdalene C of E School – Woolwich Campus  
Part of the Koinonia Federation of Schools

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**Federation Co-Headteachers**

Mrs Claire Harrison and Miss Victoria Wainwright

**Federation Co-Chairs of Governors**

Mrs Judith Eastaugh and Mr Peter Gregory

**Deputy Headteacher**

Mrs Linda McCullough

**WELCOME TO ST MARY MAGDALENE CHURCH OF ENGLAND PRIMARY SCHOOL**

This booklet contains information about the school that you will find useful throughout your child's time with us. Parents are very welcome in our school and we will always do our best to answer your questions or listen to any concerns. We are very pleased that your child is with us and we will do all we can to ensure that St Mary Magdalene Church of England School is a rewarding and exciting place in which to learn.

**KOINONIA FEDERATION: MISSION STATEMENT**

IN THE KOINONIA FEDERATION WE STRIVE FOR EXCELLENCE AND HIGH STANDARDS THROUGH:



A KOINONIA STUDENT WILL GO OUT INTO THE WORLD HAPPY, COURAGEOUS, RESILIENT, MOTIVATED

WITH A LIFELONG LOVE OF LEARNING, FULLY EQUIPPED TO MAKE A POSITIVE CONTRIBUTION TO SOCIETY





*Dear Parents/Carers,*

*It is a great privilege to be Head Teachers of the Koinonia Federation, which includes St. Mary Magdalene. The school has enjoyed an excellent reputation for many years in the community of Woolwich, which was ratified by Ofsted when they inspected in October 2012, grading the school as Outstanding. Since the inspection we have been asked to lead another school community in Greenwich at Christ Church C of E Primary. The two schools have been working together and we now lead a hard federation across both schools situated on four different sites.*

*At St. Mary Magdalene we very much consider our school community as a family where everyone is valued and works as a team. We pride ourselves on offering a very inclusive ethos where every child is cared for and supported in reaching their true potential. Our St Mary Magdalene School is based over three sites – our initial site in Woolwich which dates back to 1840 and our second site based on the Greenwich Peninsula. The Peninsula was opened in Spring 2015 and currently is home to a primary phase, which is growing year on year. From September 2016 there will also be a Secondary phase on a temporary site in Blackheath making us the first all through school in Greenwich.*

*Pupils are taught by a very competent team of teachers and support staff who are extremely dedicated and strive to maximise every child's learning experiences. We are known for the excellent progress each individual makes over the years they are educated at our school. Our standards in the core subjects are above national standards and our pupils leave us equipped with the skills they need for their secondary education.*

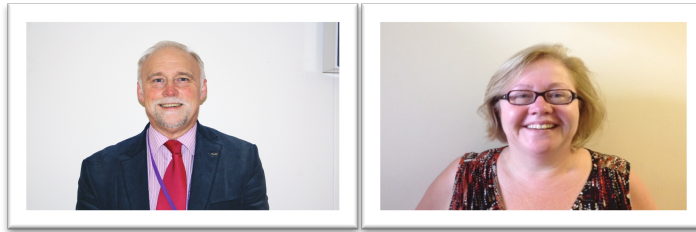
*The links between home and school are very important to us and seen as a strength of the school. We are very fortunate to have a full time Home School Link Worker who can support you and your family if you have any concerns. As well as this, there is always a member of our leadership team available in the playground before and after school to answer any queries you may have.*

*We aim for the highest standards of behaviour, co-operation, understanding and individual achievement, which are made possible by home and school working together in close partnership. We hope you will join us in supporting your child in their school life as much as possible.*

*We look forward to working with you during your child's time here at St. Mary Magdalene.*

*Yours sincerely,*

*Mrs Claire Harrison and Mrs Victoria Wainwright  
Federation Co-Headteachers*



Dear Friends,

We write this introduction to the Prospectus of St. Mary Magdalene C of E School, part of the Koinonia Federation, with great pleasure and pride in the achievements of the school. We would like to recommend this brochure to you, either as a parent with a child already in the school or in the future. It contains information about our expectations in all areas of the school's life including policies, the curriculum and our Christian ethos.

As a school we have one of the most modern and best equipped primary schools in England, specially designed and built to teach the curriculum necessary for life in the 21<sup>st</sup> century in the heart of Woolwich. More recently we have started on another excellent building project on the Greenwich Peninsula – which will be enlarged and developed as a site for both primary and secondary phases. The same dedication to care, academic achievement and success will permeate across the whole school as it continues to grow.

Thank you for considering joining us in this venture borne of faith. In fact, several aspects of the school have remained the same as when it was first founded in the nineteenth century – long before the law required an education to be provided. We certainly retain the Christian ethos, love and commitment to such service which have been central in the tradition at St. Mary Magdalene's over so many years.

As you may already know, the Governing Body is responsible for the overall running of the school. The school staff - led by both Mrs Claire Harrison and Miss Victoria Ellis, the Federation Co-Headteachers is a lively, dedicated team, committed to developing both the well-being and education of the children here: nothing is too much trouble and parents are always able to discuss matters relating to their child with the responsible teachers and senior staff, as appropriate. As parents you are very much part of the St. Mary Magdalene's family and we look forward to working together with you. Please ask if anything is unclear – we want you to feel at home.

The relationship between the School and the Parish Churches of both sites are treated very seriously. A number of special services (such as Harvest, Christmas and Easter) usually take place in the Church building. It is a delight to share these times with the children and their parents. Other services may take place in the School Hall – the same ethos is maintained whatever the venue.

From the very start of their time here until they leave, we are confident that your child will enjoy their learning and flourish as they grow as young individuals who participate in our community. Please do all you can to fully join in the whole life of St. Mary Magdalene C of E School. There are many generations who have already enjoyed their start in life here - developing a love of learning in a warm Christian context. Thank you for considering our school and helping to continue to make it a special community.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter Gregory'.

Dr Peter Gregory FRSA FColIT NLG

A handwritten signature in black ink, appearing to read 'J.P. Eastaugh'.

Mrs Judith Eastaugh BA (Law) (Dunelm)

Co - Chairs, Koinonia Federation Governing Body



## **RECEPTION CHILDREN STARTING SCHOOL**

Parents often ask members of staff what they should do to help prepare their child for school life. We hope the following may be of help.

- Talking positively about school
- Sharing books regularly with your child
- Encouraging observation and curiosity
- Encouraging independence in dressing
- Giving them opportunities to play with other children
- Teaching them to use the toilet independently
- Teaching them to use a knife and fork

## **HOME AND SCHOOL PARTNERSHIP**

We believe that good communication is really important so teachers meet with parents on request and respond to letters promptly. Teachers are available in the playground at the end of each day to speak to. There is a half termly newsletter with information about past and forthcoming events and items of interest to parents.

All parents are asked to sign a Home School Agreement which sets out some shared responsibilities. A copy is in our starter pack.

We know that parents want to be informed about their child's progress throughout each school year. There are Open Afternoons each term and teachers make arrangements so that they see all parents.

Parents are invited to a range of events that take place in the school and these are publicised through our parent texting system, by letter and through our newsletter.

Parents are more than welcome to support classes through workshops, hearing children read, helping with special events or helping on school trips.

We aim to provide the education you want for your child. If you are concerned about any aspect to the school, the class teacher and Leadership team will be pleased to discuss your worries. The sooner we know about a problem, the sooner we can start finding a solution. There are procedures for formal complaints to be made and the Leadership Team are available to explain this procedure to you.

We know children do best when school and home work together in a strong partnership.

## **PARENTS/FRIENDS ASSOCIATION**

We have a small group of parents who are very supportive and work hard to raise funds for the school. If you are interested in joining this association then please see our Home School Link Worker.

## ESSENTIAL SCHOOL INFORMATION

### SCHOOL HOURS

8.50 am	Learning time begins
10am	Collective Worship
10.15am	Learning time
11am	Playtime
11.15am	Learning time
12.15pm	Lunch time
1.15pm	Learning time
3.15pm	Home time

The gates open at 8.30am. All pupils should be in the playground by 8.45am, ready for the bell at 8.50am. Pupils line up outside their classroom. Lessons begin promptly so children must be there on time.

### ATTENDANCE

The children are expected to attend school both regularly and punctually so that their education and progress is not affected. It is our aim that all children have an attendance record of over 98% for the year. If children are not well enough to attend school parents must inform the office initially by telephone and a letter should follow this on return to school.

If children have an appointment during school time they should attend for part of the school day if possible.

No holidays are authorised by the school in term time but parents may apply for special leave of absence to the Head teacher if there is an exceptional circumstance.

Pupils who attend each day punctually will receive a certificate for 100% attendance and entered into a termly prize draw.

### UNIFORM

<b>Girls</b>	Grey skirt or trousers or pinafore dress, dark yellow polo shirt, burgundy sweatshirt and/or a dark grey fleece
<b>Boys</b>	Grey trousers, dark yellow polo shirt, burgundy sweatshirt and/or a dark grey fleece
<b>Footwear</b>	Safe, flat sensible shoes or trainers – black in colour
<b>Jewellery</b>	Small studs and a wrist watch if your child can tell the time In the summer boys are allowed to wear grey school shorts and girls are allowed to wear red or yellow checked dresses

All items can be purchased at local shops. Sweatshirts, fleeces and polo shirts are sold in the school. P.E. bags and book bags are also available from the school office.

## **SCHOOL RULES AND BEHAVIOUR**

At St Mary Magdalene CE School we promote the highest standards of behaviour. We expect children to act with consideration towards adults and children as well as having a high regard for their own self-esteem. We expect children to look after our school and do as adults ask them. The mutual respect that children and adults have for each other is a cornerstone of our ethos and is what makes our children high achieving, polite and sociable.

Our Behaviour Policy outlines our commitment to a fair and supportive code of conduct, which encourages children to behave well.

### **SCHOOL RULES**

The school Behaviour Policy has been written after full consultation and is based on Six Golden Rules. This is underpinned by the school motto "Do unto others as you would have them do unto you"

Our Golden Rules are:

- **Do be gentle**
- **Do be kind**
- **Do look after property**
- **Do listen to people**
- **Do work hard**
- **Do be honest**

We operate a house system and each child from Reception upwards belong to a house team. These are St. Matthew (red), St. Mark (blue), St. Luke (yellow), St. John (green). Through the week children collect house points and on Friday the winning house team is announced.

### **SAFEGUARDING CHILDREN**

The school has a duty to safeguard all of its' children. We do this by ensuring all adults on the premises have the right to be there. Anyone who is visiting the school site will have reported to the office, signed in the visitors' book and will be wearing an identification badge.

Security doors around the school are kept shut. The outside gates, staffed when open, are locked ten minutes after the bell in the morning and at the end of the school day, in order to secure the site. Anyone working regularly with children is required to have an enhanced DBS (Disclosure and Barring Service) check and that includes parent helpers. The office has the relevant forms and will be happy to assist with their completion.

We follow the London Child Protection Procedures endorsed by Greenwich Safeguarding Children Board and take account of guidance issued by the Department for Education. Our school is responsible for the welfare of the whole/every child. We may need to share our concerns or issues that relate to the well being of your child and have a Safeguarding Policy, which we adhere to. We may refer any concerns about children to social services, sometimes before contacting parents. To avoid any misunderstandings it is important that you let us know if your child has had an injury or upsetting experience.

## **BULLYING**

Bullying, verbal, physical and cyber based will not be tolerated in this school. The school will react firmly and promptly where bullying is identified. A copy of our policy is in your pack.

## **GREENWICH RULES RELATING TO ADULTS**

The school is a non-smoking area. No dogs are allowed on the school premises including playgrounds, except Guide Dogs. All entrances and exits must be kept clear at all times. The car park is for authorised users only. Cars should not be stopped or parked on the double yellow lines outside the school entrance.

## **OUR CURRICULUM**

The underlying aims of our own philosophy are:-

- to develop in our children the potential to think
- to take responsibility for their work and to persevere
- to develop a range of communication skills
- to practice working collaboratively in groups, as well as independently

We follow the National Curriculum guidelines and have our own creative skills based curriculum. More information is available on request. We inform parents of each class topic at the beginning of the term, so that you can contribute anything, which may help e.g. books, photographs, anecdotes and your own experience. This is done through the Class Newsletter, which is sent out in the first week of each new term.

## **PE CURRICULUM AND PE KIT**

We offer a wide range of sporting opportunities for all the children through clubs and our own curriculum. All children receive a minimum of two hours of PE teaching a week.

<b>Indoor PE kit</b>	Shorts, white t-shirt, plimsolls or trainers
<b>Outdoor PE kit</b>	Shorts, t-shirt, trainers (summer) Tracksuit – jogging bottoms and sweatshirt and trainers (winter)
<ul style="list-style-type: none"><li>• Children need different footwear for PE from the footwear they normally wear in class.</li><li>• PE Kit should be sent in on a Monday and then taken home on a Friday, so that it can be washed ready again for the next week.</li></ul>	

## **THE ENRICHED CURRICULUM**

Educational trips, visits by people and groups, dressing up on themed days are just three of the ways we broaden our curriculum so that our children are excited about learning. The children tell us what they enjoy and teachers take account of their ideas when they are planning topics.

Children in Year 4 and 6 go on residential school journeys to Wrotham and Wales, respectively, and learn in an outdoor environment.

## **EXTENDED SCHOOL ACTIVITIES**

The school organises a range of clubs for children across the school. They run at different times on several days, they include various activities from sports, being creative, or ICT. Letters are sent home by the staff that run them each term.

## **RELIGIOUS EDUCATION**

This is part of our daily life as a church school. Our RE teaching is a combination of the Southwark Diocese Board of Education and the Local Authority's syllabuses. We try to give the children a sense of Christian values and attitudes towards one another and knowledge of the Bible and it's teaching. At the same time we encourage them to learn about and respect other religions, creeds and cultures.

## **COLLECTIVE WORSHIP**

Collective Worship is held every day with the emphasis on caring for the world we share and consideration for others. Being a church school there is a strong emphasis on the Christian belief in hymns, prayers and stories. Each half term the school's Collective Worship is focused on a particular Christian Value. The school staff take collective worship, along with visiting clergy from our parish church, local community members and by the children themselves. Parents are welcome to join us for class assemblies. A special whole school celebration collective worship takes place on Fridays when we celebrate our achievements of the week.

## **SPECIAL EDUCATIONAL NEEDS**

At St. Mary Magdalene School we have a staff team that endeavours to match tasks to suit the needs and abilities of our children. However, we are aware that at different times, and for a variety of reasons children will at some stage require help and support additional to that which they receive in the classroom. By carefully monitoring children throughout the school, suitable systems of support can be set up.

Prior to a child receiving extra support we would wish to discuss our concerns with parents. During this discussion we would wish to ensure their commitment to a programme of shared help, co-operation and responsibility between home and school.

## **INCLUSION**

We want all of our children to feel included in all that we do and feel part of our community. Whilst parents have the right to request the withdrawal of their child from RE, Sex Education Classes and collective worship, we feel that it is in the best interests of a child attending a Church of England School to be part of all activities alongside their peers. We are always available to talk to parents or carers and work together to ensure this happens.

## OTHER USEFUL SCHOOL INFORMATION

### FOOD

Children in the Reception through to Year 2 classes are provided with fruit for free. Reception children are provided with milk for free until they turn five. Children are also permitted to bring in their own fruit from home to eat as a snack at playtime. No other food can be brought into school unless it is for packed lunches. Children are allowed to bring in water bottles with a sports cap, especially in Summer time.

### LUNCHTIMES

The school provides a variety of hot school dinners each day. Menus are nutritionally balanced to meet the needs of the children. Since September 2014, all pupils in the Reception Class through to Year 2 are entitled to a free school meal.

Children can bring their own packed lunch to school in a labelled lunch bag or box. We suggest the following for a well balanced healthy meal:-

- Sandwiches
- Sausage roll, cheese, crackers etc.
- Slice of cake/biscuits (No sweets)
- Fresh vegetable salad
- Fresh fruit and/or yoghurt
- Drink in a safe leak proof container (non fizzy drinks)  
(No glass bottles or canned drinks)

Please ensure that all packed lunch boxes are cleaned out nightly because of contamination.

### HOMEWORK

All pupils are given homework each week. It can take the form of an activity, game or task. We ask you to support your child with all homework by providing a quiet time and place for them to work. Your support is vital. If there are any difficulties please speak to your child's teacher.

We encourage all the children to bring books home from school to share with you. A few moments spent reading together each night gives so many benefits. When your child starts at St Mary Magdalene you will have an opportunity to discuss how our home - school reading works.

### MEDICAL

We may need to contact you if your child becomes unwell during the school day or if it has an accident requiring further medical attention. We **must** have reliable emergency contact numbers. It is also **vital** that you tell us of any change of address or telephone contact. If your child requires emergency hospital treatment the school will undertake this. We will then contact you to inform you of where your child has been taken.



Staff trained in basic first aid deals with all minor accidents. You will be notified of accidents by letter if the school feels concern and these incidents are recorded in the school accident log.

Children needing to have medication, during school hours are attended to by the Administrative Officer and First Aid Officer. Before administering any medication we ask parents to complete a permission form, which is available in the school office.

Children with asthma have immediate access to their medication in the classroom. All pumps and inhalers are kept in a clearly marked box, teachers and classroom assistants will supervise.

The school nurse visits the school regularly. A routine medical examination is arranged for all children at the age of 5 after starting school. You will be asked to complete and return a form to the school and will be invited to attend the examination. You will also have the opportunity to discuss any problems.

Other medicals can be arranged at the request of parents and teachers if the need arises.

### **OFFICE HOURS**

**The school office is open every day at these times:**

8.30 – 9.15am

3.00 - 3.30pm

We ask that if you are paying for any clubs or trips for your child you do so with the correct money as the office does not hold change.

### **UNIFORM SALES**

Tuesdays: 8.30am – 9.30am *and again* 3.00pm – 3.30pm

Wednesdays: 8.30am – 9.30am *and again* 3.00pm – 3.30pm

Thursdays: 8.30am – 9.30am *and again* 3.00pm – 3.30pm

### **PUPIL ADMISSIONS TO THE SCHOOL**

Please note the school office only deals with Admissions to the school at specific **times**.

Tuesdays: 10.00am – 12.00pm

Wednesday: 10.00am – 12.00pm

Thursdays: 1.30pm – 3.00pm

### **A Final Word...**

We hope you find this Prospectus helpful in answering any questions you may have about your child starting at our school. If you have any questions unanswered please do not hesitate to telephone the school or visit the school office. We will always endeavour to help you.

We look forward to welcoming you and your child on their first day at our school!

Claire Harrison and Victoria Wainwright  
Federation Co-Headteachers  
(on behalf of all the staff and Governors of St. Mary Magdalene)

