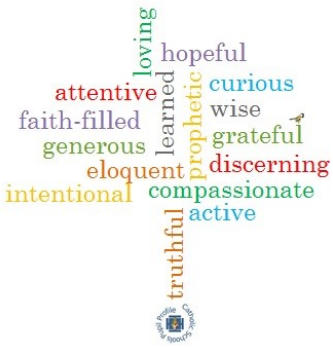
St Mary & St Benedict Catholic Primary School

School Prospectus 2026-2027









Together with Christ everyone achieves more

A Letter from the Governors …

St Mary & St Benedict Catholic Primary School
Leigh Street
Coventry
CV1 5HG

Telephone: 024 76229486
Fax: 024 76632241
E:Mail: admin @ stmary-stben.coventry.sch.uk
Web site: www.stmary-stben.coventry.sch.uk
Headteacher: Mrs P MacDonald

Dear Parents and Carers,

The Governors of St Mary and St Benedict Catholic Primary School are pleased to welcome you to our school and to introduce this prospectus, which we hope you will find helpful.

Our Mission Statement makes it very clear that we value the education of the whole pupil, so that each child fulfils their God-given potential. The purpose of a Catholic school is to ensure that all pupils achieve their potential in a community led by Gospel values and practices. We strive for excellence in teaching and an enjoyment of learning to be at the heart of all that we do.

We hope that both your family and your child will get the best out of the opportunities that St Mary and St Benedict has to offer. As parents, you are the first educators of your child. We actively seek and value your contribution and commitment, and to continue the partnership throughout your child's education.



The Governing Body and staff look forward to working with you to achieve the very best for your child.

Yours faithfully,

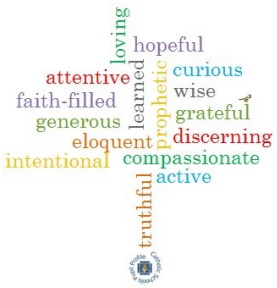
E. Hancock
Chair of Governors

Fr A. Bukenya
Parish Priest

P. MacDonald
Head Teacher

Values and Virtues

Pupils in a school in the Archdiocese of Birmingham are growing to be …	Schools in the Archdiocese of Birmingham help their pupils grow…
Grateful for their own gifts, for the gift of other people, and for the blessings of each day; and **generous** with their gifts, now and in the future.	By encouraging them to know and be **grateful** for all their gifts, developing them to the full so that they can be **generous** in the service of others.
Attentive to their experience and to their vocation; and **discerning** about the choices they make and the effects of those choices.	By promoting the practice of **attentive** reflection and **discerning** decision making: in teaching, in the examen, prayer and retreats; and through the practice and example of school leaders and staff.
Compassionate towards others, near and far, especially the less fortunate; and **loving** by their just actions and forgiving words.	By being **compassionate** and **loving** in the way pupils are treated, especially when a pupil is in trouble; and by opening pupils' eyes to those who suffer poverty, injustice or violence.
Faith-filled in their beliefs and **hopeful** for the future.	By passing on the living and **faith-filled** tradition of Jesus Christ; by having persevering faith in the pupils, and by encouraging them in turn, to have faith and **hope** in themselves and others.
Eloquent and **truthful** in what they say of themselves, the relations between people, and the world.	By developing an **eloquent** language which pupils can use to understand and articulate their emotions, beliefs, and questions, encouraged by the example of their teachers to be **truthful** in the way they represent themselves and speak about the world.
Learned, finding God in all things; and **wise** in the ways they use their learning for the common good.	By the breadth and depth of the curriculum; by excellence of teaching, and the creation of opportunities to become more **learned** and **wise**.
Curious about everything; and **active** in their engagement with the world, changing what they can for the better.	By leading pupils to be **curious** about the universe and all human activity, and to take increasing responsibility for their own learning, and by providing opportunities for them to be **active** in the life of the school, the Church, and the wider community.
Intentional in the way they live and use the resources of the earth, guided by conscience; and **prophetic** in the example they set to others.	By being a school community which is **intentional** in its way of proceeding to build-up quality of life; and which is **prophetic** in the way it offers an alternative vision of education and the human person rooted in the gospel.



Happiness

Responsibility

Thoughtfulness

Consideration

Kindness

Honesty

Respect

Empathy

Charity

Peace

Trust

Love

Caring

Independence

Unity

Tolerance

Forgiveness

Mission Statement

Forming Christ-centred pilgrims of hope with kind hearts, questioning minds, a thirst for knowledge and a hunger for justice.

The vision of St Mary and St Benedict Catholic School is to develop our children's spiritual, social, moral and cultural growth within a caring Catholic environment where life is centred around Christ's teachings. We endeavour to do this with the support of parents, staff, governors and the whole parish community, working as a team.

We will provide a caring, inclusive, supportive environment where each child's contribution is encouraged and accepted.

We will provide a broad, rich and stimulating curriculum which will inspire each child to reach their full potential.

Together with Christ everyone achieves more

Get to know us...

The Governing Body

Governors meet regularly and discuss relevant matters about the leadership and management of the school. You can contact the Governors through Mrs Anderton in the Office, who is Clerk to the Governing Body.

Chair of Governors:	Mrs E Hancock	**Vice Chair of Governors:**	Mrs M Dunleavy
Foundation Governors:	Fr A Bukenya	Mrs S Fernandes	Mrs P Sam
	Mr S Nyilawila	Mr T Okeke	Mrs O Nwabuzor
Staff Governors:	Mrs D Rorbach	Miss N Brandon	Mrs P MacDonald
Parent Governors:	Mr N Obanore	Mr A Agenmonmen	

The Staff

Headteacher: Mrs Pauline MacDonald

Assistant Heads: Mrs Melanie Thomas, Miss Emily Marlow, Mrs Sarah Sharman

School Business Manager: Mrs Julie Anderton

Clerical Assistant: Mrs Amanda Kennedy

ICT Technician: Mr Andrew Brookes

Learning Mentor/Tick Tock Leader: Mrs Carol Martin

Site Services Officer: Mr Paul Gordon

Cleaning Staff: Miss Samantha Craven, Mrs Jeyanthimary Fernando, Ms Anastasia Chokuwamba, Ms Meskerem Amsalu

<u>Key Stage 2</u>

Teachers:	Miss Melanie Lovelock	Mrs Sarah Sharman	Mrs Melanie Thomas
	Mr John Noonan	Mrs Debra Rorbach	Mrs Suzanne Kimberley
	Mr Richard Evans	Miss Hannah Draper	Miss Djocy Bitulu
	Miss Naomi Brandon		
Support Staff:	Miss Esme James	Mrs Irene Ennis	Mrs Violet Gordon
	Mr Huw Daley	Mr Ryan Stanley	

<u>Key Stage 1/Foundation Stage</u>

KS1 Teachers:	Miss Emily Marlow	Mrs Pauline Collins	Miss Siobhan Doherty
	Mr Mitchell Leybourne		
Support Staff:	Mrs Bernadette Kelly	Miss Salema Begum	Ms Annmarie Doust
	Mrs Yasmin Shaikh	Mrs Janette Daley	
EYFS Teachers:	Mrs Katherine Doherty	Mrs Lisa Montgomery	
	Miss Lilian Daniels	Ms Pam McKenna	
Support Staff:	Mrs Claire Jones	Mrs Jane Burton	Miss Laura Thompson
	Mrs Carol Martin	Miss Charlotte Becker	Ms Ela Fernando

Librarian/ Resource Assistant: Mrs Genet Gebreigziabher

School Uniform

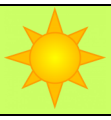
St Mary and St Benedict has a school uniform to promote a sense of community and belonging. We expect all children to be appropriately and neatly presented for school, and to take care over their appearance. The school colours are purple and grey.

	Girls	Boys
Winter Uniform	Grey skirt, pinafore or trousers Purple (with or without logo) sweatshirt, jumper or cardigan Purple (with or without logo) or white polo shirt or white shirt White or grey socks or grey tights Black shoes	Grey trousers Purple (with or without logo) sweatshirt or grey jumper Purple (with or without logo) or white polo shirt or white shirt Grey socks Black shoes
Summer Uniform	Purple gingham dress White socks Black shoes	Grey trousers or shorts Purple or white polo shirt Black shoes

- All items of clothing should be clearly marked with the child's name.
- Plain ear studs are the only permissible item of jewellery for school for health and safety reasons, and children must be able to remove these themselves for PE activities.
- Sensible black **shoes** should be worn, no high heeled or open toes please as these are not safe.
- Trainers or pumps only to be worn on PE days as part of PE kit.
- Haircuts that are too short or have patterns shaved in are not appropriate for school. Hair should not be chemically treated ie coloured. We ask that longer hair is tied back for school.



School Terms and Holidays 2026-27

Term	Pupil Dates	Teacher Training Days
Autumn 1	Wednesday 2nd September to Friday 23rd October	Tuesday 1st September
	Half Term Break Saturday 24th October to Sunday 1st November	
Autumn 2	Monday 2nd November to Friday 18th December	
	Christmas Holiday Saturday 19th December to Sunday 3rd January	
Spring 1	Tuesday 5th January to Friday 12th February	Monday 4th January
	Half Term Break Saturday 13th February to Sunday 21st February	
Spring 2	Monday 22nd February to Thursday 25th March	
	Easter Holiday Friday 26th March to Sunday 11th April	
Summer 1	Monday 12th April to Friday 28th May	
	May Day Holiday Monday 3rd May	
	Half Term Break Saturday 29th May to Monday 1st June	
Summer 2	Monday 7th June to Friday 16th July	Monday 19th July Tuesday 20th July Wednesday 21st July
	Summer Holiday Saturday 17th July -	

The School Day

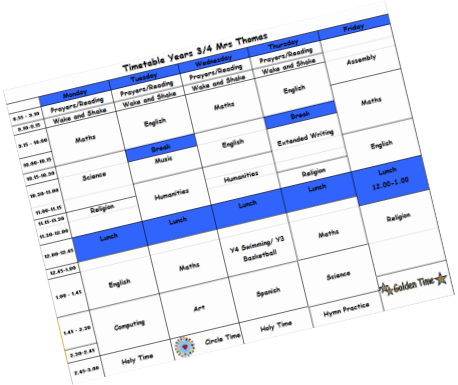
The classrooms are open from 8.30am for children to arrive and settle, ready to begin their lessons. Please make sure that your child is on time for school every day; it isn't very nice to be the one who is late, and your child will miss important learning. We monitor attendance daily, and will let you know what your child's attendance is termly, and whether it is of concern.

Children Arrive At School 8.45am	Nursery	Reception	Key Stage 1 Yr 1/2	Key Stage 2 Yr 3/4/5/6
Morning Lessons	8:30 - 11:30 am	8:30 - 12:00 noon	8:30 - 12:20 pm	8:30 - 12:00 noon
Lunchtimes		12:00 - 12:45 pm	12:20 - 1:00 pm	12:00 - 12:40 pm
Afternoon Lessons				
Monday -Thursday	12:00 - 3:00 pm	12:45 - 3:00 pm	1:00 - 3:00 pm	12:40 - 3:00 pm

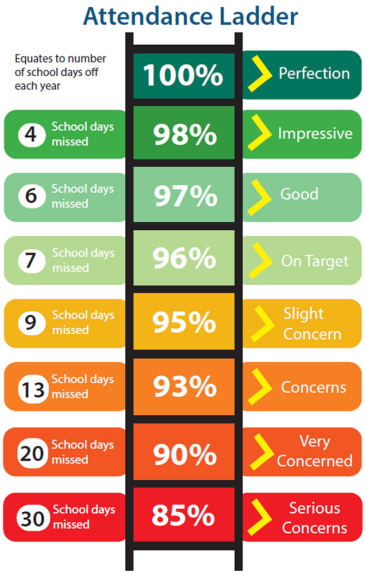
Whilst we understand that there are times when all children are too poorly for school, it is important that we all work together to achieve the highest possible attendance at school for each child. Poor attendance and punctuality can have a damaging effect on a child's education and social development, making it hard for them to maintain friendships and achieve their potential academically.

We are required by law to closely monitor attendance. **This action may include our Education Welfare Officer making a home visit or referral to other agencies**. We also reward good attendance and punctuality. Under the law, leave during term time can only be considered in exceptional circumstances - holidays are not acceptable and you risk being prosecuted and fined. We are only in school for 190 days a year out of 365 - make each day count.

Please support us in trying to improve attendance and attainment by ensuring that your child is in school on time whenever possible, and making sure that they have a healthy lifestyle. **School starts at half past eight - don't be late!**







Your Child's Learning Journey...

Curriculum

We aim to provide the most appropriate education for every child in our school. We carefully track the progress of each child to provide the right level of challenge, support and encouragement to enable every child to achieve their potential and enjoy their learning. Our bespoke curriculum is tailored for our children, reflecting their lives in Coventry and celebrating their families' heritages whilst placing Christ at the centre and being ambitious for all. Our curriculum provides contextualised and progressive learning of key knowledge and skills, alongside opportunities to develop personal, social and life skills across a range of subjects to ensure our pupils can succeed and achieve their full potential. Our curriculum is designed to be exciting, engaging and relevant; to nurture a love of reading and learning; to promote social justice and values, and to enable all of our children to shine!

Throughout the school we prioritise the development of pupils' communication skills, especially **speaking and listening**, with planned programmes and interventions as these essential skills for communication underpin achievement across the curriculum.



Every half term you will receive a 'Learning Leaflet' which will show the areas of learning for that term, and the theme so that you can support your child and extend their learning at home.

Learning to read through Phonics

Phonics is a way of teaching children to **read**. Children are taught to recognise the **sounds** (phonemes) that each individual **letter or string of letters** makes. They are then taught to **blend** the sound together to make a word **e.g. c-a-t cat, ch-i-ck chick.**

We have daily Phonics lessons in school for all children in the Early Years, Key Stage One and Key Stage Two if they need it, following the 'Read, Write, Inc' scheme. It would really help if you practised at home too. Teachers will let you know the sounds that your child is learning, and their reading book will have these sounds in too.

We run regular training sessions for parents to support you in helping your child with Phonics – look out on the Newsletter. It will really help your child if you attend these sessions. We want to get all children reading as soon as possible!



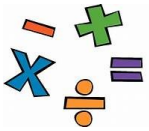




Your Child's Learning Journey...



Mathematics



Every child in school has a daily maths lesson developing their number and calculation fluency and reasoning skills. Pupils are expected to learn their times tables up to 12x12 by the end of Year 4, so these are introduced early on. Mathematics lessons at St Mary and St Benedict are interactive and use a wide range of resources, and we assess pupils regularly in order to plan their learning.

Special Educational Needs

St Mary and St Benedict Catholic Primary School is an inclusive school that values each member of our community as unique and a child of God. All children have a right to an education which will allow them to reach their full potential, including those children with Special Educational Needs.

In our school this is achieved by teachers planning individual work for children using school resources and, when necessary, using the help of the support services, including the school Educational Psychologist and specialist teachers who can offer us advice and provide materials. There is a team of Learning Support Assistants in each phase, and additional language support assistants for children learning English as an additional language. Children are assessed and provision planned according to their needs. The Special Educational Needs Co-ordinator (SENCo) arranges this and has the support of the nominated School Governor. We also provide onsite Speech and Language assessments and therapy for those children who need this support.

Parents are provided with clear information and involved in discussion and reviews about their child's individual needs. They are encouraged to contribute to and be involved in their child's success.

The school buildings are on ground level with easy access to all areas. The school has a policy and action plan to ensure that it meets all aspects of the Disability Discrimination Act. A Single Equality Policy is active throughout the school ensuring equality of opportunity and achievement for all.

Look on our website for more details about our 'School Offer' for pupils with Special Educational Needs.



Every Child Matters...

...achievement for all!

Educational Visits

Our curriculum is enriched by opportunities throughout a child's learning journey from Nursery to Year 6 to visit places of interest, from local walks to North Wales. Visits provide opportunities for learning that we cannot replicate in school and they are an important part of our overall provision.



In Years 5 and 6 children will be offered the chance to take part in a residential trip to Coventry City Council's Plas Dol-y-Moch outdoor adventure centre in Wales. Here they can improve their Geography, History, P.S.H.E. and P.E. skills, and have a fantastic time!

We have a school minibus which we use for educational visits and sporting fixtures. All drivers have passed the CCC Defensive Driving Course. Risk assessments are undertaken before all visits.

The Governors' Policy on Charging

The Governors recognise the value of educational activities outside the curriculum. These activities could be put in jeopardy unless supported by voluntary contributions from parents and by funds raised by the school and all associated with it. We aim to always give as much notice as possible and keep the cost of trips to a minimum. The Governors have established 'The School Fund' to sustain and encourage these activities.

The Governors may make a charge for .....

- Board and lodging for pupils taking part in residential visits.
  (The charge will be the actual cost except the case of visits to Plas Dol-y-Moch. These costs are set by the City Council and are heavily subsidised.)
- The full cost to each pupil of activities deemed to be an optional extra which takes place mainly or entirely out of school hours.
- The cost of materials, ingredients and equipment in appropriate curriculum subjects where the parents have indicated that they wish to own the finished product.

The Governors may, at their discretion, remit charges for individual pupils or groups of pupils for the optional extras. This will be financed from the School Fund.

- Pupils may be asked to participate in a field trip as part of their learning. For these trips, during school hours, parents will be asked to donate an amount according to cost without which the trip will not be considered viable.



Looking Ahead to Secondary School

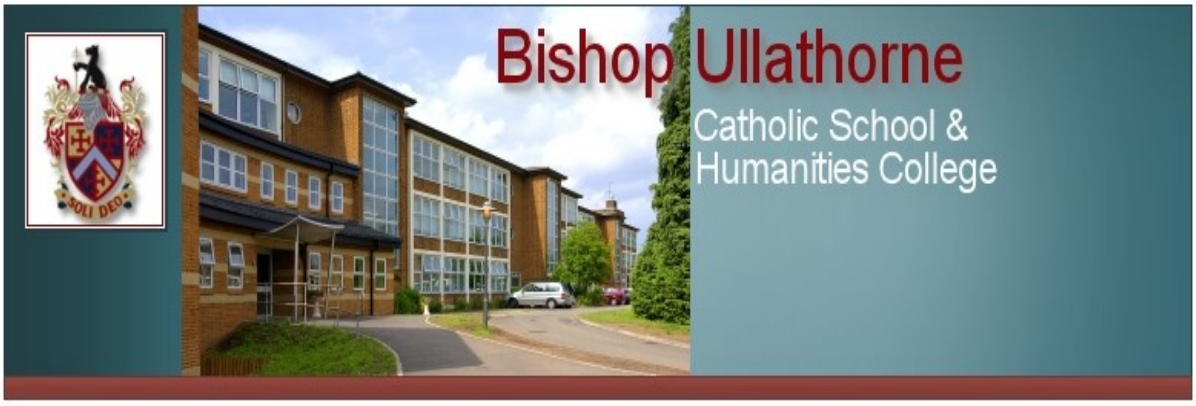
All Catholic primary schools have linked Catholic secondary schools. Children from St Mary and St Benedict normally transfer to Bishop Ullathorne Catholic School, Leasowes Avenue, Coventry.

We have strong links with Bishop Ullathorne, with their teachers visiting us regularly, our children attending events there, and regular opportunities to support the curriculum, communicate regularly and ensure a smooth transition. You can view the Ofsted Inspection Report for Bishop Ullathorne at www.ofsted.gov.uk, where the most recent inspection confirms that it is a 'Good' school, and access data which shows the school outcomes are consistently among the best in the city at GCSE and A level.

Every year in September parents and prospective pupils are invited to an Open Evening to visit the school and meet the staff and pupils.

If you have enquiries regarding admissions to Secondary School, please contact the Education Service, Admissions Section, New Council Offices, Earl Street, Coventry CV1 5RS
Telephone No: 024 76 831613

Coventry Catholic Schools' Partnership



Healthy Body, Healthy Mind...

P.E.

All pupils in school take part in a wide variety of P.E. activities, including Games, Gymnastics and Dance, designed to develop skills and promote fitness and health. Children have the opportunity to learn to swim in Year 4.

For Physical Education lessons, from Year One the children need to wear their sports kit to school on PE days:

- Black shorts, a white or purple t-shirt/polo shirt and plimsolls/trainers
- Black jogging bottoms may be worn for outdoor games in colder weather.
- Their purple school jumper or cardigan.

Please note:

- Jewellery (including earrings) must **not** be worn for P.E. including swimming, and children must be able to remove jewellery themselves or not wear it that day.
- Children taking part in after-school sports activities **need to bring an extra kit**.

Sports Clubs

Children have the opportunity during their time at St Mary and St Benedict to take part in a wide variety of sports clubs as part of our school provision, including:

Football	Basketball	Cricket	Martial Arts	Tennis	Athletics
Netball	Dance	Tag Rugby	Gymnastics	Hockey	Cross Country

We participate in the Coventry Catholic Schools' Football and Netball leagues and cup competitions, as well as local competitions and athletics events.





Health and Wellbeing



If your child is unwell ...

Children should not be sent to school if they are too unwell.

A child who has vomited or suffered from diarrhoea should be kept at home for **48 hours** after the last episode. The school does not have provision to care for sick children, so if a child becomes ill parents or carers are contacted and asked to make arrangements for his/her collection.

Children with Medical Needs or Allergies

Parents of children having any chronic medical condition **or allergy** which requires special provision or medication are asked to discuss arrangements for this with the Head Teacher, who will organise a Health Care Planning meeting to ensure your child's needs are met.

School Health Services

The School Nurse makes regular visits to the school. Let us know if you would like an appointment. All children in the early years at school will have their vision and height and weight checked, and height and weight in Year 6 as part of the Government's measurement programme.

First Aid

First Aid is available at the school by qualified first aiders. If we think your child needs hospital treatment we will refer to the emergency contact number. Please make sure that this information is kept up to date.

Medical Appointments

If a child has a medical appointment please send a note telling us about it. Children attending appointments during school time must be collected from the Office. **Please try to arrange routine appointments out of school hours so that your child does not miss lessons unnecessarily.**

Rainbows



When something significant happens in a family, the entire family is affected - it's not just a grown-up problem. We have a weekly support group with trained staff for children who have experienced loss of all kinds including death and separation. If you think your child would benefit, please contact a member of staff.

Healthy Eating

We are committed to ensuring your child understands the importance of living a healthy lifestyle. As part of this we try to ensure that all children have a healthy lunch. We regularly communicate healthy lunchboxes that children can bring from home, or you can choose for your child to have a sandwich or hot meal provided by our caterer, Alliance in Partnership. There is a varied menu, with daily choices including vegetarian options, and children can choose from a salad bar to accompany their meal. School meals must be paid for weekly in advance via Parent Pay – more details available from the Office. Children whose parents are on a low income may be entitled to Free School Meals. Ask at the Office for advice.

All pupils in Reception, Year 1 and Year 2 are provided with a free school meal regardless of parental income under a Government scheme.

Supervisory Assistants help and care for the children over the lunch break under the overall direction of Senior Leadership. The Supervisory Assistants also help provide games and equipment for the children to play with.

All children from Nursery to Year 2 are provided with a fruit snack during morning break time through a Government funded scheme. Children in other year groups may bring fruit to school for breaktime.







We also have an allotment where children can learn about growing healthy food.

Children have access to water stations to fill a bottle at all times, and they are taught about the importance of staying hydrated. Up to the age of 5 milk is provided free.

Water to drink helps the brain to think!



Information Needed by the School

If your child is absent from school for any reason we ask that you please contact us. **Please notify us by telephone or text on the day that your child is first absent.** If we have not been informed about a child's absence we will send a message via our School Comms service asking you to contact the school, or our Education Welfare Officer may have to visit your home as we need to know why your child is not in school.

Text message number
0750768022



Please make sure that we always have an **up to date emergency contact number** in addition to normal contact details in case of illness and the first contacts being unavailable. This could be a neighbour, relative or friend.

Remember to give us any relevant information, medical or otherwise, that may affect your child's performance or well-being at school. We are here to support and help!

Please let us know which adults are authorised to collect your child. **We will not let a child go home with an unauthorised adult.** Please let us know of any changes.

All personal and contact data in school is managed securely in line with **General Data Protection Regulations** and UK law.



Please remember in the interests of the child's welfare, and for legal reasons, it is important that all parents give and update this information. Please let the School Office know straight away of any changes. *Thank you!*

School Security

Opening and Closing Times

Main School	Gates Open	8:30 am and close at 8.45 am
	Gates Open	2:50 pm and close at 3:05 pm
Clubs	Gates Open	4:00 pm and close at 4:05 pm
Early Years	Gates Open	8:30 am and close at 8.45 am
	Gates Open	11:30 am and close at 12:05 pm *for part-time pupils*
Tick Tock Breakfast Club		Gates open at 7:45 am
Tick Tock After School Care		Gates close at 5:30 pm

- Our site is protected with a security fence. Apart from the times shown above, the gates are locked and the only access to the school is through the secure entrance to the Office.
- All appointments to visit the school, or to see a teacher, should be made through the Office. Please do not enter the school unaccompanied through any other door.
- The riding of bicycles or scooters is not permitted in the school grounds. Children may ride them to school, and we provide storage during the day.
- Dogs are not allowed on the school grounds, even if being carried.
- Please let the school know who is authorised to collect your child. We are not able to let a child go home with an unauthorised adult.

Emergency Closure

Although we do endeavour to stay open, if it is necessary to close the school due to severe weather or another emergency situation which means that we cannot safely be in school, parents will be informed in advance whenever possible via School Comms text messaging. Up to date information will also be on the school website: www.stmary-stben.coventry.sch.uk

Children will not be sent home without notification.





Tick Tock

The school provides excellent before and after school care, run by school staff that the children know:

Early Bird	After School
7:45 am - 8:30 am	3:00 pm - 5:30 pm

It offers a safe, secure environment for children to play and relax whilst being supervised by qualified staff. Children can choose from a variety of activities.

- Children can stay until 4.00pm to take part in a variety of exciting activities. We regularly ask the children which activities they would like us to organise. A charge of £2.00 is made for clubs, **payable in the morning** so that we can arrange staffing.
- We provide care until 5.30pm for a charge of £5.00 per child, per day, including a hot snack.
- There is also the 'Early Bird' Club, which offers care for children from 7:45 am – 8.45 am, including breakfast. A charge of £2 per day is made for this service.
- We also have a Holiday Club which runs from 8:00 am - 5:00 pm. The charge is £15.00 per day.

Please ask at the Office for any additional information about our Tick Tock provision.





A current list of available after school clubs is on the Newsletter each week.

Pupil Wellbeing



Education for Relationships

At St Mary and St Benedict Catholic Primary School we aim to prepare children for all aspects of their future well-being. An important part of this is preparing children for puberty and relationships, within our Catholic ethos, through our Relationships and Health policy and programme.

Children are taught from the earliest years to respect their bodies and others', acceptance of differences and how to nurture good relationships. All content is in line with the statutory curriculum, and taught using materials approved by the Birmingham Diocesan Education Service. We follow the Ten:Ten 'Life to the Full' programme across the school.

Ten:Ten Resources



Safeguarding Children

In the matter of Child Protection there may be occasions when the school has to consult other agencies without a parent's prior knowledge. The school's first concern and duty of care is for the child's welfare and the school has a duty to act to protect the child at all times. We follow the procedures laid down by the Coventry Safeguarding Children Board and a copy of their guidelines is available in the school.

School Council



The School Council represent all of the classes in the school so that each child has a voice. They gather the views of all children in the school so that the children have a say in how the school is run. They have helped with the purchase of games for indoor play, planned fundraising events, looked after younger children at lunchtime and even taken part in interviews for new members of staff!







Pastoral Care and Discipline

A relaxed, safe and happy atmosphere is important in helping children to achieve their best academically. As a school we work hard to ensure that the behaviour of all children is excellent throughout the school at all times, and that children are always 'reaching for the stars'. Courtesy, consideration, safety and common sense are emphasised in our Code of Conduct – simple rules based on Gospel values by which a community may live peacefully, with tolerance and respect for other people and their property. A simplified list, known by the children, is on view in all classrooms to promote behaviour for success.

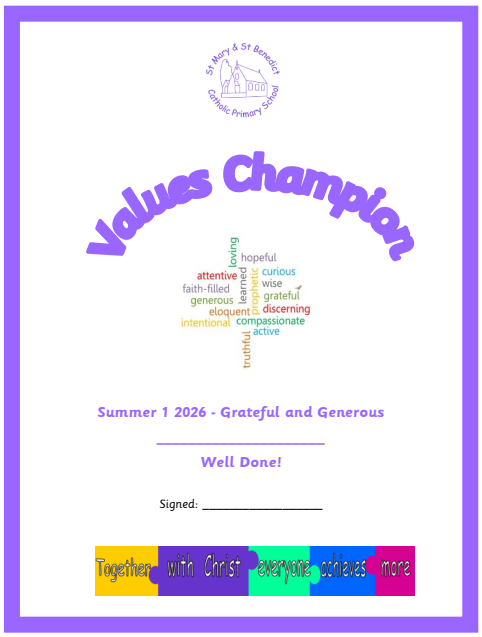
Pupils at SMSB are respectful, ready and safe.

We celebrate pupils who are following our rules by placing them on our Recognition Boards to say well done! We make sure from an early age pupils understand how to behave well and get on with others.

We have high expectations for the behaviour of all pupils, and support children when needed to understand and achieve this. Whenever real or persistent problems occur, parents will be consulted and a joint approach will be decided upon. We value parental support in these matters.

Good and helpful behaviour is rewarded by teachers and the Head Teacher, through classroom rewards, 'Star of the Week', Postie Awards and 'Helpful Heart' awards in Friday Assemblies and a weekly Hot Chocolate reward for a lucky pupil from each class!





Our Parish Church



The school and the Parish Church of St Mary and St Benedict have been closely linked from the very beginning. We believe in the partnership of Home, School and Church in the raising of our children. We attend Masses in Church regularly led by the present Parish Priest Fr. Aloysius Bukenya or the Assistant Priest Fr. Reginald Tarimo, and they also visit the school to support the spiritual life of the staff and pupils and the Religious Education curriculum.

The Church and the school organise together the Sacramental Preparation Programmes for First Reconciliation, First Holy Communion and Confirmation. Preparation to receive the sacraments of Reconciliation and Holy Communion is offered to Catholic children in Year 3; and Confirmation to Catholic children in Year 6. If you would like your child to be baptised please contact the Church.

Our motto at the Church of St Mary and St Benedict is that 'Everyone is Welcome'. Whether you are part of an established family or a new arrival to the area we would be very pleased to welcome you at Church. Our Mass times at the weekend are:

Sunday 9:30 am 11:30 am

There is 'Little Church' in the side chapel at each of the Sunday Masses where children work with catechists to learn more about their faith in a meaningful way for their age.

Contact Father Aloysius Bukenya at:

St Mary and St Benedict Catholic Church
52a Raglan Street
Coventry
CV1 5QF
024 7625 8901



Supporting Your Child's Learning - Parents as Partners

Home Learning

You want the best education for your child – so do we! What you do with your child at home makes the difference - from talking around the dinner table to helping your child establish good homework skills as they get older. We set tasks appropriate to the age for children to complete at home to involve families in their child's learning. These might be talk topics, craft activities or tasks to reinforce key learning.



Reading is an important activity whether it is for interest or to develop reading skills. **All children should read for a minimum of twenty minutes each day at home.** We ask all parents to read with their child read every day and to record this in their child's diary. It could be school books, library books, comics, newspapers or writing they have done themselves! If you need advice or ideas, please ask the class teacher.
Remember - children need to read to succeed!



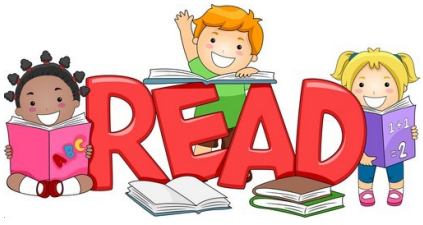
Working with you

The school works closely with parents, informing them of activities and achievements by regular newsletters and notices. Teachers may be available for an informal chat at the beginning or end of the day to deal with minor matters. Parents with such queries should report to the Office first. If a particularly urgent problem occurs we are usually able to arrange an appointment convenient to teachers, parents and the Head Teacher that day.

Parent Consultations are held so that Parents can discuss their children's progress with teachers. An annual report of each child's progress is produced during the Summer Term, in addition to termly updates.

Class Meetings are organised where parents are encouraged to meet with their children's class teachers to discuss the curriculum activities their children will cover, how they can support their learning and any other issues that parents would like to discuss or learn more about. The agendas are planned by the teachers in partnership with parents. We also hold regular **Book Looks** where you can look at your child's work with them.







You're Part of Our Community!

Assemblies, Masses and Special Events

Every week we have a Monday Mission and Friday Praise Assembly. It is a great way to share and celebrate everything that is going on in school! Parents are invited to Masses and other services held in the school and Church. From time to time the school holds discussion meetings, social gatherings and sales.

We also welcome support given by parents to the annual dramatic productions. There are performances by Early Years and Key Stage 1 as part of our Christmas celebrations, which are held during the day, and a production by Year 6 children in the Summer Term.

Keep up to date with school events!

Each week there is a weekly newsletter which will include information on upcoming events in school, and remember to check out our website at www.stmary-stben.coventry.sch.uk which has lots of school information, events and activities for the children to supplement their homework and extend their learning. The staff will be adding lots of new activities and links during the year so keep logging on! Remember that libraries have internet access.







Arrangements for Parents considering sending their child to the school

The admissions process for St Mary and St Benedict Catholic Primary School is part of the Coventry Local Authority co-ordinated admissions scheme. To apply for a place at St Mary and St Benedict Catholic Primary School in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Mary and St Benedict Catholic Primary School on the application form. Applications need to be made by 15th January 2026. Baptismal Certificates **MUST** be submitted with the application for any child who is Baptised Catholic (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date. You will be advised of the outcome of your application on 16th April 2026, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The governing body has set its admission number at **45** pupils to be admitted to the Reception class in the school year which begins in September 2026. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5). For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at https://www.birminghamdiocese.org.uk/boundary-map and will be applied to the admission arrangements for the academic year 2026-27.

Oversubscription Criteria

- Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
- Baptised Catholic children (see Note 2 below) living in the parish of Ss Mary and Benedict who have a brother or sister (see Note 4 below) attending St Mary and St Benedict Catholic Primary School at the time of admission.
- Baptised Catholic children (see Note 2 below) living in the parish of Ss Mary and Benedict.
- Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Mary and St Benedict Catholic Primary School at the time of admission.
- Other Baptised Catholic children (see note 2 below).
- Non-Catholic children who are looked after or previously looked after (See Note 3 below).
- Non-Catholic children who have a brother or sister (see Note 4 below) attending St Mary and St Benedict Catholic Primary School at the time of admission.
- Non-Catholic children.

Note 1

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child will need to submit a copy of the child's Baptismal Certificate. **This should be returned directly to the school**. If you do not provide a Baptismal Certificate by the closing date, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order. For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 4

For all applicants the definition of a brother or sister is: a brother or sister sharing the same parents; a half-brother or half-sister, where two children share one common parent; a step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners; adopted or fostered children. The children must be living permanently in the same household.

Note 5

Distances are calculated on the basis of a straight-line measurement from the centre of the child's home address to the centre of the school site. The Local Authority calculates these measurements on behalf of the school using a computerised mapping system. Ordnance Survey supplies the co-ordinates that are used to plot a child's home address and the address of the school.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded the Governing Body will select the child to be offered the place by drawing lots. This process will be overseen by a person independent to the Governing Body. The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

SCHOOL ENTRY

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age. Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2024. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place. The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2026-27 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2027.

APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Reception 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance. If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

https://www.gov.uk/government/publications/summer-born-children-school-admission

APPLICATIONS FROM CHILDREN CURRENTLY ATTENDING ST MARY AND ST BENEDICT NURSERY

Attendance at St Mary and St Benedict Catholic Primary School's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Mary and St Benedict Catholic Primary School. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Governing Body in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

APPEALS

Parents who wish to appeal against the decision of the Governing Body to refuse their child a place in the school should make that appeal request in writing to the Chair of Governors at the school address. Appeals will be heard by an independent panel.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Governing Body has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

LATE APPLICATIONS

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that all applications received after the closing date of 15th January 2026 will be late and will only be considered after all those who applied on time.
You are encouraged to ensure that your application is received on time.

CHANGE IN PREFERENCE

Once an application has been submitted, requests to change the preferences on that application will be accepted up to the closing date of applications on 15th January 2026. Requests to change preferences after 15th January 2026 will not be considered until after the allocation of school places on 16th April 2026. All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application.

WAITING LIST

In addition to their right to appeal, children who have not been offered a place at St Mary and St Benedict Catholic Primary School but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until 31st December 2024 and will then be discarded. Parents may apply to St Mary and St Benedict Catholic Primary School for their child's name to remain on the waiting list until the end of the summer term 2025 when it will be discarded. A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria. Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places. Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

IN YEAR FAIR ACCESS PROTOCOL

The Governing Body of St Mary and St Benedict Catholic Primary School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Governing Body has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (IN-YEAR ADMISSIONS)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school by contacting the School Office in person or on 02476229486 and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied. If there are no places available, the child will be added to the waiting list (see above). Parents will be advised of the outcome of their application in writing and, where the Governing Body's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

APPENDIX

DEFINITION OF A "BAPTISED CATHOLIC"

A "Baptised Catholic" is one who:

Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.