



**St Ralph
Sherwin**
Today Rather Than Tomorrow

Mission Statement

'Our school is a little bit of heaven on earth. It is a Christ centred community where we are the people and Jesus is the love, the care and the courage.' (Pupils)

St. Mary's offers a unique opportunity to ensure every child is nurtured in their journey of faith, recognising that they are all important and precious and spiritually fulfilled. They are celebrated within an environment which has the Gospel Values of forgiveness, love and kindness embedded into everything that we do. Pupils develop an understanding of communal obligations and personal aspirations to develop their role as global citizens.

We try to follow in Jesus' footsteps through our actions, thoughts and words especially in our charitable efforts in helping those in need within our community and the wider world.

'When we help others, our trust becomes stronger.' (Pupils)

All children have the opportunity to fulfil their God given talents, to be the best they can be. Every child is a dream found in God's heart. They all have a sacred purpose and that is to do something wonderful with their lives. Everyone is unique, we are all equal and we respect each other working in harmony.

'We look after God's world because he made it for us. When I look at the sky I look at God.' (Pupils)

There is no better way of carrying out this intention than by welcoming visitors into our school within the ethos and philosophy expressed in the above Mission Statement.





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Visitors' Policy

Introduction

This document is intended to give informative and friendly advice to all those who enter and use ST Mary's CVA.

The protocol is also intended to ensure that everyone knows the procedures, class lessons are not interrupted, pupil's safety is guaranteed and our relationships with the neighbouring community is not compromised by visitors parking and restricting access to their property.

General Overview

All visitors must report to the school office, give their names, company and purpose of visit.

From there they will be directed to sign in electronically and read the accompanying safeguarding information. Once they have completed the electronic signing in they will receive a name badge which must be worn at all times. Upon departure they will sign out electronically.

Any visitor not wearing a badge will be challenged by staff.

Staff not challenging unidentified visitors will be neglecting their duty to ensure school security and pupil safety.

Remember that infrequent visitors, even parents, volunteers etc. will not be known by all staff and therefore need to be wearing a badge.

Each one of us must be vigilant and report any queries or concerns to a member of staff.

No occasional visitor should be issued with keys by any member of staff.

Occasional visitors should not wedge doors open for their convenience e.g. workmen wishing to bring equipment into school. Workmen coming onto site should be asked about their requirements for door access etc. – if constant access is needed they will have to come to an agreement with the management.

Parents as visitors

Parents who bring pupils into school after the start of the school day due to hospital, dental appointments, lateness etc. need to go to the school office.

Their child will then be taken to the appropriate class.

They must not – leave their child without seeing the secretary or someone in authority thus ensuring that their child has been handed over into the safety and care of a member of the school staff.

Polite Note

Parents must always follow the signing in procedures, if they have an appointment with a member of staff.



St. Marys Catholic Voluntary Academy
Longlands Road, New Mills, High Peak, SK223BL
info@st-marys-pri.derbyshire.sch.uk
Company Number 7937154



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Catholic Multi Academy Trust



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Parents and carers must not walk through the building without reporting to the school office or enter classes during lesson times without prior arrangement, as this could be detrimental to the balance of lessons and the concentration of pupil's and staff alike.

If parents wish to discuss issues with staff they should make an appointment.

Staff are always happy to meet parents and carers after school.

Please avoid lengthy discussions with staff before school as they need to prepare for the children.

St. Mary's CVA Visitor Policy

Parents as volunteers

Parents are welcomed into school to assist as volunteers. Parents who are assisting in school as volunteers must follow the signing in process as above.

They may then proceed to the class in which they will be working, which will be by prior arrangement.

Important to note

Regular authority visitors such as Occupational Therapists, Physiotherapists, Speech Therapists, Connexions Advisors, Educational Psychologists, Social Workers, Complex Special Needs Team etc. should be wearing the standard Derbyshire County Council visitor's identification badge which states their details and is worn on a ribbon around the neck. They will also follow the same procedure using electronic signing in.

After school hours

St. Mary's CVA has frequent visitors after the official school day i.e. 3.20pm.

Workmen will generally ask for the assistance of the caretaker. It is the responsibility of the member of staff or caretaker to ask these visitors to follow the protocol above, as staff and pupils may still be on site due to after schools' clubs and extended schools' projects.

Therefore, it is important that **ALL staff** are knowledgeable about the Visitors policy. There are also community users which utilise Saint Mary's School's facilities e.g. Parent and Toddler group, 'Little Jules' wrap around club, and Out of School Club.

These groups should remain in the designated areas of the school.

Persons attending the Parents and Toddler group can be identified by their own group sticker.



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