



# **St Mary's Senior School**

## Parents' Handbook

### 2023-24

## Welcome

At St Mary's we are committed to ensuring the happiness and success of every one of our students. Our girls flourish when their individual talents are recognised and nurtured developing their confidence and self-belief. Although St Mary's girls are expected to work hard, they have fun at the same time!

Our students achieve outstanding academic results while also excelling in many other fields, they make the most of the myriad of opportunities on offer to develop their interests and talents; learning to succeed in whatever they choose to pursue.

We enjoy working with our students, getting to know them, and their families too. When a student joins the school, we make sure that there are plenty of early opportunities to get to know other students – particularly in her year group – as well as the Buddy who will support her throughout Year 7. It is surprising how quickly our new girls begin to feel at home at St Mary's!

We hope that each student will enjoy life as a St Mary's girl and that they will take fond memories of their school years as well as the confidence, skills and strength of character to make a success of adult life.

**MISS ANWEN JONES**

Head of Senior School

## Contents

Page 4

The school day

Page 5

Academic curriculum

Page 9

Extra-curricular opportunities

Page 12

Pastoral care

Page 17

Communication and events

Page 21

Travelling to and from and visiting school

Page 22

Absence and medical

Page 25

Uniform

Page 26

ICT

Page 27

School affiliations

Page 28

Policies, complaints, staff and Governors

Page 30

Contact us

## The school day

8.50am	Registration
8.55am	Assembly or form time
9.10am	Lessons 1A and 1B
10.10am	Morning break
10.25am	Lessons 2A and 2B
11.25am	Lessons 3A and 3B
12.30pm	Lunch
1.30pm	Registration
1.35pm	Lessons 4A and 4B
2.40pm	Lessons 5A and 5B
3.40pm	End of school day

## **Lunchtimes**

Our catering contractor, Holroyd Howe, provides the girls with a two-course lunch every day. Meals are varied and nutritionally balanced and, on occasion, devised to complement events or topics being studied in school. The forthcoming week's menu is on the school website.

If your daughter would prefer a vegetarian meal or has food allergies, please notify the school in writing so that we can make sure that we provide suitable food.

## **Homework Club**

Students may take advantage of supervised study time after school Mondays to Thursdays until 4.45pm. There is a small charge for the session which is added to the fee bill. Please contact the Senior School Office for further information.

## **Academic curriculum**

Our academic curriculum is at the centre of the St Mary's education and is designed to encourage girls to engage with their lessons and maximise their learning.

Most subjects are taught in tutor or house groups in Years 7, 8 and 9, although Maths is set early in Year 7 so that girls can work at the pace that best suits them.

In Year 7, students have the access to a broad curriculum offering. English, Science and Maths are core subjects, but students learn French, German and Spanish before selecting one language to study. They will also study History,

Geography, ICT, Arts, Music, Latin, Classical Civilisation, Drama, Religious Studies, PE, Textiles and Food and Nutrition. All of these subjects have the option for further study at GCSE level.

## **Scholars**

St Mary's is a school committed to encouraging, developing, and celebrating excellence.

St Mary's scholars – Academic, Art, Music, Drama, Games, Sports Excellence, STEM and All-round Scholarship (Miss Comrie) – are recognised throughout their time at the school and are offered opportunities to develop their talents within school and beyond; in return, their contribution to the rich and vibrant life of St Mary's is welcomed. Scholars are subject to an annual review, which is usually a formality when a student has done her best to uphold the conditions of the scholarship. However, where the student fails to meet the expectations of a scholar in terms of effort, a scholarship can be withdrawn at the end of an academic year.

Each scholar is expected to act as a role model for other students, demonstrating a positive approach in lessons, taking a lead in relevant events and activities, representing the school at Open Days and external events and at all times acting as an ambassador for St Mary's.

## **Inclusion**

The curriculum in our school is designed to provide access and opportunity for all students. Those identified with special

learning needs, ie Special Educational Needs and Disabilities (SEND), English as an additional language (EAL), or who are especially able and talented are supported primarily through differentiation. Our approach is three-tiered comprising classroom differentiation, group intervention and one-to-one support usually taking place at lunchtimes. Students on our learning support register have a plan, which identifies areas and targets upon which to focus. Regular meetings are held with the parents to ensure that the student, parent, and school are working together to meet the needs of the individual.

## **The Arts**

St Mary's has a strong tradition of Performing Arts, with a superb whole-school production every two years.

Music is very important to life at St Mary's. Girls in Years 7-9 have specialist lessons and Music is a popular choice for GCSE, with an excellent success rate. A third of Senior School students learn an instrument. Our established team of experienced instrumental teachers offer lessons on the flute, oboe, clarinet, saxophones and brass, violin, viola, cello, guitar (acoustic and electric) drums, piano and voice. Lessons on other instruments can be arranged if there is a demand. The teachers prepare and enter those students who wish to apply for Associated Board, Trinity/Guildhall and Rock School examinations.

Students in Years 7, 8 and 9 study the basic skills in Drama that will equip them for further study at GCSE or give them the confidence they need to go out into the world and deal with the people and situations they will meet.

Art at St Mary's is of a very high standard. Our lively studio is the perfect creative environment for St Mary's artists to refine their ideas and use a range of media to create artworks that are intelligent and considered.

## **Technology**

ICT is studied by students in Years 7, 8 and 9 and ICT is offered as a GCSE option.

Practical skills in Textiles are taught from Year 7 through to Year 9. Fashion and Textiles is a popular option at GCSE.

All students in Years 7, 8 and 9 study Food Nutrition. Students learn a wide range of practical and organisational skills, enabling them to produce high quality food products, which meet national targets and encourage good health. Hospitality and Catering is offered in Years 10 and 11.

## **Physical Education**

The PE Department encourages all students to achieve their own potential and look to develop enjoyment and enthusiasm through the wide variety of activities on offer at St Mary's. Our motto is that enjoyment is as important as excellence! As well as timetabled PE lessons, a range of clubs take place at lunchtimes. Girls of all abilities are welcome, as are those who wish to improve, or just to enjoy the activity without wanting to participate in fixtures.



## **Homework**

Homework will be set on Microsoft Teams. Form time will be used to help students organise themselves with the work that needs to be completed. It is recommended that students try to complete homework at the same time each day in a quiet place, free from distraction. Students are encouraged to plan to make the best use of time.

## **Extra-curricular opportunities**

There are many chances for girls to become involved in activities outside of the school curriculum.

## **Enrichment**

All students participate in a carousel of Enrichment activities as part of their timetable at St Mary's, from first aid and craft club to school radio and engineering, and trips abroad take place all year round to complement the curriculum. Two Enrichment sessions every week are set aside for students to either participate in the carousel as a member of their House or opt for a PE or Music enrichment activity. Students are encouraged to try something new which contrasts with any other activities they might be already involved in. There are also a wide range of optional lunchtime clubs and activities; opportunities available range from learning Japanese or crochet, to being a member of the Eco Team or running the school radio. As many students travel to school by school bus or public transport, clubs and activities are not scheduled after school, apart from sport training sessions and matches.

Trips abroad bring studies to life and are often cross-curricular, such as the History and Religious Studies visit to Krakow. A popular ski trip is arranged every other year. Students also benefit from further enhancing their wellbeing - both mind and body - by engaging in activities that are designed to be calming, skilled and challenging.

### **Activities Week**

Broadening horizons is the aim of St Mary's Senior School's annual Activities Week. Whether travelling across Europe or closer to home, every student takes part in cultural visits, excursions and challenges designed to bring an extra dimension to their studies and to develop their general understanding of the world.

### **Instrumental lessons**

The school has a team of peripatetic music teachers, who teach a variety of orchestral instruments, as well as voice. Music lessons are scheduled during the school day – lessons are missed in rotation. To arrange music lessons, parents should contact the relevant peripatetic music teacher directly – contact details will be distributed at the new parents and student induction.

### **Houses**

The House system at St Mary's aims to engender a sense of identity in the school, to encourage teamwork across the year groups and to foster respect between the students.

When joining St Mary's, every girl and every member of staff is allocated to one of the four houses: Abbeygate, Balkernegate, Headgate and Scheregate. Students and staff remain in their houses throughout their time at St Mary's. House badges are part of the school uniform. Each house has its own House Officials.

The houses compete during the year at various sporting and fun events (including Sports Day) and throughout the year house points are awarded for:

- Good pieces of work, Perseverance in coping with a subject they may find challenging
- Consistent effort over time, exceptional helpfulness
- Significant improvement in any area of school life

## **Positions of responsibility**

There are numerous positions of responsibility available to the girls, which help develop their leadership skills and foster team spirit.

Girls in all year groups have the opportunity to become form and deputy form captains, Eco reps, School Council members. In addition, students in Year 10 and 11 can become Listeners, members of the Round Square Committee, STEM Ambassadors, House Officials, Prefects and School Games Captain.

Head Girls are selected following our Head Girls Hustings and interviews with the Head of Senior School, Head of Year 10 and current Head Girls. Head Girls are involved in key roles

representing St Mary's, such as welcoming visitors at the new Year 7 inductions, giving speeches at our end of year celebration events and assisting with Open Days.

## Pastoral care

At St Mary's, we are committed to providing your daughter with an education that will prove to be a solid foundation for a whole lifetime of personal fulfilment.

For young people to thrive, learn and achieve, they must feel content, relaxed and secure. At St Mary's each individual is known and understood and there is a culture in the school community – our staff as well as our students – of caring for each other, celebrating successes and working through difficulties. In this environment, our young people develop the strength of character, resilience, and the self-confidence they need to make the very most of the life that lies ahead.

We strongly believe that the best success is when school, students and parents/carers work together.

The School undertakes to provide:

- A safe environment where students feel secure and listened to
- A high standard of education, which acknowledges the requirements of National guidelines, within a balanced curriculum
- The expectation that all students should make progress in line with their own abilities
- Regular opportunities for you to share the progress of your daughter, through sharing of work, parents' evenings, and school reports

- Each year group will have a parents' evening, interim report and full report.
- A PSHE programme to support the girls in making appropriate choices in a range of moral, social and health-related matters
- Opportunities for students to participate in extra-curricular activities to broaden their learning experiences
- A consistent form time programme, making the most of every part of the day

We expect parents to agree that they will do all they can to ensure that their daughter:

- Understands that the school expects them to give their best at all times
- Attends school at all required times, and is not absent for reasons other than ill health and in circumstances agreed with the School
- Always arrives at School punctually, unless extenuating circumstances prevent this
- Complies with the school uniform requirements, and is in full school uniform on her journey to and from home
- Maintains the highest standards of behaviour at all times
- Completes home learning to an acceptable standard in an environment of calm
- Develops a positive attitude to her peers regardless of gender, race, culture, belief, value, age and need
- Arrives at School with the appropriate books and equipment (including that required for PE)
- Respects school equipment

We ask that parents also:

- Telephone the Senior School Office by 9am on the first day of any unexpected absence their daughter may have, explaining the nature of the absence and the length of time their daughter is likely to be away from school
- Contact the school to share information that may impact on wellbeing
- Support the school's policies on behaviour and anti-bullying
- Ensure that all school documents are returned promptly, including electronic responses
- Ensure that school books are treated with respect and returned at the end of the academic year.
- Avoid taking holidays during term time
- Written permission must be sought from the Head of Senior School for any absence required from school, stating the reason

## **Students' wellbeing**

In our friendly and warm community, each girl is known, valued and cared for as an individual. As a relatively small school, with a staff dedicated to meeting the needs of each and every student, we are able to focus on ensuring that girls at St Mary's have a very happy school experience and leave us with the confidence and the skills to make the most of the life that lies ahead. Wellbeing is 'taught' in a variety of ways; students gain a better understanding of wellbeing through school assemblies and form activities. Resilience is also enhanced as it is incorporated through the curriculum in

individual subject areas and on school trips, including activities week.

At St Mary's mental health and wellbeing is at the forefront of our agenda and we are always looking for new ways to support our students and parents. As a result of this we have recently been awarded Anti-bullying Ambassador Status from The Diana Award. The programme's trainers work with students aged 11-15 to change the attitude surrounding bullying and has a strong peer-to-peer focus, with trainers giving young people the skills and confidence to become Anti-Bullying Ambassadors within their schools.

St Mary's is proud to be a 'Girls on Board' school. That means that when our girls experience some turbulence in their friendships – which is inevitable from time to time – we take an empathy-based approach to supporting them. The approach is described in more detail on the [GirlsonBoard.co.uk](http://GirlsonBoard.co.uk) website and key members of the St Mary's staff are fully trained. Girls on Board has won many national prizes since its creation in 2017 and has been adopted by over a thousand schools worldwide. It has proved to be a very effective way of creating lasting harmony amongst girls in school and St Mary's is committed to its use.

The School have also invested access to the Teen Tips Wellbeing Hub, a website for students, parents and teachers that provides a wealth of resources and information, including webinars and podcasts. If parents would like further information and/or to register for the site, then please see the Teen Tips website or contact Assistant Head Pastoral, Miss Crewe via the St Mary's School app.

## **PSHE**

Our Personal Social Health Education programme continues throughout the school and aims to develop communication, social and life skills so that students leave St Mary's as confident, articulate, mature young women, with high self-esteem. These qualities stand them in good stead throughout their lives and are valued by employers. Careers advice is also given and there is preparation for further education, ensuring a smooth transfer to the sixth form of each student's choice.

## **Conduct**

Students are expected to conduct themselves in line with the few 'school rules' that we have in place. We aim to provide a caring, friendly and safe environment, ensuring the wellbeing of all members of the community. Students have the right to feel safe at school. Bullying at St Mary's will not be tolerated and any incidents that are reported to us are dealt with in line with the school policy (this can be found on the school website or via the St Mary's app). Incidents of bullying are extremely rare in this school, but we must never be complacent and think it would never happen here. Bullying is defined as an action that is repeated over time and that intentionally hurts another student or group physically or emotionally. The term bullying is sometimes used inappropriately; it is important that students, staff and parents understand the correct meaning, so that we can all work together in the interests of all students.



Further information can be found via the St Mary's school app or in the parents' portal on our website

[www.stmaryscolchester.org.uk/current-parents](http://www.stmaryscolchester.org.uk/current-parents)

## **Buddies and Listeners**

Girls joining St Mary's have the support of a 'Buddy' – a student in Year 8. The Buddies take their roles seriously and carry them out with pride. They lend a helping hand or provide a friendly smile and generally help new students to settle. Buddies participate in a programme of activities throughout the year to help them integrate and share in the new experiences they are having at St Mary's.

Girls in Years 10 and 11 act as peer counsellors – 'Listeners'. They are elected and trained to support pastoral care at St Mary's, volunteering during breaks and lunchtimes to support others in whatever way is required.

In addition to the school 'Buddies' and 'Listeners', there are many people to whom girls and their parents can turn for help if they have any questions or concerns. All staff at St Mary's are dedicated to our students' wellbeing and parents' peace of mind.

## **Communications and events**

At St Mary's we pride ourselves on excellent communication with parents.

## **Point of contact**

For any queries or concerns, in the first instance, you should speak to the Form Tutor who will direct you to the correct member of staff. For pastoral issues it will be Form Tutor, then Phase Lead or Assistant Head (Pastoral). For academic issues it will be the subject teacher, then subject lead, Faculty Head or Assistant Head (Academic). They can be contacted via the St Mary's school app.

## **Reports and Parents' Evenings**

Staff at St Mary's are committed to keeping parents informed of their daughters' academic progress. The school provides a Parents' Evening, an Interim report and full report where each member of staff who teaches a student writes a report on their progress.

Tutor and Parent Evenings (Pastoral Evenings) for Years 7 and 8 take place in the Autumn Term giving parents the opportunity to meet their daughter's Tutor to discuss how she is settling in.

Subject (Academic) Parents' Evening for Year 7 will take place in March. This is when subject teachers will be available by appointment, for parents to discuss their daughter's progress in each area of the curriculum.

## **PTA**

St Mary's has an active Parent Teacher Association, which organises at least one social or fundraising event for the whole school each term.

Membership of the PTA is automatic and parents are kept informed via the St Mary's app and by letter, of the various PTA events.

Parents who would like to help organise PTA events are encouraged to join the PTA committee, who can be contacted by emailing [sms.colchester.pta@gmail.com](mailto:sms.colchester.pta@gmail.com) The committee meets on one evening each half term to plan events.

## **School trips**

Activities are organised each term for every year group and are designed to inspire the girls, or to support and extend curriculum studies.

We try to ensure that all girls take part in at least one theatre and gallery trip during their time at the school.

## **Key events**

We enjoy welcoming friends and family members into school on a regular basis for events. These include our Carol Service, Fashion Show, Sports Day, PTA events such as the Summer Fete, and our annual Prize Giving celebrations.

Details of events are communicated via the St Mary's school app.

### **Email communications**

Parents can contact teachers directly by messaging via the St Mary's school app by typing the surname of the member of staff in the search box.

### **School App**

St Mary's has a school app through which parents are sent communications such as calendar dates, notices, school trip messages and news stories. Parents are able to contact relevant staff directly through the messaging system on the app.

### **Website**

The school website is a great source of information on all sections of St Mary's School. It also includes school policies and the latest news.

The Parents Portal can be found at [www.stmaryscolchester.org.uk/current-parents](http://www.stmaryscolchester.org.uk/current-parents) and contains useful information such as school day timings, key dates, menus, uniform guide and online shop, curriculum and news. This information can also be accessed via the St Mary's app for parents when their daughter joins the school.

## **Social Media**

You can follow us on Twitter(@stmaryscolch), Facebook (stmarysseniorschoolcolchester) and Instagram (@StMarysColchester)

## **Travelling to and from and visiting school**

We appreciate parents' courtesy when bringing their daughters to school, collecting them or visiting during the school day.

### **Visiting the school during the school day**

During the school day, all visitors, including parents, must enter the school via the main entrance and report immediately to the School Office. It is not permitted for visitors to be on site if they have not first signed in at the Senior School Office.

### **Travel to and from school**

Year 7 parents may drop off and collect their daughters in the school grounds for the first few weeks of term. After this point we ask parents not to come onto the school grounds when dropping off or collecting their daughters. This is for the safety of students and others on site.

The school runs its own transport service and several commercial bus companies also operate routes serving St Mary's from a wide area – please see the school website for an updated list. Parents should contact external transport operators directly to enquire about available places and costs.

For information about St Mary's own school transport, please visit our website or email [transport@stmaryscolchester.org.uk](mailto:transport@stmaryscolchester.org.uk)

## Absence and medical

It is important that our school records are complete and up-to date, in case we need to contact parents urgently. Please notify the School Office straightaway if there are any changes.

### **If your daughter is unwell**

If your daughter is unwell and will not be in school, please telephone the Senior School Office by 9am. If she has vomited, she should be absent from school for 48 hours to ensure that she has fully recovered before returning. Students who are ill during the school day are looked after in the medical room until parents can collect.

### **Illness at school**

If your daughter is ill during the school day she will be looked after in the medical room and you will be telephoned to collect her.

### **Other absences**

If your daughter is to be absent for any other reason (for example, medicals, holidays) please contact the Head of Senior School, to request a leave of absence either by letter or email, [seniorschool@stmaryscolchester.org.uk](mailto:seniorschool@stmaryscolchester.org.uk), as the school is required to keep a record. Similarly if your daughter leaves the school during the day (for example, for a dental

appointment), she must sign out at the office and then sign in again on her return.

## **Medicines**

Parents are welcome to send into school any specific medication their daughter might need, which is always kept safe in either a locked cabinet or a fridge in the Senior School Office.

The parent of a child who requires an inhaler or an epi-pen must submit a Health, Care Plan. These can be obtained via your doctor or clinician.

## **Allergens**

Our school caters for students with sensitivity to allergens and other intolerances. Please ensure that you complete and sign the 'Allergens and Intolerances' form when your daughter joins the school. If your daughter has no allergens or intolerances, please still complete the form with her name and stating 'Not Applicable', to complete school records.

## **Asthma**

The school's policy for the care of medically diagnosed asthma is available on the school website and has been devised with the help of health professionals and advice taken from the Asthma UK site. Once a student has been diagnosed as suffering from asthma, it is the parent's responsibility to notify the school immediately so that the school can undertake to obtain further information regarding their

daughter's medical needs. A medical questionnaire will then be sent to parents for completion and returned to the school.

Parents must ensure:

- That their daughter carries her inhaler with her at all times.
- They provide the school with spare medication to be kept in the First Aid Room.
- They regularly check their daughter's medication for 'use by' date, replacing it as and when necessary. The school will undertake the responsibility to check the medication kept in the First Aid Room. (Please note that all medication will be returned to students at the end of the academic school year. We would expect parents to return replacement in date medication at the beginning of the next school year.)
- In the event of a school trip/activity off site, the parent will provide their daughter with their regular preventer. The students will be supervised using this twice daily.
- Students will be expected to carry their own asthma medication, and administer this as and when they feel it is necessary.
- Teaching staff are aware of the need for a student to leave class to take her medication as and when required.
- A spare inhaler will be kept in the First Aid Room, to be provided by the parent, for use in emergencies.
- Unless previously discussed with the Head of the Senior School, NO preventer inhalers are to be kept at school, or with the student – these include Qvar, Glenil Modulite, Becotide, Pulmicort, Seretide,



Flixotide and generally any non-blue coloured inhalers.

Unless directed by a health professional, we would not expect a child to check their peak flows while at school.

In the event of emergency treatment being needed, this will be carried out as detailed on the Asthma UK Attack Card, a copy of which can be obtained from Asthma UK. If your daughter suffers from this condition, please ensure that you have completed and signed the 'Asthma Procedure' when she joins the school.

## Uniform

Students in all sections of the school at St Mary's wear the uniform with pride and enjoy the sense of belonging it brings.

### **Senior School uniform**

The Senior School uniform is practical, easy to care for, smart and stylish.

It is essential that all items of clothing are named. School jackets should be worn at all times. Please note that jewellery is not allowed (this includes items such as friendship bracelets, colourful hair bands or clasps), with the exception of plain stud earrings or small sleepers. Further information can be found in our Uniform guide.

### **Uniform guide**

Our Uniform Guide will be sent as soon as the final new uniform lists are confirmed and will then be available in the St Mary's app and on our website.

We will specify which items can be ordered online through School Colours and which can be purchased elsewhere and will note where items are optional.

### **Care of Property**

Expensive items should not be brought to school. There are bins for lost property in the Turrets cloakroom. (Most lost items usually re-appear eventually.)

### **ICT**

Technology plays a large part in our students' education and they are taught to make use of its benefits, while remaining safe. School policies are available on the school website at [www.stmarycolchester.org.uk](http://www.stmarycolchester.org.uk) or via the St Mary's school app.

Student online safety is of the utmost importance and students are taught through ICT and PSHE lessons and Phase Assemblies about the dangers that can be associated with being online.

The school has up-to-date ICT suites and a fully filtered school wide Wi-Fi network that students can access from their own iPads. All subjects make use of learning with an iPad as an integrated part of many lessons. iPad access is restricted to use within lesson time only and this is at the discretion of the teacher.

All students have access to their own school email account and an Office 365 account which incorporates 1TB of online cloud storage.

All homework is set through Microsoft Teams, this platform is also used for messaging classes, lesson content delivery and a way for students to submit online work.

All students are required to sign a Student Acceptable Use Agreement which outlines their responsibilities when using ICT both in and out of school.

## School affiliations

St Mary's school is affiliated to several organisations, which enables us to share expertise with other high achieving, like-minded schools.

### **Girls' School Association**

St Mary's is a member of the Girls' School Association (GSA), which represents the heads of many of the UK's top performing independent day and boarding schools. The GSA has an international affiliate membership and is a member of the Independent Schools Council. Membership of the GSA enables St Mary's to stay in the forefront of girls' education. For more information, please visit [www.gsa.uk.com](http://www.gsa.uk.com)

### **Independent Schools Association**

St Mary's is a member of the Independent Schools Association (ISA) which is one of the oldest of the independent schools' organisations. ISA provides access to a wide range of membership services, with our pupils being able to enjoy an extensive programme of local and national Sporting, Arts and Cultural events. Professional support is accessible, with training opportunities available to further enhance all that is offered at St Mary's. For more information, please visit [www.isaschools.org.uk](http://www.isaschools.org.uk)

## **Round Square**

St Mary's is a Global Member of Round Square. This is a prestigious network of over 200 schools in 50 countries, all of which take a holistic approach to education, based on six 'Ideals of Learning' - Internationalism, Democracy, Environmentalism, Adventure, Leadership, Service - first put forward by the German educational philosopher Kurt Hahn in the 1960s. Membership of the Round Square network offers St Mary's a framework for excellence and continuous improvement, as well as opportunities to collaborate and share experiences with like-minded peers around the world. For more information visit [www.roundsquare.org](http://www.roundsquare.org)

## **Other affiliations**

St Mary's is also recognised as an Ambassador Eco-School, an International School, a National Healthy School, and holds the Artsmark award.

## **Policies, complaints, staff and Governors**

School policies are available on the school website [www.stmaryscolchester.org.uk](http://www.stmaryscolchester.org.uk) or via the St Mary's app

## **School policies**

School policies are available on our website and through the St Mary's app. Paper copies of any policy can be obtained from the School Office, however, policies may change due to regulatory requirements, so the online version is always the most up-to-date.

## **Complaints**

At St Mary's we pride ourselves on our 'open door' policy and parents' concerns are usually dealt with in an informal way. However, if you feel you have a complaint, please follow the school's complaints procedure which can be found on the school website [www.stmarycolchester.org.uk](http://www.stmarycolchester.org.uk) or via the St Mary's app.

## **Key staff and Governors**

A full and up-to-date list of staff and Governors can be found on the school website [www.stmaryscolchester.org.uk](http://www.stmaryscolchester.org.uk) or through the St Mary's app.

**Acting Chair of Governors:** Mr Graeme Lambert and Mrs Mel Loxley

**Principal:** Mrs Nicola Griffiths, MA, PGCE, NPQH

**Head of Lower School:** Mrs E Stanhope, G Mus PGCE NPQH

**Head of Senior School:** Miss A Jones, BEd (Hons) NPQH

**Head of Finance and Operations:** Mrs Elizabeth Bevan, BSc, ACA

## Contact us

**Lower School Office:** for current parents via the St Mary's app messages to Lower School Office – St Mary's or [lowerschool@stmaryscolchester.org.uk](mailto:lowerschool@stmaryscolchester.org.uk), or on 01206 211242

**Senior School Office:** for current parents via the St Mary's app messages to Senior School Office – St Mary's or [seniorschool@stmaryscolchester.org.uk](mailto:seniorschool@stmaryscolchester.org.uk), or on 01206 572544

**Finance:** [accounts@stmaryscolchester.org.uk](mailto:accounts@stmaryscolchester.org.uk), 01206 572544

**Registrar, Justine Tierney:**  
[registrar@stmaryscolchester.org.uk](mailto:registrar@stmaryscolchester.org.uk), 01206 594256

**St Mary's Kindergarten and Lower School:** 247 London Road, Copford, Colchester, Essex, CO3 8LT

**St Mary's Senior School:** 91 Lexden Road, Colchester, Essex, CO3 3RB