



St Mary's Catholic School

Benton Park Road, Newcastle upon Tyne. NE7 7PE

where everyone can succeed



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Dear Parent/Carer,

As Key Stage Leaders here at St Mary's, we would like to take this opportunity to introduce ourselves and to share with you some important pastoral information at the start of this new school year.

In our role as Key Stage Leaders, we lead the pastoral team in order to provide excellent care and ensure that all of our students are happy, safe and are achieving their full potential. Our most important responsibility is the safeguarding of all of our students and staff. As a key part of our ongoing safeguarding work and commitment to keeping all of our students safe, students regularly receive Safeguarding lessons as part of the Pastoral Programme. We also deliver assemblies to all year groups with a safeguarding focus throughout the year. Last year we also introduced parent information sessions which were a huge success and we will continue to develop this support for parents. Further details of these parent events will follow later this year. Should you ever have any concerns about your son or daughter, or indeed any other child in school, at any point during the year then please share them with us at the earliest opportunity and if you have any questions relating to this area of school life, please do not hesitate to get in touch.

Another important aspect of our work is to ensure excellent punctuality and attendance across all key stages. In order for our students to achieve their full potential academically and holistically, it is essential that they maintain high attendance. The success and achievement of our students is only possible when school and parents work effectively together. On days of unavoidable absence, we ask that parents call the main school office before 8:40am and do this on each day of subsequent absence. Should you require a planned absence for your child, you can submit a leave of absence request to your child's Head of Year. However, these will only be authorised in exceptional circumstances and should be submitted with at least 4 weeks notice.

As well as having excellent attendance, it is equally important that students arrive at school on time each day. Students must be in the school building by 8:40am at the latest, which allows for a purposeful and prompt start to assemblies and registration time. The punctuality of our students is excellent, however should any student persistently arrive late for school they would be sanctioned. We ask for your support with ensuring your child is punctual each day.

We have been very impressed by the excellent start that our students have made and we are looking forward to all of the opportunities, achievements and successes to come this new school year.

Thank you for all of your continued support in all areas of school life.

Yours sincerely

Miss Largue
Key Stage 3 Leader

Mr Tait
Key Stage 4 Leader

Mrs McEwan
Key Stage 5 Leader