



ST MARY'S SCHOOL
H A M P S T E A D
Independent Catholic Preparatory School



Information Booklet

LIST OF TRUSTEES AND GOVERNORS

Trustees

D H Rands (Chairman) Esq
K Wilkins (Treasurer) Esq
Mrs M Jeffrey
P Minns Esq
K Murphy Esq

Governors

Mrs M Jeffrey (Chair)
Mrs K Jeffrey
Mrs C Spinner
Sr P Harriss CJ
Mrs S Mc Carren
K Wilkins (Ex-Officio) Esq
Mrs E Evans
Miss D Rowa
P Dougall Esq
D H Rands Esq
Mrs A Granger



Headmistress Miss Angela Rawlinson, B.A., M.A.(1st class Hons).
Dip. Tchng, NPQH, CTC

Deputy Head and ICT Co-ordinator
Mrs Madeleine Campbell, B.Sc. (Hons) PGCE

Nursery Department

Head of Foundation Stage & Key Stage 1 Co-ordinator:
Mrs Amanda Jennings, NNEB, Montessori Dip., B.Ed. **

Nursery:
Miss Miriam Daoud, B.Sc. (Hons) PGCE
Miss Una Kiernan, B.Sc. (Hons) PGCE
Miss Veronique Warman, B.Ed.
Mrs Christine Edwards, NNEB
Ms Romona Greene, NNEB; Spec. Teach. Assist. Cert.
Miss Anna Kozłowska, NNEB
Miss Janey Vincent, NVQ L3
Miss Sharmila Bhudia, NVQ L3

Supply Staff
Reception H: Mrs Patricia Hunt, B.Ed. (Hons), CTC
Mrs Louise Shaer, NNEB Montessori Dip.

Reception E: Miss Nicky Eaglesham, B.Ed. (Hons), QTS
Miss Monika Budnicka, NNEB

Pre-Prep Department

Year 3W: *Miss Amanda Winsloe*
Year 3M: Miss Colleen Mackay, B.Ed, B.A.
Year 4B: Miss Vanessa Brooks, B.Sc.(Hons),PGCE
Year 4R: Miss Antonia Richards, B.Soc.Sc (Hons), PGCE
Year 5G: Miss Helen Griffiths, B.Sc. (Hons), PGCE
Year 5H: Miss Teneka Hall, B.Sc., B.A. Grad. Dip. Primary Ed.
Year 6G: Mrs Eileen Garwood, Cert.Ed. CTC
Year 6O: Miss Sharita Oomeer, B.A. (Hons), PGCE
** Mrs Claire Asare-Archer, B.A. (Hons), QTS

Learning Support

Head of Learning Support: Mrs Catherine Keane, Cert.Ed., CTC, Dip.Remedial Sp, RSA.
Dip.Spld, Cert. (SEN), Phono-graphix Therapist

Learning Support Teacher: Mrs Francesca Summerfield, M.A., B.Ed. (Hons),
OCR Cert. Spld.

Learning Support Teacher: Miss Kathryn O'Connell, Cert. Ed., CTC.OCR, Cert. Spld.,
OCR Dip.RSA
Mrs Martina Magee B.Ed (Hons), PGCE



TEACHING, TECHNICAL AND SUPPORT STAFF

Head of Music:	Mrs Pamela Day, GLCM, LLCM, ALCM
Head of Art, Design and Technology:	Miss Tunjay Fehmi, B.A. (Hons)
Head of French:	Mrs Joanna Leigh, B.A. (Hons), PGCE
Acting Head of P.E. and Games:	Miss E Harrison B.HPEd
P.E. and Games Teacher:	Miss L Finch, B.A. (Hons)
Head of Science:	<i>Miss Tarryn Copeland</i>

Peripatetic Staff

Piano:	Ms Bridget Cunningham, B.A. (Hons), ARCM, ALCM, M.A. (Mus)
Piano:	Naomi Edemariam, M.A. (Camb.)
Violin:	Mrs Agnes Szlei-Kiss Dip.Ed. (Mus)
Flute:	Mrs I Bridgham, B.A. (Hons), ARCM

Pastoral Staff

Chaplain:	Father Chris Connor, M.A.
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Admin staff

Bursar:	Miss Charlotte Hall, B.A. (Hons), PGCE
Assistant Bursar:	Miss Audrey Campbell, AAT
School Secretary:	Miss Clair Smith
School Receptionist:	Mrs Josephine Boon
Admissions Secretary & PA to	Headmistress
	Mrs Jane Jones, B.A. (Hons)

Premises Manager	Mr J Davies B.Sc, (Hons)
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Assistant Clerk to Governors	Mrs V Sherwood, B.Soc.Sc. (Hons)
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Names in Italics: long term temporary staff

** Staff on maternity Leave



SCHOOL STRUCTURE

The classes at St Mary's are organised into 3 departments:

Foundation Stage	Nursery	2 yrs 9 months - 4 years
	Reception	4 - 5 years
Pre-Preparatory (Key Stage 1)	Year 1	5 - 6 years
	Year 2	6 - 7 years
Preparatory (Key Stage 2)	Year 3	7 - 8 years
	Year 4	8 - 9 years
	Year 5	9 - 10 years
	Year 6	10 - 11 years

There are parallel classes in each year.

THE SCHOOL DAY

The hours of attendance are as follows:

Monday to Friday

Nursery (2 yrs 9 months - 3yrs)	8.55 am - 12.00 noon
Nursery (3 - 4yrs)	8.55 am - 12.00 noon or 12.30 pm or 3.30 pm

The Nursery is closed on Wednesday afternoons and there is an optional half-day on Wednesdays for Reception (until the term after your child has turned 5 yrs old). The school doors open at 8.00am. All children are expected to have a school meal. These are freshly prepared every day in our school kitchen.

Boys are welcomed in the Foundation classes. Girls transfer to their senior school at 11+. The average class size is restricted to a number that ensures the individual attention essential to academic and personal excellence. There is a very good teacher to pupil ratio.



CURRICULUM

We aim to provide the children in our care with an education that is rich and varied, which places a strong emphasis on high academic achievement and which meets both the National Curriculum and the Independent Schools Curriculum requirements.

We deliver this curriculum in a way which takes account of the individual needs of the child and which will encourage them to discover and develop their maximum potential.

The curriculum that has been developed at St Mary's School encourages every child, at every stage of their learning, to develop their individual talents and particular abilities. Teachers plan this curriculum on a half termly basis, breaking that down into weekly plans which ensure a broad and balanced curriculum. Their plans reflect the curriculum attainment targets and also take account of the varied ability levels within the class.

The curriculum that we offer at St Mary's is enhanced by the provision of excellent facilities. We have a wonderful building containing fully equipped classrooms and teaching areas. The well lit Art and Design room, situated at the top of the building, provides a superb teaching area. Our spacious school hall is used for assemblies, concerts and drama productions, gymnastics and indoor physical education teaching and many other extra-curricular activities. We have a separate dining room and all staff share mealtimes with the children. Our Nursery and Reception classes are housed in a more modern section of the school along with a very well resourced science room and 2 individual music tuition rooms. All girls take part in weekly swimming tuition from the age of 7.

The magnificent grounds at St Mary's make us quite unique for an Inner London School. We have a large, secure outside area at the back of the school. This contains mature trees and shrubs set within a large grassed area as well as a full size tennis/netball court, a fish pond and a children's garden and quiet area. Children can and do use all of these areas everyday.

Our focus on providing a well balanced curriculum is evident in the teachers' planning which is displayed outside the classrooms. Children access all curriculum areas at all times. Girls are prepared for their Entrance Exams at 11 and we also take part in the Government Standard Attainment Tasks and Tests at the end of Year 2 and Year 6. Boys are prepared for assessment tests for entry to Preparatory Schools.

Gymnastics is a special strength of our school. We have several gymnastics clubs as well as a gymnastics squad which compete at both national and international level.

"Catholics believe that Religious education is not one subject among many but the foundation of the entire educational process. The beliefs and values it communicates should inspire and unify every aspect of school life. It should provide the context for, and substantially shape, the school curriculum and offer living experience of the life of faith in its practical expression." (The Education Reform Bill - A Commentary for Catholics, Feb 1988)

We believe that God is the centre of all reality and we place God, therefore, at the centre of all our learning and achievement. St Mary's is fortunate to have a beautiful chapel within the school which is much used for individual and group prayers as well as musical activities. Pastoral support is readily available, supported by the School Chaplain.

SENIOR SCHOOL ENTRANCE EXAM RESULTS 2010-2011

The 30 girls in Year 6 have received the following offers:

Belmont	1 place
Channing	17 places
	7 waiting list
City of London School for Girls	6 places
	1 waiting list
Francis Holland	19 places
	3 waiting list
Haberdashers' Aske's	5 places
	1 waiting list
Henrietta Barnet	2 places
Highgate	8 places
More House	2 places
North London Collegiate	6 places
	1 Scholarship (Academic)
Queen's College	11 places
	1 Scholarship (Academic)
	1 Waiting list
Queen's Gate	1 place
Queenswood	1 place
St Helen's	2 places
St. Paul's	1 place
South Hampstead High	11 places
	1 waiting list
St Mary's Ascot	1 place
Tiffin School for Girls	1 waiting list

CONGRATULATIONS GIRLS!!!!



SCHOOLS TO WHICH ST MARY'S PUPILS HAVE GAINED ENTRY

GIRLS

Day Schools

- Alexandra Park
- Belmont
- Benenden
- Camden Girls High
- Channing
- City of London
- Francis Holland
- Godolphin and Latymer
- Haberdashers' Aske's
- Henrietta Barnett
- La Sainte Union Convent
- Maria Fidelis
- More House
- North London Collegiate
- Queen's College
- Queen's Gate
- Queenswood
- Sacred Heart, Harrow and Wealdstone
- St Alban's High School
- St Helen's, Northwood
- St Martha's Convent
- St Michael's Grammar
- St Paul's Girls
- South Hampstead High
- The Masonic School
- The Mount
- The Royal, Hampstead
- Whitefield
- Wycombe Abbey

Boarding Schools

- Abbot's Hill, Hemel Hempstead
- Cheltenham Ladies' College
- Cobham Hall
- St Christopher, Letchworth
- St Edmund's College
- St Leonards, Mayfield
- St Margaret's, Bushey
- St Mary's, Ascot
- St Mary's, Cambridge
- St Mary's, Shaftesbury
- The Princess Helena College
- New Hall, Chelmsford
- Queen Anne's, Caversham
- Queenswood, Herts
- Woldingham

BOYS

- St Anthony's
- Arnold House, St John's Wood
- The Hall
- Highgate Junior
- Lyndhurst
- St Paul's Cathedral School
- Trevor Roberts
- University College School



For the academic year 2011/12 commencing in September the following fee structure applies:

Nursery £2,004 / term (mornings only)
£348 / term for each additional afternoon
Lunch fees are calculated pro-rata depending on the number of afternoons taken.

Reception - Preparatory Departments £3,744 / term
Lunch: £180 / term

The School participates in the Nursery Education Grant Scheme.

Optional extras (A full list is available on request from the School Secretary)

Individual Music Lessons £170 / term

Support Tuition £35 / hour

Registration Fees - £75 / pupil

Deposit - £500

This is due on acceptance of a place and is refunded against the last terms fees.

NOTES

The School will accept payment of all fees by cheque or bankers draft only.

Please make cheques payable to: St Mary's School, Hampstead.

Notice informing the Headmistress of intention to remove a pupil from the School should be submitted in writing on or before the first day of the proceeding term.

A full term's fees may be paid in lieu of such notice. Similar notice or payment in lieu of notice is required for extras specified in an invoice.

All fees are due and payable no later than the first day of the term to which the fee relates.



REGISTRATION AND ADMISSIONS PROCEDURE

REGISTRATION

If you wish to place your child's name on a waiting list for entry, then please complete the attached registration form at the back of this booklet. A non-refundable fee of £75.00 is required for registration. Please note that registering your child does not guarantee a place.

Please send this form together with the registration fee to:

Admissions Secretary,
St Mary's School, 47 Fitzjohn's Avenue, Hampstead, London NW3 6PG

If you require any assistance completing this form please call: **020 7435 1868**

INVITATION TO VIEW THE SCHOOL

Once you have registered your child an appointment can then be made, through the School Secretary, to visit the school and to meet the Headmistress, children and staff.

Most children join us in the Lower School and if this is the case, there is no assessment for entry. Some girls join us in Year 3 and must go through an assessment process. Any entry to year groups in the Upper School (Years 3 to 6) will require an assessment.

St Mary's School offers priority to siblings, Catholic girls and Catholic boys. Please request a copy of our Admissions Policy for further information.

OFFERS OF PLACES

Places are offered during the autumn and spring terms prior to the entry date required. Once a place is offered and confirmed in writing, St Mary's Hampstead requires a deposit of £500 together with a signed Form of Acceptance, which confirms the terms and conditions of agreement and secures the place.

As soon as your child's place has been confirmed you will be sent all of the necessary information about uniform, term dates, medical forms, clubs and activities. New children are invited to an introductory session in the term before joining the school.

SCHOLARSHIPS AND BURSARIES

The school seeks to provide an opportunity for all children to receive the highest standard of Catholic Education. The school is committed to supporting pupils from the wider community who for financial reasons may not consider or have access to participation in independent preparatory school education.

Honorary Scholarships are awarded to both internal and external candidates on entry to Year 3. These are offered on the basis of a girl's performance in an entry examination. Recipients must maintain an agreed level of performance each year.

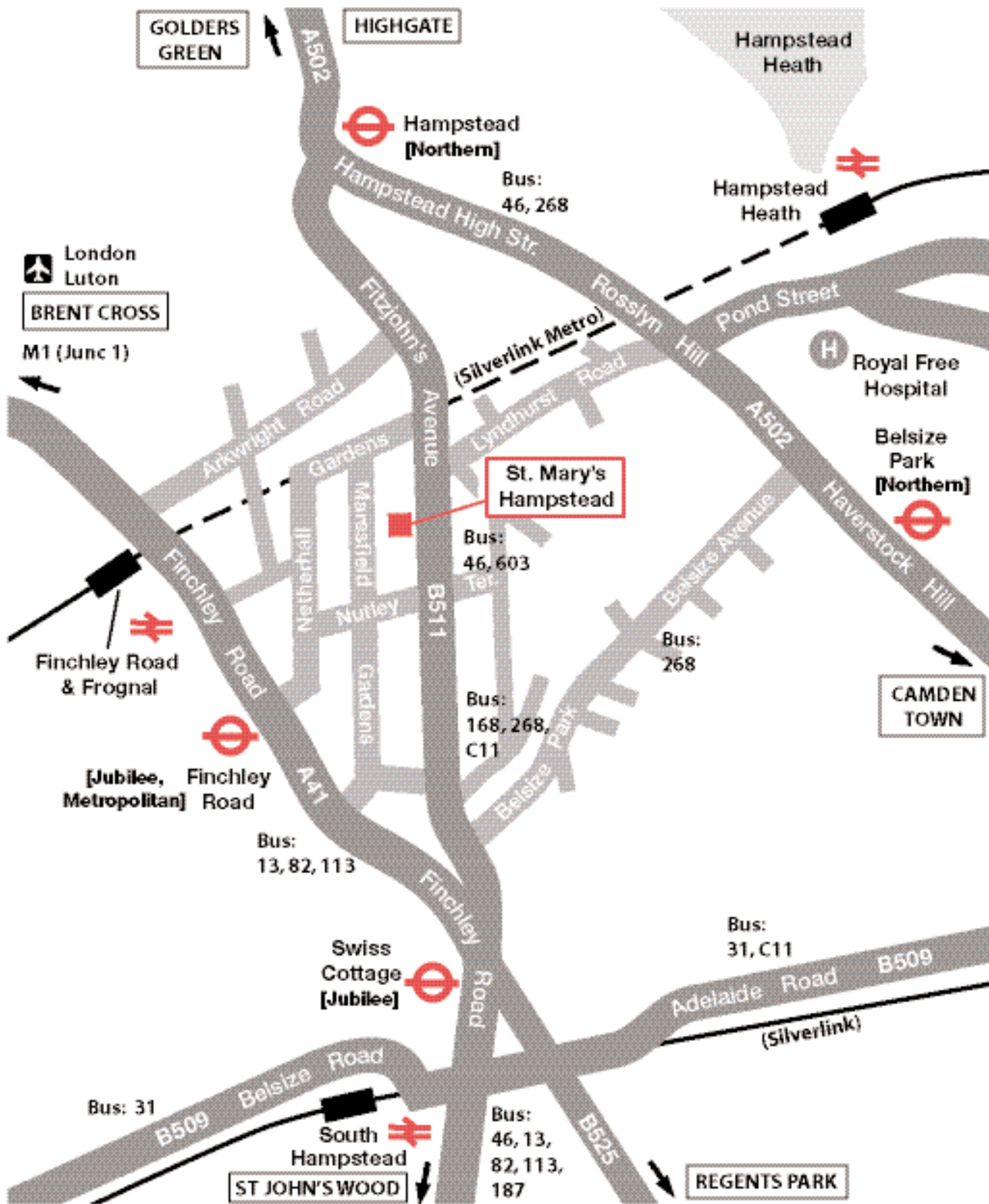
Bursaries may be awarded to provide assistance towards the fees of children who would not otherwise be able to enter the school. An application for a bursary will be fully means tested and subject to specific financial disclosures with appropriate checks and reviews. This is a confidential procedure.

Vacancies may occur at any stage so please make a direct enquiry.

Scholarships and Bursaries may be given at the same time.

All awards and support are determined at the absolute discretion of the Governors, upon the advice of the Headmistress.

Further information is available on request from the Admissions Secretary.



We wish to inform parents that Camden council, after six months of review of its cross-party strategy on the School Run, has agreed to continue with the policy of reducing dispensation permits for car parking in residential areas of the Borough. Camden will enforce this parking policy. Pay and Display bays may be available in the school vicinity, but there are very few of them. You may therefore be interested to enquire about our school travel plan, which gives advice and support on travelling to school in a more environmentally sustainable way.

POLICY DOCUMENTS

All of the following are available on the website (www.stmh.co.uk) and on request as hard copies, free of charge. Please contact the school for further information.

- Accessibility Plan
- Anti-Bullying
- Admissions
- Behaviour and Discipline
- Complaints Procedure
- Conflicts of Interest Policy
- Dealing with Allegations Against Staff
- English as an Additional Language Policy
- Equal Opportunities Statement
- First Aid Policy
- Health and Safety Policy
- Mission Statement
- Off Sites Visit Policy
- Safeguarding Policy



REGISTRATION FORM

Please complete a form for each pupil you wish to register:

SURNAME OF PUPIL:..... MALE/FEMALE:.....

CHRISTIAN NAME(S):.....

DATE OF BIRTH: (DD/MM/YYYY)/...../..... NATIONALITY:

RELIGION:.....

NAME AND ADDRESS OF PARENT OR GUARDIAN:

.....

TEL. NUMBERS: (Home)..... (Work).....

(Mobile).....

E-MAIL ADDRESS:

NAME AND ADDRESS OF LAST SCHOOL ATTENDED:

.....

Tel:.....

PROFESSIONS: (Father)..... (Mother).....

RELIGION: (Father)..... (Mother).....

DATE OF ENTRY REQUIRED: September (YYYY).....

Do you have a sibling/s attending or on the waiting list to start at the School? (Y/N).....

NAME OF SIBLING/S:.....

SIGNATURE:..... DATE:.....

Please note that completing this Registration Form does NOT guarantee a place but puts your child's name on to a waiting list for the year of entry required.

Please detach and accompany this form with a non-refundable registration fee of £75.

Cheques should be made payable to: St. Mary's School, Hampstead and returned to:

St Mary's School
 47 Fitzjohn's Avenue
 Hampstead
 London NW3 6PG.

Official Use only	
Reg Fee Paid	
Date	

As a data registered body all data is used, stored and maintained in accordance with the Data Protection Act 1988.



TERM DATES

AUTUMN TERM 2011

Monday 5th – Wednesday 7th September
Thursday 8th September
Monday 24th – Friday 28th October
Monday 31st October
Friday 9th December

INSET for Staff
New School Year begins
HALF TERM
Back to school
Term ends 12:30

SPRING TERM 2012

Wednesday 4th January
Monday 13th – Friday 17th February
Monday 20th February
Tuesday 3rd April
(Wednesday 4th & Thursday 5th April INSET for Staff)

Term begins
HALF TERM
Back to School
Term ends 12:30

SUMMER TERM 2012

Monday 30th April
Monday 7th May
Monday 4th – Friday 8th June
Monday 11th June
Friday 13th July
(Thursday 10th July Inset for Staff)

Term begins
Bank holiday
HALF TERM
Back to School
Term ends 12:30

For more information please contact:

Admissions Secretary

47 Fitzjohn's Avenue
London
NW3 6PG
tel: 020 7435 1868
fax: 020 7794 7922
enquiries@stmh.co.uk
www.stmh.co.uk

Correspondence Address/Tel

Headmistress: Miss A. Kewliasia
Chair of Governors: Miss M. Jefferey
Termtime/Holiday period: as shown above.

There were no formal complaints during the academic year 2010/11.
Latest Inspection Reports (May 2008) are available on the website.

While every effort has been made to ensure the accuracy of the information contained in this booklet and other associated documents, this and the prospectus does not form part of any contract or agreement between parents and the school. Changes of specification and fees may occur during any given year and the school reserves the right to implement the changes.





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H A M P S T E A D

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NW3 6PG
tel: 020 7435 1868
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St Mary's School Hampsted is a Company limited by Guarantee Registration No. 2643515 - England.
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