

2022-  
2023



# St Mary's Catholic Primary School



SCHOOL BROCHURE 2022-2023  
*WORK, PLAY AND PRAY TOGETHER*



**Bishop Chadwick**  
Catholic Education Trust



## Information about the Governing Body



| GOVERNOR         | STATUS                 | APPOINTED BY                                  |
|------------------|------------------------|---|
| Mr K.Nicol       | Chair of Governors     | Diocese/ Trust                                |
| Miss H. Hudson   | Vice Chair             | Diocese/ Trust                                |
| Mr D.Smith       | Associate Member       | Diocese/ Trust                                |
| Mrs. J. Roadley  | Foundation             | Diocese/ Trust                                |
| Miss L Wilkinson | Foundation             | Diocese/ Trust                                |
| Mr. C. Spoors    | Foundation             | Diocese/ Trust                                |
| Mrs B Thompson   | Additional             | Trust   |
| Miss K Lowes     | Staff Governor         | Staff   |
| Mrs. Graham      | Executive Head Teacher | Ex-officio by virtue of office as Headteacher |

St Mary's Catholic Primary School

Ayr Drive

Jarrow

South Tyneside

NE32 4AW

Tel. no. 0191 4898336



*Work, Play, Pray Together*



# Welcome

May all who come to visit here,  
Find open hearts and ready cheer  
And find the face of Christ as well,  
In everyone who here does dwell.  
And may we all be doubly blessed  
To see his face in every guest.



## Our Mission Statement

This is what we are about. We plant the seeds that one day will grow. We water seeds already planted, knowing that they hold future promise. We lay foundations that will need further development. We provide yeast that produces effects far beyond our capabilities.  
(Archbishop Oscar Romero)

**St. Mary's** – a welcoming school family

**T**ravel with us through our life journey.

**M**aking a difference!

**A**lways treating others the way you would want to be treated – respect for all!

**R**ooted in Christ

**Y**ou belong

**S**triving for excellence.

**R**eaching full potential

**C**oming together as a community

***'Living a life worthy of God's calling ... with humility, gentleness, patience and love'***  
***(Ephesians 4.)***

### Golden Rules

Our most important Golden Rule is:-

*"Do to others what you would have them do to you." - Matthew 7:12*

We are kind and helpful - we don't hurt anybody's feelings

We are gentle - We don't hurt others

We listen - We don't interrupt

We work hard - We don't waste our own or others' time.

We are honest - We don't cover up the truth.

We look after property - We don't waste or damage things.

## Welcome to St Mary's Catholic Primary School

Here at St Mary's we understand that starting school is a new and exciting, sometimes daunting, experience for your child and in many cases, for you as parents. We want to make this transition as easy as possible for you and your child. I hope this brochure helps to give you an insight into life at St Mary's and answers any questions you may have.

Inspired by our Christian faith, our mission is to provide the highest standard of education and opportunity for all our pupils, enabling them to live their lives to the full.

We are very proud of our school, our pupils and their success. We believe St Mary's is special and the relationship we develop with our children and their families enables us to create our distinctive ethos.

Our school is a happy place, where the needs of the children are central to our philosophy. Your child will spend several years with us and so it is important to begin as we hope to go on.

We are a one form entry school with a 78 place nursery school in Jarrow that also offers a two-year-old provision for up to 16 children, a 30-hour provision for 3 and 4 year olds and a wraparound open from 8am to 6pm for all children.

St Mary's is a 'family' where children are nurtured, encouraged, supported and challenged to reach their full potential in a safe and caring environment and both children and their families are included and respected. Our Golden rules are moral values which underpin all the choices and decisions made by all in school.

Children are rewarded for demonstration of these values in school. We believe that all children can achieve and we strive to provide the highest quality education and care to enable this to happen. We support all children to make sure they reach their full potential and make good or better progress during their time with us.

Our most recent OFSTED inspection in October 2017 described us as a good school where ***"Pupils respond well to the high expectations of staff and this is seen in their excellent attitudes to learning in lessons."***

They also reported that

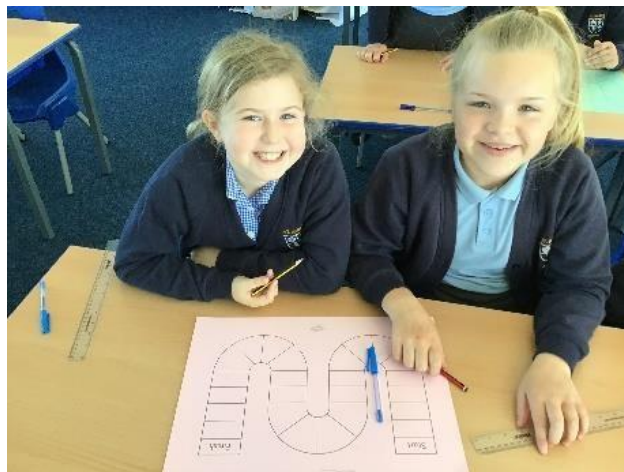
***"Pupils' strong relationships with adults remain a key strength of your highly inclusive school."***

Which is something we are very proud of.

We have a curriculum at St Mary's that meets the needs of our children with many visits to enhance this and we were proud to read that they Ofsted confirmed that our ***" Pupils' behaviour in class and around school remains exemplary and they are very eager to work hard."*** Our high standards are a credit to the hard work of the children, staff and parental support.

The children are at the centre of everything we do and our aim is to give them the best opportunities that we possibly can. We see St Mary's Catholic Primary as a school made up of the children, staff, parents, parish and local community. We all have an important contribution to make and we value the support of parents and families.

You will soon see that life at St Mary's is never dull: we are always looking for new and innovative ways to make learning enjoyable and challenging. We do not stand still as we are constantly aiming to improve everything we do. By the time your child is ready to move on to the next phase of education we will have, together, encouraged him or her to have developed a sense of personal value and achievement, and a self-confidence that will carry on to adult life.





## Getting in touch

**Executive Head Teacher:** Mrs M. Graham B.Ed (Hons.) NPQH

**Head of School:** Mrs A. Tumelty B.A (Hons.) NPQH

St. Mary's Catholic Primary School

Ayr Drive

Jarrow Tyne & Wear NE32

4AW

**Telephone: (0191) 4898336**

**Chair of Governors:** Mr. K. Nicol

C/o St. Mary's Catholic Primary School

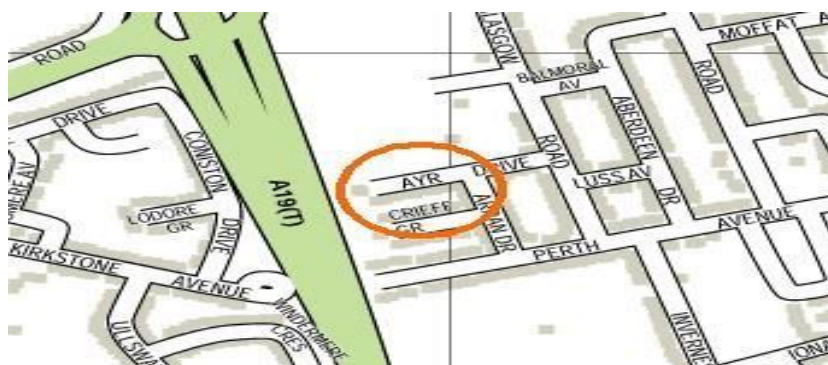
Ayr Drive

Jarrow

Tyne & Wear

NE32 4AW

**Telephone: (0191) 4898336**



**For more information, please look at our website: -** [www.stmarysjarrow.co.uk](http://www.stmarysjarrow.co.uk)

**E-mail:** [info@stmarysjarrow.co.uk](mailto:info@stmarysjarrow.co.uk)

### Teaching Staff

|                        |                          |
|------------------------|--------------------------|
| Mrs Graham             | Executive Head teacher   |
| Mrs Tumelty            | Head of School           |
| Mrs Colley             | Deputy Head teacher      |
| Miss O' Reilly         | Reception Class Teacher  |
| Miss Readman           | Year 1                   |
| Miss Mowbray           | Year 2                   |
| Mrs Jordan / Mrs Riley | Year 3J/3R               |
| Mrs Miller             | Year 4                   |
| Miss Lydon             | Year 5                   |
| Miss McManus           | Year 6                   |
| Mrs Walker             | EYFS Lead 0.8            |
| Mrs Reid               | Science specialist 0.5   |
| Mr Morris              | PE Specialist coach      |
| Mr Johnston            | PE Specialist coach      |
| Miss Troke             | PE Specialist coach      |
| Mr Bourdieu            | Specialist Music teacher |

### Support Staff

|                                 |
|---------------------------------|
| Mrs D. Johnston - HLTA          |
| Mrs S. Parker - HLTA            |
| Mrs. A. Ewin T.A                |
| Miss McGuckian- T.A             |
| Mrs. L. Mcleod - T.A            |
| Miss Hancock – T.A              |
| Miss Connolly- T.A              |
| Miss Douglas – T.A              |
| Miss C. Armstrong – T.A         |
| Mrs. L. Brown – T.A             |
| Miss Rice- T.A                  |
| Miss Stokoe T.A                 |
| Miss K. Lowes – HLTA            |
| Mrs. S. Smith - Office Manager  |
| Mrs Chaganis - Office Assistant |
| Mr. S. Slack - Site Supervisor  |



| Lunch Time Staff |                       |
|------------------|-----------------------|
| Mrs. M Wade      | Supervisory Assistant |
| Mrs. L Patterson | Supervisory Assistant |
| Mrs. P. McCann   | Supervisory Assistant |
| Mrs. M Riddle    | Supervisory Assistant |
| Miss D McGow     | Supervisory Assistant |
| Miss K. Milne    | Supervisory Assistant |
| Mrs. J Blacklock | School Cook           |
| Mrs. V. Hurst    | Kitchen Assistant     |
| Mrs. F. Hudson   | Kitchen Assistant     |
| Mrs. D. Chandler | Kitchen Assistant     |

## About Our School

The school buildings are approximately 60 years old and our rooms are very spacious. First Steps Nursery is in a large separate building across a yard to the school. Our school building is across two floors. We benefit from a large hall, a library, an ICT suite and a children's cooking area. We have extensive grounds with hard surface areas, a spacious playing field, adventure playground areas, table tennis tables, an allotment and a woodland area.

### Classes

#### **Nursery – EYFS Unit**

We offer two and three year old places in nursery. We also offer up to 30 hours free places. Three year old children are entitled to spend up to five terms in the Nursery, accessing morning or afternoon sessions

Mornings: 8.45- 11.45am,

Afternoons: 12.45 -3.45pm from the start of the term after their third birthday. Nursery children who access 30hours receive a paid school lunch.



Children spend seven years at primary school.

#### EYFS Unit

**Reception** 4 - 5 years



#### Key Stage 1

**Year 1** – 4 – 6 years

**Year 2** – 5 – 7 years



#### Key Stage 2

**Year 3** – 7- 8 years

**Year 4** – 8 -9 years

**Year 5** – 9 – 10 years

**Year 6** – 10 – 11 years



## **Parents in Partnership**

We welcome parents and carers into St Mary's Primary School believing we are partners in the education of your children. There are many opportunities for parents to become involved in the life of the school and to gain a greater understanding of its work. Parents' support and expertise can be used in many ways and is greatly valued. DBS checks are carried out on all adults working in school including regular volunteers. If you are able to help, please talk to your child's teacher.

### **Communication with Parents and Carers.**

Communication is key and here at St Mary's we believe communication with parents is essential. Whether it is through email, text, social media, website, newsletters, questionnaires, workshops and informal social events. We will always find a way to ensure we are keeping parents up to date. Parents and carers are regularly invited to assemblies, liturgies and to Parents' Evenings each term. Every year we hold a performance for parents and carers to attend, along with many other events such as the music festival, summer fete and Mass. If you would like to speak to staff, they are more than happy to have a meeting, please just book through our office. The school has a Home School Agreement to support the partnership between home and school, and foster shared dialogue. Parents and others are involved in policy development through consultation and working parties. Please don't forget to visit our school website which has a wealth of information including our newsletters, class pages, copies of key policies and curriculum information.



### **Become a Governor**

The Governing Body of the school is made up of people from a variety of backgrounds. The school governors are a group of individuals, who are elected, nominated or co-opted and are representative of parents and staff, the Diocese of Hexham and Newcastle and the Local Authority. School Governors work with the Headteacher and are responsible for setting the strategic direction of the school. Meetings are held at least once each term and committees meet in addition to meetings of the full Governing Body. If you are interested in becoming a school governor, please contact Mrs Marie Graham, Executive Headteacher or Mrs Tumelty Head of School to find out about any vacancies and ask for a Governor's Information Pack.

## **British Values**

At St. Mary's we teach British Values during specific sessions delivered during weekly pastoral care lessons. We also use assembly time to re-enforce this. We like to also share that this is who we are and that it's embedded into everything that we do.

Why do we teach British Values?

- To enable students to develop their self-knowledge, self-esteem and self-confidence.
- To enable students to distinguish right from wrong and to respect the civil and criminal law of England.
- To encourage students to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely.
- To enable students to acquire a broad general knowledge of and respect for public institutions and services in England.
- To develop further tolerance and harmony between different cultural traditions by enabling students to acquire an appreciation for and respect for their own and other cultures.
- To encourage respect for other people.
- To encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.





## Religious Education

R.E. is taught in accordance with the Roman Catholic Diocese of Hexham and Newcastle's agreed syllabus. This is the 'Come & See' Scheme. As a community we celebrate Mass and the children prepare class liturgies weekly. We ensure that children have an awareness and appreciation of other world religions. Parents have the right to withdraw their child from collective worship. However, as parents have made a conscious decision to send their child to our school the Governors would hope that parents would not wish to take up this option.

In our most recent Diocesan Inspection their key findings were:

St Mary's is an outstanding Catholic school where all members of the community are welcomed. The headteacher and senior leaders share their vision passionately and staff and pupils recognise their responsibility to contribute to the community of faith. The school's pastoral system is underpinned by caring relationships and as a result, pupils feel safe and valued.

The Catholic Life of the school is outstanding because the mission statement is at the heart of all work in the school and members of the community are given opportunities to grow in faith together. Acts of justice, kindness and conciliation are daily features of school life.

Religious Education is outstanding because school leaders are dogged in their determination to ensure that every pupil has outstanding learning opportunities. All staff are committed to providing effective lessons where pupils are highly motivated and engaged and where progress is closely monitored.

Collective Worship is outstanding. Pupils respond to and enthusiastically participate in different forms of prayer and are able to plan and lead their own acts of worship with high levels of independence





## Forest School

Forest School is a Scandinavian initiative designed to encourage and inspire individuals of any age through an innovative, long term, educational approach to outdoor play and learning in a woodland environment. As a school we are very fortunate in having our own woodland area and members of staff are Forest School trained. Forest School is currently delivered to all pupils. Sessions are designed around the needs of the group to ensure that they are learner-led. Sessions are designed around a theme, themes are sometimes subtle such as evolving or exploring the site or more obvious such as butterflies, spies or nature investigators. Many areas of the National Curriculum are intrinsically covered in the Forest Schools experience without the programmes needing to be curriculum led. Teamwork skills are developed through games and activities.

Individual skills and self-esteem are heightened throughout activities such as hide and seek, shelter building, tool skills, lighting fires or environmental art, the list is endless. Each activity develops intra and inter-personal skills as well as practical and intellectual skills.



## Assessment

The EYFS children are assessed in line with Foundation Stage Profile through observation.

The children in Year 2 and Year 6 will be tested using Standardised tests. Year 2's final assessment results are based upon teacher Assessment.

Children in Year 1 will be assessed using a Statutory Phonic Screening Test, which takes place in June.

Children in Key Stage 1 and 2 will be assessed in accordance with our school Assessment for Learning Policy.

This information is used to give an overview of standards and as a tool for planning and target setting.

There will be an opportunity for parents to see their child's work and discuss progress and attitude at Open Evenings and Curriculum evenings held throughout the year.

In addition, Parental Feedback sheets are sent home each term following formal Assessment Weeks outline children's progress and identifying targets to work on at home to further develop your child.

## Foundation Stage

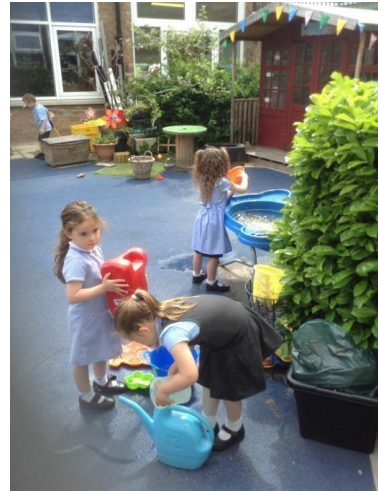
The Nursery and Reception classes are referred to as the Foundation Stage of learning. This is an important stage, as it is during this time that attitudes to learning are formed and social skills developed which lay the foundations for future education.

Most children have their first experience of school in our nursery. The experienced and caring staff provide a warm and welcoming learning environment for our young pupils. Children from early on in their nursery life form strong links with the Foundation Stage teacher and the school environment. The relationships forged in the Foundation Stage continue as the children move through school. Do not worry if your child has attended another nursery as much care and thought is invested in settling in children who come from a wide variety of experiences. During the summer term you and your child will be invited to visit the school to meet the Headteacher and Reception class teacher.

Together you will be able to spend some time in the classroom environment and meet other children and their parents. The meeting will provide an opportunity for you to ask any questions you may have. If your child has not previously attended our school, there will be opportunities to attend induction days prior to starting in September.

Young children learn most effectively through a balance of structured and child initiated play. Our Foundation Stage staff work together as a team and plan for children's learning in seven areas to ensure that all areas of development are covered within an interesting, stimulating and supportive framework. They also ensure that children progressively develop their skills and knowledge throughout this phase of their school life. The children

are taught directly and also have a choice of planned activities so that they are able to develop independent learning habits.



### Inclusion and Equality

At St Mary's Catholic Primary School, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, sexuality, disability, faith, religion or socioeconomic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life. The school recognises it has to make special efforts to ensure that all groups prosper including:

- Boy and girls,
- All minority ethnic groups
- Pupils or families with different religions or beliefs
- Pupils and others with special educational needs
- Pupils and others with a range of disabilities
- Children who are looked after and their carers
- Children or staff who are gay or lesbian
- Pupils or staff undergoing gender reassignment.

The achievement of pupils is monitored by race, gender and disability and we use this data to support pupils, raise standards and ensure inclusive teaching. We tackle discrimination by the positive promotion of equality, challenging unacceptable behaviours and stereotypes and creating an environment which champions respect for all. As a school we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit us. We implement accessibility plans, which are aimed at:

- Increasing the extent to which all pupils can participate in the curriculum.

- Improving the physical environment of the school to enable all pupils to take better advantage of education, benefits, facilities and services provided.
- Improving the availability of accessible information to all pupils and their families.

### Safeguarding

St Mary's Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. Staff work hard to maintain an environment where children feel safe and secure. The curriculum is designed to ensure opportunities for children to develop the skills they need to recognise and stay safe from abuse including whilst accessing the internet. Children know that they can approach any of the adults in school if they are worried and that they will receive a consistent supportive response. In recognising our responsibilities for Safeguarding and Child Protection, as a school we:

- Have clear staff recruitment and selection procedures, ensuring that all staff (including volunteers) who have unsupervised access to children, have been appropriately checked for their suitability through the DBS procedure.
- Aim to raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- Develop and implement procedures for identifying and reporting cases, or suspected cases of concern.
- Establish a safe and nurturing environment free from discrimination or bullying where children can learn and develop happily.

If you would like to know more about our policy or procedures for Safeguarding, please speak to our school office staff.

### The School Day

The doors into school will open at 8.45am each morning and close with the 8.58am bell. Any children coming into school after this time will need to enter school via the main office.

|  | <b>Morning</b> | <b>Afternoon</b> |
|--|----------------|------------------|
| <b>Nursery</b>   | 8.45 – 11.45   | 12.45 – 3.45     |
| 30 hour provision times flexible from 8.45 – 3.45.   |                |                  |
| <b>Infants</b>   | 8.45 – 12.00   | 1.00 – 3.30      |
| <b>Juniors</b>   | 8.45 – 12.00   | 1.00 – 3.30      |
| <b>Play Times in school</b>  | 10.25 – 10.40  | 2.20 – 2.30      |
| Extended provision is offered to all children and is available from 8.00 am until after school at 6.00 pm. |                |                  |

## Health

The school works closely with the health and welfare agencies, and the school nurse visits on a regular basis. If there are any problems, parents will be contacted.

For minor accidents in school we administer first aid, but if a child is ill, or has a serious accident at school, professional assistance will be sought and parents contacted. It is essential that parents provide current home, work and relative's phone numbers as **an emergency contact** in case any matter concerning a child's health or welfare arises during school hours. If parents have made arrangements for any person other than themselves to collect children from school, then the school should be informed.

Please be assured that we will always act with the best interests of your child.

**Please let us know if your child has any medical problems such as** epilepsy, diabetes, allergies or asthma. Inhalers are kept in the class, where they are only accessible by the children to whom they belong. There may be times when children attending school need to take medication. Any such medicines needed by a child during the school day should be brought to school in the smallest practicable amount by the parent/carer, not the pupil and be delivered personally to the School Office.

These medicines must be in the original bottle/packaging in which prescribed, clearly labelled with the:

- Pupil's name

- Contents
- Dosage
- Date

Parents will be asked to complete a written request for the school to administer medication. Medicines in school are kept in a locked cupboard or in a refrigerator, away from the pupils. A record is kept of all medicines administered. Other medicines **must not** be brought to school.

## Illness

Please telephone the school office, on the first day, to inform us of the circumstances indicating how long the absence may be. A written explanatory note to the class teacher may be necessary when your child returns to school.

## Dental/Medical appointments

Please send notification in a letter in advance of the absence.

Children attending a medical appointment must be collected from the reception area by a named adult.

## School Meals

Lunch is at 12.00 – 1.00, the children are supervised by the Supervisory Assistants. School meals are provided on the premises. Several choices are available each day. The pupils have dinner with their Pastoral Care groups. Rec and KS1 children receive a dinner free of charge.

We have implemented a cashless system in school, all monies are paid via parent pay. Anyone qualifying for free school meals and school milk needs to inform the school office at their earliest convenience.

## Care of Property

Please ensure that all items of clothing and any personal possessions are **clearly named**, as there is a much better chance of finding labelled belongings. Any mislaid articles whose owner cannot be identified, are put in the lost property box, which is situated in the infant cloakroom. The school does not accept responsibility for any loss, or damage to property. Children should not bring any valuables, toys, money or mobile phones to school as such items often are mislaid by young children.

## Uniform

The children are expected to wear a blue sweatshirt with the school badge, a blue polo shirt, grey school trousers or skirt. The children must wear black school shoes. Trainers are not allowed to be worn.

In the summer a light blue gingham dress or grey school shorts can be worn. Children are expected to wear a plain white T-shirt and blue or black shorts for P.E.

Uniform can be ordered from:

Initial Images Embroidery Ltd,  
2E Rekendyke,  
Eldon Street,  
South Shields,  
Tyne and Wear,  
NE33 5BZ

Children are NOT allowed to wear ANY jewellery.



### **Parking and Collecting Children**

As with many schools, parking is a problem. There are parking facilities in some areas of Ayr Drive and also Aaran Drive, this is a residential area please be sensitive to the needs of the residents and DO NOT park across resident's drives or in the staff car park.

The **safety** of the children is important in this congested area.

Children must be collected at 3.30p.m. prompt, as the school cannot be responsible for children left unattended in the yard.

### **Attendance/Leave of Absence**

Time away from school may adversely affect a pupil's performance and for this reason we request that children are not taken away during term time unless it is an exceptional circumstance. It is a legal requirement that permission be obtained from the head teacher in advance, and authorisation is at the discretion of the Head teacher.

### **Punctuality**

The school day begins from 8.45 and all children must be in school by 8.58 am. Punctuality is vital to the success of the school day. If your child is persistently late they miss the start of the lesson and cause unnecessary disruptions for the rest of the class.

### **Latecomers**

Children must be brought in through the main entrance. Once registration / lessons have begun then children who arrive late must be brought in via the main entrance.

### **General Data Protection Regulations (GDPR)**

The law is changing and the General Data Protection Regulations (GDPR) comes into effect on 25th May 2018. It will bring higher standards for handling data and greater expectations for improved transparency, enhanced data security and increased accountability for processing personal data. St. Mary's school will have a legal duty to comply with the GDPR.

## School holidays and term dates 2022/2023

### St Mary's Catholic Primary School SCHOOL TERM DATES 2022/23

SEPTEMBER 2022

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

OCTOBER 2022

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NOVEMBER 2022

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DECEMBER 2022

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| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

JANUARY 2023

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FEBRUARY 2023

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MARCH 2023

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APRIL 2023

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MAY 2023

| S  | M  | T  | W  | T  | F  | S  |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
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JUNE 2023

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

JULY 2023

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

AUGUST 2023

| S  | M  | T  | W  | T  | F               | S               |
|----|----|----|----|----|-----------------|-----------------|
|    |    | 1  | 2  | 3  | 4               | 5               |
| 6  | 7  | 8  | 9  | 10 | 11              | 12              |
| 13 | 14 | 15 | 16 | 17 | 18              | 19              |
| 20 | 21 | 22 | 23 | 24 | 25              | 26              |
| 27 | 28 | 29 | 30 | 31 | 1 <sup>st</sup> | 2 <sup>nd</sup> |