



St Mary's CE Academy

Rook Tree Lane, Stotfold, Hertfordshire SG5 4DL

01462 730343

office@stmarysacademystotfold.co.uk

www.stmarysacademystotfold.co.uk

Our School

St. Mary's School was founded to provide education according to the principles and practices of the Church of England. The school is proud of its heritage and links with St. Mary's Church and is firmly committed to Christian values, which underpin the life and work of the school.

The school building is modern and well equipped. There is a Foundation Stage Unit and ten main classrooms. We are fortunate to have spacious grounds, including a playground specifically for our very youngest children, alongside a main playground and beautiful field, incorporating a 'wild area' and allotment. The school also has a main hall, well stocked library and ICT/Creative suite.

The school is co-educational and caters for pupils of all abilities.



Admission Arrangements

St Mary's Church of England Academy has an agreed admission number of 60 for entry into each year group, from Foundation to Year 4.

The Governing Board as the admission authority determines the school's admission policy and arrangements and is responsible for taking decisions on applications for admission. The Governing Board works with the Local Authority in order to ensure admissions are co-ordinated across the local authority area.

Should the number of applications for admission exceed 60 the Governors will apply certain criteria to decide the order in which further places will be allocated.

If it is not possible for the LA to offer a place parents have the right of appeal.

An open evening is held early in the Autumn term prior to the year of admission. At this meeting there is an opportunity for parents to hear more about the life and work of the school. There is also a meeting focussing on early days at school in the term prior to admission. School visits by the children and home visits by the teaching staff are arranged, and there are opportunities for parents to ask questions about any aspect of school.

Foundation Stage staff visit all the local Pre-school groups regularly and liaise with pre-school colleagues closely. By the time children start school their new environment is familiar to them and they settle down happily.

Please see our website for full details of our admissions criteria.



*“Together we learn,
achieve and believe”*

Our Vision

- Inspire each child to achieve their very best
- Develop and nurture individual talents and strengths, encouraging enquiry and questioning
- Enable our children to develop high self-esteem, moral values, respect and responsibility
- Deliver a stimulating, broad and balanced curriculum of the highest standard, that motivates and challenges
- Cultivate a love for learning
- Create a compassionate, safe and exciting environment for learning
- Strive for a high standard of academic, physical, emotional and social skills
- Promote Christian values through teaching and learning
- Provide opportunities for spiritual development, through religious education and Collective Worship. This includes teaching an awareness of and respect for other major faiths
- Build strong partnerships between home, school and the community
- Be a friendly, caring school that is welcoming to all

Our Values

*Courage, Faith, Trust, Forgiveness, Respect, Generosity, Honesty,
Thankfulness, Hope, Perseverance, Love and Wisdom*

Our Christian values underpin the vision statement. The Christian character of the school shapes the academic achievement and personal development and well-being of our pupils. We teach these Christian values through Collective Worship, PSHCE and other curriculum areas.



School Organisation

Organisation is designed to meet the particular needs of the school and can vary from year to year. Some flexibility has to be allowed depending on certain factors, i.e. the number of children in any one age group, the number of children admitted and the provision of staffing.

Within each class, use is made of individual, group and class teaching methods so that all children may progress according to their abilities. At the same time every opportunity is given for each child to feel he/she has a contribution to make to the life of the class.

Extra help is given to those children who encounter problems in learning and provision is also made for those who can benefit from teaching beyond the range normal to a lower school.

Currently classes are organised as follows:-

Foundation Stage

Ruby Class and Garnet Class Mrs Clements, Miss Hunt and Mrs Pattullo

Key Stage 1

Amethyst Class Year 1	Mrs Martin
Diamond Class Year 1	Mrs Easton and Mrs Mythen
Coral Class Year 2	Miss Batchelor and Miss Boyle
Emerald Class Year 2	Mrs Welch

Key Stage 2

Crystal Class Year 3	Mrs Smoley
Jet Class Year 3	Miss Attenborough
Moonstone Class Year 4	Mr Rowland
Opal Class Year 4	Mrs Elliott



Staff

Head Teacher	Miss Sam Bishop	
Assistant Head Teachers	Mrs Kathryn Pattullo	Mrs Mel Elliott
Teachers	Miss Ellie Attenborough Mrs Menna Easton Mrs Gemma Martin Mrs Nicola Smoley Miss Rose Boyle	Miss Megan Batchelor Miss Helen Hunt Mr Seb Rowland Mrs Joan Welch Mrs Claire Mythen
Nursery Nurse	Mrs Janice Clements	
Higher Level Teaching Assistants	Mrs Sue Chapman	Mrs Sandra May
Teaching Assistants	Mrs Rachel Campbell Miss Jade Houghton Mrs Amy Morrow Mrs Helen Slater Miss Donna Spencer Mrs Niema Walker Mrs Rachel White	Mrs Jill Foster Mrs Karolina Moore Miss Jessica Pickett Mrs Wendy Speller Mrs Sally Thomas Mrs Allison Warren Mrs Jo Wilson
School Business Manager	Mrs Debbie Flanagan	
Finance Co-ordinator	Mrs Rachel Campbell	
Office Co-ordinator	Mrs Keeley Etere	
Office Assistants	Mrs Kirstie Calver	Ms Nina Saunders
Midday Supervisory Assistants	Mrs Amanda Allen Mrs Sheryl Conway Mrs Jill Foster Mrs Karolina Moore Mrs Allison Warren Mrs Rachel White	Mrs Elaine Bates Mrs Michelle Faul Miss Jade Houghton Mrs Amy Morrow Mrs Alyson West
SMASH Club Staff	Mrs Sheryl Conway Miss Jade Houghton Mr Jay Lawrence Mrs Jacquie Robinson	Mrs Sharon Garratt Miss Liz Kenny Mrs Claire Mythen Mrs Allison Warren
Site Agent	Mr Robert Conway	
Cleaners	Miss Jade Houghton Mrs Paulina Kanarek	Miss Anita Kemp
Kitchen Manager	Mrs Julie Houghton	
Kitchen Assistants	Mrs Alexandra Deane Miss A Lane	Mrs Leona Edwards Mrs Debbie Speed



The Governing Board

The composition of the Governing Body is as follows:

Chair of Governors

Mrs Anna Matthews

Mr Robert Thornley

Staff Governors

Miss Sam Bishop

Mrs Debbie Flanagan

Mrs Joan Welch

Foundation Church / Diocese

Reverend Bill Britt

Mrs Anna Matthews

Mrs Sue Steptoe

Parent Governors

Mrs Louise Cavanagh

Mrs Caroline Chessum

Mrs Sarah Crone

Mrs Emma Garside

Governor Appointed

Mrs Anne Clarey

Mr Robert Thornley

Clerk

Mrs Keeley Etere

School Governing Boards are responsible for working with the school to ensure that it delivers a good quality education. Together with the Head Teacher, who is responsible for day-to-day management, they set the school's Aims and Policies.

The Governing Board meets at least once each term.



School Hours

The School day is divided into two sessions
Timings may vary with the current COVID-19 regulations

The times of the sessions are:

Morning session:	<i>Starts</i>	8.50 am	
	<i>Ends</i>	12.00 pm	Foundation Stage children
		12.10/15 pm	Key Stage 1 children
		12.25/30 pm	Key Stage 2 children

The morning break is for 20 minutes from 10.35 am

Afternoon session:	<i>Starts</i>	1.05 pm	Foundation Stage children
		1.20 pm	Key Stage 1 children
		1.30 pm	Key Stage 2 children
	<i>Ends</i>	3.20 pm	

School Uniform

St. Mary's Academy uniform consists of the following:

BOYS

Grey shorts or trousers
Blue polo shirt*
Navy sweatshirt* or fleece*
Navy* PE shorts
White PE T-shirt*
Black shoes
Plimsolls/Trainers for PE

GIRLS

Navy skirt, trousers or pinafore dress
Blue polo shirt* or blouse
Navy cardigan, sweatshirt* or fleece*
Navy* PE shorts/skort
White PE T-shirt*
Black shoes
Plimsolls/Trainers for PE
Summer Wear - Blue/white check dress

Items marked with a * may be purchased from school at reasonable prices.
All other items of uniform are sold by most of the large chain stores/supermarkets.



Our School Curriculum

Our curriculum is tailored to meet the needs of the children, as well as the requirements of the Foundation Stage and National Curriculum. Every child learns in a different way, so teaching is carefully planned so that all are able to access the curriculum. Provision is made to learn from first-hand experience. Children are encouraged to be independent, think for themselves and grow in confidence. Progress is monitored continuously, which is shared with parents and used to identify next steps in their learning. Records are kept for each child to show the progress and achievement children have made.

The Early Years Foundation Stage

This is preliminary to the National Curriculum and focuses on the needs of children up to 5 years. It is based on 7 areas of learning.

- *Communication and Language*
- *Mathematics*
- *Expressive Arts and Design*
- *Physical Development*
- *English*
- *Understanding the World*
- *Personal, Social and Emotional Development*

Activities take place both indoors and outdoors with a balance of child initiated and adult led activities. Children are encouraged to work independently and in small groups.

Key Stage 1 and 2

As children move through into Year 1 the curriculum is based on a mixture of the principle of the Foundation Stage and the National Curriculum.

At St Mary's we provide a broad and balanced curriculum which is based upon the National Curriculum for all children in Year 1 and above.

In Key Stage 1 children are taught through a cross-curricular approach and through topics or themes to make learning more meaningful for them. We look for natural links between subjects, within a topic-based curriculum. Lessons in Key Stage 2 take a more subject based approach, with topic links where applicable.

English is taught as a separate subject, with specific sessions to teach Phonics, although English skills are also applied in all other curriculum areas. Maths is taught as a separate session focusing on specific skills and knowledge; however it is closely linked to everyday situations or problems.

Religious Education

As a Church school, RE plays an important role in our curriculum, with Christian values underpinning all that we aim to do. In common with other Bedfordshire schools we follow an Agreed Syllabus which offers teaching about the Christian Heritage and about other cultures and faiths. Through class work and Collective Worship we celebrate major Festivals and develop a sense of community both locally and in a world-wide context.

Parents are permitted to withdraw their children from all or part of the RE syllabus and collective worship on request.



Our School Curriculum continued..

Special Educational Needs

We are a fully inclusive school with equality of opportunity for every child. A child with special needs may be any child with learning, social or physical needs that are significantly greater than the majority of children in their peer group.

The school has a comprehensive policy for special needs. We have both a Special Education Needs and Disabilities Co-ordinator (SENDCo) and a Deputy plus a nominated Governor who has responsibility for monitoring special needs. If you feel that your child is not progressing at the same rate as others in their year group you should approach their class teacher in the first instance to discuss your concerns. If necessary a programme of action will be agreed with the school's Special Educational Needs and Disabilities Co-ordinator who will monitor and review progress. You will be kept informed and involved throughout - a requirement of the Government's Code of Practice, and which the school whole-heartedly endorses and supports.

Pastoral Care and Behaviour / Safeguarding

We believe that children should be taught right from wrong and understand that everyone has the right to be safe, secure and in a caring environment.

We raise children's self-esteem through praise and positive reinforcement. At the start of each school year children discuss and agree class and school rules, which are designed to develop self-discipline and awareness of the needs of others. We have a whole school behaviour system.

We believe that parents should be informed of any persistent behaviour problems at an early stage, so that school and home can work together to give positive and constructive help. Parents are welcome to have a copy of the school's behaviour policy upon request. The Academy also has staff trained to provide Tier 1 Support for Emotional Well-being.

Creative Arts

We organise a Creative Arts Week each year involving Art, Craft, Drama, Dance and Music activities. Our Class Assemblies, Christmas and Summer Concerts give further opportunities for children to develop their skills.

We are an Arts Council ArtsMark Gold school. Mrs Joan Welch has also been awarded a UK Parliament Gold Teacher Ambassador Award.

Extra-Curricular Activities

Extra-curricular activities form an important part of school life. We pride ourselves on the range of activities available to the children. These begin at Year 1 and develop and increase in Year 3 and 4. Unless shown otherwise*, all are organised by school staff at a minimum cost to families. Activities currently being offered are:

<i>Art</i>	<i>Athletics</i>	<i>Choir</i>	<i>Cricket</i>	<i>Computer</i>	<i>Film</i>
<i>Football*</i>	<i>Games</i>	<i>Gymnastics*</i>	<i>Homework</i>	<i>Jesus & Me</i>	<i>Karate*</i>
<i>Lego</i>	<i>Netball</i>	<i>Ocarina</i>	<i>Sewing</i>	<i>Spanish*</i>	<i>Tennis*</i>

We have organised Football and Netball Tournaments and enjoy participating in events and activities alongside other schools. Our Year 4 children spend 2½ days each year at a Residential Education Centre. We organise at least one major visit for each age group each year.



School Activities and Charging Policies

School Activities and Charging Policies

School activities are an important part of the learning programme for all children. As required by the Education Reform Act 1988, the school has policies regarding charging for school activities and the remission of charges.

In brief, there are no charges for cookery, art or craft materials, though there may very occasionally be requests for parents to buy musical instruments and books where individual children opt to play an instrument.

We believe Educational Visits and Visiting Groups (e.g. Theatre Groups) are a vitally important element of the life of the school. We ask parents to make a contribution towards their cost.

We could not continue to provide such activities without the current assistance from parents. Therefore, it may be necessary to ascertain the level of parental support before finalising the arrangements.

School Policies and Procedures

All relevant documents relating to St Mary's Academy are available through the school office and are regularly reviewed and added to our school website.

Communication with Parents

A good working relationship between parents/home and school is essential. Parents are encouraged to contact the Head Teacher or appropriate member of staff if a problem occurs or advice is needed. We, in turn, will be in touch whenever the need arises. Even if the problem seems trivial but is upsetting your child, please let us know. Should you wish to speak to the Head Teacher or a member of staff on a matter taking more than a few moments, it is advisable to make an appointment.

Key Stage Information meetings and New Parent Information meetings are held in the Autumn term, Parent/Teacher Consultation Evenings are held in the Autumn and Spring Terms each year.

All parents receive a written report at the end of each school year which will indicate children's strengths, and areas to target, within the curriculum.

Parents are invited to contribute to the School Review and Development process each Summer via a questionnaire.

We use a School to Home Communication facility called ParentMail to notify parents of notifications and newsletters.

Parental Involvement

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 and volunteering in school.

If you are able to help, please talk to your child's teacher.



Further Information

School Meals

Dinners are cooked on the premises. All children in Foundation, Year 1 and Year 2 are currently entitled to 'Universal Free School Meals'. Years 3 and 4 will have to pay for their school dinners, unless they are eligible for Free School Meals. This eligibility is based on receipt of certain benefits. For more information on Free School Meals, please speak to the School Office.

We have implemented Pupil Choice for school meals. Parents and children will have the opportunity to choose the main course from the menu, which has a three week rotation, weekly in advance. Children can have a meal every day or just on the occasional day. School dinners are popular and a large percentage of our children take them regularly.

Absence from School

If your child is unable to attend please notify the School of the absence by telephone or note as early as possible after 8.00 am. This is important as a safety precaution for the child, the parent and the teacher. If we have not received a call by 9.30 am, we will enquire.

Medicines

Following health and safety guidelines, we are now only able to administer medication prescribed by a medical professional. Medical forms (obtainable from the office) must be completed before a trained member of staff can administer the medicine.

In the case of Asthma, Allergies or any other medical condition, please speak to the office for appropriate information and medical forms.

Holidays

There is no automatic entitlement for pupils to be absent for holidays during term time and only in specific extreme special circumstances can an absence be authorised. Any holidays taken without consultation or school authorisation will by definition be unauthorised and the Education Welfare Service *may* issue a fixed penalty.

Please support us by avoiding holidays during school term time.



School Partnerships

St Mary's works extensively with partner organisations. These include the local schools which are part of a local and larger Learning Community, pre-school groups, local churches, and other community groups. Our principal partnership is with parents and families, formally through the Governing Body and the School Association, and informally in many ways.

Pre-School Groups

We work closely with three local Pre-School settings who provide education for children aged 26 months - 4 years.

Poppies Nursery

Stotfold Early Years and Childcare Centre,
St. Mary's School Site, Rook Tree Lane, Stotfold SG5 4DL

SESSIONS Monday to Friday Term Time Only

Contact: Joanne Rowland - 07833 927906

Email: poppies_poppyfields@yahoo.co.uk

Pippin Pre-School

Roecroft Lower School,
Buttercup Road, Stotfold SG5 4PF

SESSIONS Monday to Friday Term Time Only

Contact: Sharon Goddon (01462) 834897 or (01462) 628972

Email: info@pippinpreschool.co.uk

Stotfold and District Children's Centre

St. Mary's School Site, Rook Tree Lane, Stotfold SG5 4DL

Your 'one stop' hub for local support, advice and information on any service for families with children.

OPEN Monday to Friday All Year Round

Contact the Centre: (01462) 730623

Email: sd.cc@centralbedfordshire.gov.uk



School Partnerships continued..

St Mary's After School Hours (SMASH) Club

St Mary's After School Hours Club, SMASH Club for short, has been in existence since September 1995. The Club provides good quality childcare at very reasonable rates, every school day from 7.45 am to 8.45 am and from 3.00 pm to 6.00 pm.

Activities which children take part in include art and craft, indoor and outdoor games and sports, videos, dance and quizzes, organised by a well-qualified and experienced team of Play workers.

SMASH Club is based at premises on the school site, Stotfold Early Years and Childcare Centre, which it shares with Poppies Nursery. SMASH was the first Club in Bedfordshire, and one of the first in Britain, to gain Quality Assurance status at the highest level, and became the first Club in Bedfordshire to be graded at Level 1 (Outstanding) in every area of work by Ofsted.

St Mary's School Association

The St Mary's School Association, known as SMSA, is an organisation of parents and staff which give welcome financial support to the School by holding popular fund raising and social activities for parents and children. Funds raised are used for additional resources and extra-curricular activities which benefit all of the children.

Events over the last year have included children's discos, fun days, the annual sponsored bounce, Christmas Winter Wonderland and Family Fun Friday.

The SMSA gives support to the school in organising refreshments for and helping at special occasions such as our New Parents' Evenings, Christmas Dinner and Sports Day. They do an enormous amount behind the scenes to help events to run smoothly. This is greatly appreciated.

Parents automatically become members of the SMSA when their child enters School. The committee meets monthly on average and the Annual General Meeting takes place in September.

The School in the Community

St Mary's has long been involved in the life of the Stotfold Community. This includes close links with local churches, the most obvious example being the Summer Holiday Club which is organised by members of the five local Churches and hosted by the school.

Other regular community liaison includes visits to local churches and Stotfold Library and involvement in Stotfold Festival Week.



St Mary's CE Academy

SEND

SPECIAL EDUCATIONAL NEEDS AND/OR DISABILITY

St Mary's CE Academy will offer support for pupils with a range of Special Educational Needs and/or Disability.

The school will regularly and carefully review the quality of teaching for all pupils, including those at risk of underachievement. In deciding whether to make Special Educational provision, the child's teacher and Mrs Gemma Martin, our Special Educational Needs Co-ordinator (SENDCo) or Miss Ellie Attenborough, our Deputy SENDCo will be required to consider all of the information gathered from within the school about the pupil's progress.

This process will include an early discussion with the pupil and their parents/carers, structured in such a way as to develop a good understanding of the pupil's areas of strength and difficulty, the parents' concerns, the agreed outcomes sought for the child and next steps.

Consideration of whether Special Educational provision is required should start with the desired outcomes, including expected progress and attainment and the views and wishes of the pupil and their parents/carers. St Mary's will also make parents/carers aware of the local authority's information, advice and support service.

SEND support in St Mary's CE Academy

Where a pupil is identified as having SEND, we are required to take action to remove barriers to learning and put effective Special Educational provision in place through the use of the notional SEND budget.

This SEND support takes the form of a four part cycle:

Assess Plan Do Review

During this cycle earlier decisions and actions are revisited, refined and revised with a growing understanding of the pupil's needs, and of what supports the pupil in making good progress and securing good outcomes.



For higher levels of need, we have arrangements in place to draw on more specialised assessment from External Agencies.

Where a pupil continues to make less than expected progress, despite evidence-based support and interventions matched to the pupil's area of need, St Mary's will consider involving specialists, including those secured by the school itself or from outside agencies.

The pupil's parents/carers should always be involved in any decision to involve specialists.

Education Health and Care Plan referral

SEND support will be adapted or replaced depending on how effective it's been in achieving the agreed outcomes. Where, despite the school having taken relevant and purposeful action to identify, assess and meet the SEND of the child or young person, the child or young person has not made expected progress, the school or parents/carers can consider requesting an Education, Health and Care Needs assessment so that a full **EHCP** (Education, Health and Care Plan) can be put in place.

Contacts

St Mary's CE Academy

Rook Tree Lane, Stotfold SG5 4DL

SENDCo - Gemma Martin

Deputy SENDCo – Ellie Attenborough

Governor for SEND - Sue Steptoe

For further information please visit our website:

www.stmarysacademystotfold.co.uk/what-we-do/special-education-needs

Central Bedfordshire

Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ

www.centralbedfordshire.gov.uk/children/sen-disability/landing.aspx

Tel: 0300 300 8301



St Mary's CE Academy

PUPIL PREMIUM

If your child is eligible for free school meals, they may also be entitled to a sum of money paid to their school to boost their learning.

What is the Pupil Premium?

Introduced in 2011, the pupil premium is a sum of money given to schools each year by the Government to improve the attainment of disadvantaged children and pupils in need of extra support due to their circumstances.

This is based on research showing that children from low income families may perform less well at school than their peers and generally face extra challenges in reaching their potential. Often, children who are entitled to pupil premium may have poor language and communication skills, less family support, lack of confidence and issues with attendance and punctuality. The pupil premium is intended to directly benefit the children who are eligible, helping to narrow the gap between them and their classmates.

Is your child eligible?

Your child is eligible for Pupil Premium funding if you're in receipt of one of the following:

- *Children who have qualified for free school meals at any point in the past six years.*
- *Children who have been looked after under Local Authority care for more than one day.*

How is it spent?

Schools can choose how to spend their pupil premium money, as they are best placed to identify what would be of most benefit to the children who are eligible.

Ways in which St Mary's Academy spends their pupil premium fund include:

- *Extra one-to-one or small-group support for children within the classroom.*
- *Employing extra teaching assistants to work with classes.*
- *Providing extra-curricular activities.*
- *Funding educational trips and visits.*
- *Paying for additional help such as emotional and well-being support.*
- *Assistance with school meals from Key Stage 2 onwards.*
- *Investing in resources that boost children's learning.*

In certain circumstances, St Mary's Academy uses their pupil premium towards costs such as school uniform and PE kit. Often, all of the children in a class will reap some benefit from how the school spends its pupil premium: for example, if the money is used to fund an additional teaching assistant who works across the whole class, rather than providing one-to-one support. Research shows that the fund does help to narrow gaps between disadvantaged children and their peers, particularly in English and Maths.



Can you influence how the Pupil Premium is used?

There is no obligation for your school to consult you about how they use the money allocated. However, schools do have to show that they are using their pupil premium fund appropriately. This is measured through Ofsted inspections and annual performance tables showing the progress made by children who are eligible for pupil premium. In addition, they have to publish details online, including how much money they have been allocated, how they intend to spend it, how they spent their previous year's allocation and how it made a difference to the attainment of disadvantaged pupils.

St Mary's Academy publishes all relevant information on their school website.

How to claim your child's Pupil Premium

Your child must be at school full time and may be eligible for free school meals – and accordingly pupil premium – if you receive any of the following benefits:

- *Universal Credit with an annual net earned income of no more than £7,400 (£616.67 per month)*
- *Income Support*
- *Income-based Jobseekers' Allowance*
- *Income-related Employment and Support Allowance*
- *Support under Part IV of the Immigration and Asylum Act 1999*
- *The guaranteed element of state Pension Credit*
- *Child Tax Credit, provided that you are not also entitled to Working Tax Credit and have an annual gross income of £16,190 or less*
- *Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)*

Or looked after children who:

- *Have been looked after for 1 day or more*
- *Are Adopted*
- *Leave care under a Special Guardianship Order or Residence Order*

From September 2014, all children in Reception and Years 1 and 2 are entitled to Universal Free School Meals, regardless of their family income, but only the children who would have qualified for free meals under the above income-based criteria will receive the pupil premium.

If you think you meet the Pupil Premium eligibility criteria, please call the dedicated team at:

Central Bedfordshire on 0300 300 8306.

When you call please have the following information ready:

- *National Insurance numbers and dates of birth for you and your partner*
- *Dates of birth for your children*
- *If you receive support from the National Asylum Support Service, your NASS number*