

# Welcome to St Michael's CE (C) Primary School

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Staffordshire  
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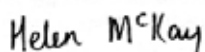
Dear Parent

Choosing the right school for your child is one of the most important decisions you have to make. St Michael's School provides each child with a sound academic education whilst catering for individual needs in a secure and happy environment. Visitors will find kindness, friendliness, good manners and discipline apparent everywhere. Through interest and activity, and by experiencing success, children can develop confidence, good learning habits and an ability to think for themselves. Great emphasis is given to the teaching of the basic skills of good reading, writing and mathematics in a curriculum that provides breadth, balance and continuity over a wide range of subjects.

When your son or daughter becomes part of the St Michael's School Family, we hope it is the start of a rewarding time for both your child and yourselves. The school has many attributes including its delightful spacious grounds, its excellent facilities and the commitment of all the staff. Without doubt its greatest asset is the children themselves, not only for the achievements they accomplish but also for the thoughtful, caring ways in which they achieve their success.

These assets, combined with your support, will enable us to achieve our goals, which are outlined in the school aims. Together in partnership, we can realise the motto "Not just a school, more a way of life".

Although a prospectus can tell you many facts about a school, there is no substitute for a personal visit. You are warmly invited to call in, telephone or write to arrange a visit during which you can meet the children and staff.



Miss Helen McKay  
Headteacher

All correspondence should be addressed to the Headteacher of the School  
at the Sturgeons Hill address, where the school office is situated.

St Michael's CE (C) Primary School is a co-educational day school administered by Staffordshire County Council Education Committee, catering for children from 3 to 11 years of age. It is also a "Controlled" Church School under the auspices of the Lichfield Diocesan Education Committee. The school has strong links with St Michael's Church.

### **OUR MISSION STATEMENT**

TO PROVIDE a positive and enjoyable learning environment within a Christian ethos, encouraging all children to realise their potential in all areas of their development, and helping them to develop respect for themselves others and their environment.

December 2000

### **OUR SHARED VISION**

1. To be more outward looking and create a centre of excellence for 21st century education
2. To improve facilities within school, the appearance of the buildings and garden and to strive for a one-site school
3. To use resources (both human an material) more creatively and more effectively
4. To develop community involvement
5. To develop play and social skills within our school

September 2001

### **OUR SCHOOL RULES**

We all act with courtesy and consideration to others at all times.

1. We try to understand other people's point of view
2. We move gently and quietly around school
3. We speak politely to everyone
4. We keep school clean and tidy
5. We make it as easy as possible for everyone to learn

## **ETHOS AND VALUES**

Here at St Michael's we acknowledge every child as an individual with unique talents. The 2001 Diocesan OFSTED inspection report states, "*The happy atmosphere and warm and friendly welcome portrays a caring school.*" Within this friendly, family atmosphere children gain confidence and independence, assimilate good learning practices and develop intellectually, emotionally, socially and physically.

The inspectors experienced first hand "*the Christian attitudes and caring supportive relationship which underpin all areas of school life and learning at St Michael's and are reflected in pupils' work and play.*"

## **ADMISSIONS POLICY**

Parents who are considering sending their child to the school should contact the Headteacher, who will be pleased to explain admission arrangements and arrange a visit at any time. Admissions to both our Reception and Nursery Classes are administered by Staffordshire Local Authority.

At St Michael's 60 children are allocated places in Reception each year. Children start school in the September before their fifth birthday. If the number of applicants exceeds 60 then the following order of priority will be used to allocate places.

Pupils living within the catchment area  
Pupils who, at the time of application, have an older sibling attending St Michael's  
Pupils who are distinguished from the great majority of applicants on either medical grounds or by other exceptional circumstances and they would suffer hardship if they were unable to attend St Michael's  
Pupils whose parents regularly attend the Church of England or another church  
Other pupils according to how near their home address is to school

A full copy of this policy is available from the School Office.

Our 26 place Nursery is available to children in the September after their third birthday.

Again the application process is administered by Staffordshire Local Authority.

All parents will receive a copy of the school's Home-School Agreement and will be invited to sign the parental declaration to indicate that they understand and accept the contents of the Agreement.

## **THE SCHOOL'S GOVERNING BODY**

The Governors consist of two teachers, three Foundation Governors, four parents, four Local Education Authority Representatives, the Rector (ex-officio), a local Councillor and the Headteacher. A current list of Governors is included inside the back cover.

This is the group responsible for making decisions about how the school is run, to help decide how the budget is spent and how the premises are maintained.

They have legal duties, powers and responsibilities. In addition to their twice-termly meetings, they have sub-committees which meet to consider specific matters, e.g. Finance, Personnel, Appeals, Premises and Health and Safety.

**FOUNDATION STAGE (Reception and Nursery Classes)  
ADMISSION AND INDUCTION PROCEDURE**

### **NURSERY CLASS**

St Michael's is very proud to have a Nursery class. Children may attend morning or afternoon sessions, each lasting two and a half hours.

- ♦ Children are eligible for a place in the September after their third birthday.

We fully appreciate that starting school is a very significant step for both children and parents. We aim to make the experience a positive and happy one, and we have developed a sympathetic induction programme for pre-school children to ensure that the transition between home and school is as smooth as possible.

A staggered entry programme operates during the first few weeks of the Autumn Term. At these sessions the children are given the opportunity to play in the nursery environment and get to know the staff. We hope this will help your child to be confident about starting school as he/she becomes increasingly familiar with the school, staff and children.

Within the Christian, caring environment of the Nursery Class we aim to develop happy, confident and secure children, with good personal and social skills, who can communicate with one another and the adults around them.

The children work and play together in small groups under the close supervision of dedicated staff, who provide a wide range of activities within the different areas of the Nursery, both indoor and outdoor. These many and varied experiences provide children with the opportunity to develop the basic skills for entry into Reception.

The Nursery Class is very much an integral part of the school. The children join in selected school activities and so acquire a sense of belonging to St Michael's, thereby easing the transition to Reception.

### **RECEPTION CLASS**

For children who have not attended our Nursery classes, there is the opportunity to make a series of visits to the school with their parents during the half-term prior to admission to Reception. At these sessions the children are given the opportunity to play in the Reception classrooms and to borrow a library book. We hope this will help your child to be confident about starting school as he/she becomes increasingly familiar with the school, staff and children.

Our comprehensive induction programme for all Reception children also gives parents the opportunity to sample a school lunch with their child and to attend an evening meeting to find out more about the school and its activities. You are also invited to join us at Sports Day, our Summer Term Open Evening and the PTA Summer Fayre

At St Michael's we operate a staggered entry programme for children as they begin their school life in Reception. For the first four weeks the children attend on a part time basis so that they can settle into school life with confidence. More information about this programme is available from our Foundation Stage Co-ordinator.

## **ORGANISATION AND PASTORAL CARE**

Foundation Stage – Nursery, Reception  
Key Stage 1 – Years 1 and 2  
Lower Key Stage 2 – Years 3 and 4  
Upper Key Stage 2 – Years 5 and 6

Children are currently taught within their year group in mixed ability classes in the care of a Class Teacher who is responsible for their education and welfare. In addition to the teaching staff we are very fortunate to have the support of dedicated teaching assistants working throughout the school. A variety of teaching methods are used, including whole class lessons, group work and individual activities. Groups may be organised according to individual needs or to a particular activity.

Our pastoral care programme is designed to create a happy, welcoming and secure environment in which each child can develop confidence, individuality and good learning habits. A strong emphasis is placed on working co-operatively with other children and adults.

The school nurse and doctor visit the school regularly, and the school liaises with other health and education professionals, as required.

### **ABSENCE FROM SCHOOL**

School attendance is measured in sessions. There are two sessions per day per child. The total number of possible sessions is 380 per year. Attendance figures are included inside the back cover.

We are required by the Department for Education and Skills to record all absence from school as 'authorised' or 'unauthorised'. Authorised absences are counted to be those for illness, medical or dental appointments, special visits and holidays. The school needs to know the particular reason for absence, and parents should send a written explanation.

If your child has or develops a medical condition of which the school should be aware, please inform the school immediately.

Infectious diseases must be notified to the school.

Please do not send your child to school when obviously unwell. When a child is absent through illness, parents must inform the school either via a telephone call to the school or a written explanatory note on their return.

Parents are requested NOT to take holidays during term time, but if this is unavoidable, parents MUST write a letter to the Headteacher requesting permission and return a complete 'Leave of Absence' form (available from the school office) well in advance of the planned holiday. The Headteacher may grant up to only two weeks' leave in any school year.

No child is allowed out of school during the day unless accompanied by an authorised adult. If your child has an appointment during the day, e.g. doctor's or dental appointment, please inform your child's Class Teacher.

### **LATENESS**

Children should attend school promptly and regularly. If children are late valuable teaching time may be lost. The attendance and punctuality at St Michael's is very good. If on a rare occasion your child is late, the school office should be informed so that the register can be marked and a dinner ordered if required.

## VISITS AND SECURITY

The school reception is located through the main entrance at Main School. You can always be assured of a warm welcome from our school secretary, who will be pleased to deal with your enquiries.

The school office is open from 8.50am to 3.30pm.

If you would like to discuss a matter with a member of staff or the Headteacher, please contact the school office to arrange a mutually convenient appointment.

In the interest of our children's security, the only access for visitors during the school day is the main entrance at Main School. Visitors are asked to sign in and to wear a visitor's badge throughout their visit.

## BEGINNING AND END OF THE SCHOOL DAY

School begins at 8.50am. School ends for Reception and Key Stage 1 at 3.10pm, and for Key Stage 2 at 3.15pm

The school cannot accept responsibility for any children who arrive more than ten minutes before the start of the school day. Children must enter and leave the school via the pedestrian gate on Cherry Orchard at Main School or the gate off the churchyard path at Old School. Pedestrians must **not** use the vehicular entrance at either site.

If you are bringing your child to school by car, please be considerate when parking and please do not use the staff car park as a dropping off or collection point. It is very important that we do not create additional traffic hazards for our children.

## BREAKTIME

It is the school's policy to promote healthy eating habits. Children are encouraged to bring a healthy snack, such as fruit or raw vegetables to eat during the mid-morning break. Alternatively, toast and milk may be purchased from the school cook. Money should be brought to school in a purse clearly marked with the child's name.

## LUNCHTIME

Children can enjoy a hot meal, bring a packed lunch from home or alternatively go home for lunch.

The hot meal is cafeteria style, nutritionally balanced and freshly prepared and cooked on the premises by our own school cook. There is a choice of main courses, vegetables and hot or cold sweets. The children are also provided with a drink.

Children who bring sandwiches are responsible for looking after them. Parents are asked to ensure that the meal is carefully stored. Drinks should be brought in a sturdy plastic flask, screw top plastic bottle or carton. Please do not send glass bottles or canned drinks.

Hot meals and sandwiches are eaten in the dining hall or hall, supervised by lunchtime supervisors, who also look after the children in the playground before and after they eat their lunch.

Parents are asked to advise the school if their child will be going home for lunch.

## DINNER MONEY

Dinner money is collected daily, and the correct amount should be brought to school in a purse clearly labelled with the child's name.

Families who receive income support may be entitled to free school meals. Please contact the school office for further details.

## **CURRICULUM**

The full range of National Curriculum subjects is taught, and each child follows broad and balanced programmes of study. Great emphasis is placed on the daily teaching of the basic skills of literacy and numeracy, which incorporates current DfEE legislation.

### **FOUNDATION CURRICULUM**

Children in our Pre-Reception and Reception classes follow the Foundation Curriculum, which is based on six key areas of learning:

- ♦ Communication, language and literacy
- ♦ Mathematical development
- ♦ Physical development
- ♦ Knowledge and understanding of the world
- ♦ Personal, social and emotional development
- ♦ Creative development

Each half term a topic is used to focus on these six areas.

### **ENGLISH**

Our aim is to develop children's abilities to communicate effectively through speech and writing, to listen with understanding and to be enthusiastic and responsive readers with a love of books. We use the best traditional and modern methods to enhance the children's learning. We encourage parents to take an active part in the reading process, through the use of individual Reading Records and Homework Diaries and through personal contact with the class teacher. We aim to provide a rich language environment with a wide range of reading schemes and a good selection of fiction and non-fiction.

We have a carefully planned programme to develop the children's writing skills, including spelling, punctuation, grammar and handwriting. We encourage them to write for different purposes, such as story writing, poetry, factual reporting and writing for information. All children are given the opportunity to contribute to the school magazine and to take part in the school's many and varied drama activities.

Overall we aim to give children the tools of learning, which they can confidently use in any situation they may meet.

### **MATHEMATICS**

In Mathematics we aim to equip our children with the basic numeracy skills necessary for life. We encourage the development of a positive attitude towards Mathematics from the earliest days in school. The acquisition of mathematical skills and knowledge is given high priority.

The children are introduced to a range of mathematical concepts and their use and application. They study number and algebra, shape, space and measurement and handling data. Published materials and a variety of practical apparatus provide continuity and progression, allowing each child to develop the necessary skills and understanding. The correct use and understanding of appropriate mathematical vocabulary is given a high profile.

We consider the quick recall of basic facts very important, and regular practice and consolidation of these skills is conducted in a fun and practical way. Planned activities provide opportunities for problem-solving, investigation and application of mathematical skills in a meaningful context across the curriculum.

We encourage children to think clearly and logically and to develop their full potential in Mathematics. We hope to enable them to develop enthusiasm, enjoyment and the confidence to overcome difficulties.

## **SCIENCE**

Science is a core area of the National Curriculum and, as such, we give it the importance it deserves. In our teaching of Science we aim to ensure that all children have the opportunity to satisfy their natural curiosity to explore and investigate the world around them. We encourage children to develop scientific skills, such as making and testing hypotheses, designing and carrying out experiments, observing and recording, classifying and predicting. Children learn how to organise a fair test, make comparisons, identify patterns and draw conclusions. They are given opportunities to widen their scientific vocabulary and to explore ways of presenting scientific information using Information and Communication Technology (ICT).

The content of our Science teaching is based on the areas of Life and Living Processes, Materials and their Properties, and Physical Processes (comprising electricity, forces, light and sound). We help the children to develop a greater understanding of their physical and natural surroundings and use the extensive grounds around the school and St Michael's Church, as well as organised field trips, to give the children first-hand experience.

Enjoyment, social co-operation, an awareness of personal health and a respect for living things are important areas developed in this subject.

## **INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)**

ICT skills are essential to life today. Computers have an increasing role to play at work and at home, and for this reason we have made ICT a priority.

Computers are widely used throughout the school, from Reception onwards. All children experience ICT first-hand, using word processing, data handling, spread sheets, logo and simulation, as well as the many research opportunities offered by CD ROM. ICT is used across the curriculum to enhance and extend learning, and to this end we are continually reviewing and updating both our hardware and extensive software resources.

It is our goal to ensure that children develop the ICT skills and knowledge needed to use computers competently and confidently with enthusiasm.

We currently have two computer suites with internet access, one on each site and are committed to extending internet access facilities into classrooms.

## **ART**

Art enables children to develop a visual and tactile form of communication. At St Michael's we aim to give children the confidence to express their own thoughts and ideas by giving them access to a wide variety of media and techniques in both two and three dimensions. The school's kiln is in constant use allowing children to develop their skills using clay.

Children are encouraged to look at and discuss a wide variety of art forms, the work of famous artists and art from different cultures around the world, enabling them to develop a critical appreciation of their own and others' work.

Art is attractively displayed in two and three-dimensional form throughout the school, illustrating not only the wide variety of techniques used, but also the importance of art as a visual form of expression across the whole curriculum.

## **DESIGN TECHNOLOGY**

Our programme for Design Technology gives children the opportunity to acquire, reinforce and develop knowledge and practical skills. We are fortunate in having a wide range of DT resources, including specialist tools and numerous construction kits. Children are taught to use the tools and equipment safely and appropriately, and these skills are then applied to more complex assignments, when they work in groups or individually to design, construct, evaluate and modify objects with a real purpose. Many of the tasks carried out by the children are closely linked to other areas of the curriculum in order to provide a context for their work.

We aim to give children the confidence and competence to identify, examine and solve

practical problems using technological skills, which they have acquired.

Wherever possible trips are incorporated to see technology in action, an example being Year 5 visiting Tesco and Greggs Bakeries.

## **GEOGRAPHY**

Through the study of human and physical Geography we aim to give children a basic understanding of the world around us. They learn about such areas as Weather and the Water Cycle, Rock Formation, Geology, Rivers and Landscape.

We recognise and build upon the children's first-hand experience and knowledge through studies of the locality and contrasting localities in this country and throughout the world. We aim to develop their geographical skills through practical experiences wherever possible, by carrying out fieldwork activities in the local area and by educational visits, including a residential visit to Shugborough for Year 6 children. Children make and use maps and develop an understanding of scale and orientation. They are encouraged to look for relationships between people and places and to appreciate the growing environmental concerns throughout the world.

## **HISTORY**

We encourage children to develop an interest and curiosity about the past. Through the study of History children develop an understanding of the past, of the contemporary world and of the process of change.

Children experience a planned programme of activities that progressively develops an historical perspective based on the understanding of simple evidence. We use a wide range of resources: historical artefacts, pictures and photographs, video and audio tapes and computer programs. Children visit historical sites and museums such as Lichfield Heritage Centre and Cathedral, Eyam, York and London.

We feel that an understanding of people and events of the past allows children to make more balanced judgements about things that

may happen in their lives and in the world around them.

## **ENVIRONMENTAL STUDIES**

Environmental Studies is an integral part of the core and foundation subjects, and at St Michael's we aim to foster an early respect and care for all aspects of the environment.

We have planned programmes of study and use the extensive grounds surrounding the school and St Michael's Church to develop the children's skills and knowledge. Parents are invited to become involved in many of the activities planned and run by the children.

Children respond to their environment, and we give them opportunities to transfer their interest and responsible attitudes to the wider community.

## **MUSIC**

Specialist music teachers deliver the National Curriculum throughout the school. In these sessions children have the opportunity to develop listening and appraising, composing and singing skills. The children build upon their natural musical ability and from Year 2 they are all encouraged to read music and to play the recorder.

As an important part of musical development we aim for *all* children to be involved in a public musical performance. The children perform to each other, to parents and at local venues, including St Michael's Church and Lichfield Cathedral.

In KS2 children have the opportunity to receive tuition in stringed, woodwind and brass instruments from peripatetic music teachers.

The children also have the opportunity to participate in a number of extra curricular musical activities.

## **PE AND SPORT**

Physical Education is an important part of our curriculum. It can be the first step towards a healthy lifestyle and an enjoyment of sport, and we aim to ensure that all children have every opportunity to develop their sporting

skills in an enjoyable atmosphere and a safe environment.

Physical Education channels the energy, high spirits, and competitiveness of the young in a socially beneficial way. Furthermore, sport can benefit everyone regardless of age and ability. It provides important lessons for life: team spirit, sportsmanship, playing within rules, self-discipline and dedication.

The wide range of activities taught enables each child to develop motor and manipulative skills, co-ordination, control mobility and strength.

Activities taught within the school include the following:

- Gymnastics
- Dance
- Athletics
- Netball
- Football
- Rounders
- Cricket
- Short tennis
- Cross-country running
- Swimming (KS2 children attend lessons at Friary Grange Leisure Centre)
- Outdoor and adventurous activities, e.g. orienteering and climbing in Y6

Children have the opportunity to participate in inter-school friendly competitions, leagues and tournaments and school Sports Days.

The school has the use of extensive playing fields and hard playground surfaces that are marked with pitches, courts and tracks appropriate to the season. The large school hall is used for indoor games, gymnastics and dance and has an excellent range of the latest apparatus and equipment.

## RELIGIOUS EDUCATION

St Michael's is a church school and we are proud of its Christian traditions. We create a caring, family atmosphere throughout the school and this is closely reflected in our RE teaching. We aim to develop the children's own beliefs and values and to broaden their own understanding of the nature of religion.

The RE in school is taught according to the Staffordshire Agreed Syllabus. The children study Christianity, Islam and Judaism as agreed in the King Edward's Pyramid of Schools. We feel it is very important that children develop attitudes of tolerance and understanding of the beliefs and customs of others. They are taught to treat everyone, including themselves, with respect. We aim to help children to make sense of their own lives and experiences and to grow spiritually.

We enjoy a special partnership with our parish church, St Michael's, but we have links with other churches in the area, which we use in various ways as teaching resources.

Parents have the right to withdraw their child from RE lessons, but before doing so should consult with the Headteacher.

## COLLECTIVE WORSHIP

At St Michael's children take part in a daily act of Collective Worship, which may be in the form of a whole school or group assembly, led by staff, visitors or the children themselves. Worship plays an important role in school life and reinforces and reflects the ethos and values of the school. We draw upon the Bible, religious festivals, the lives of historical and contemporary personalities, children's own experience, moral issues and knowledge of other faiths. As the name suggests, the school has close links with St Michael's Church, and the Rector or a ministry team member regularly visits the school and invites Years 5 and 6 to visit the Church for a weekly assembly.

Through worship we aim to provide the opportunity for children to worship God, to consider spiritual and moral issues, to explore their own beliefs, to develop community spirit and to reinforce positive attitudes.

Our 2001 OFSTED Inspection commended...

"..the high quality of worship which gives pupils a rich experience of Anglican tradition as well as other Christian traditions, helping to reflect and share the values and principles which the school promotes in it aims to establish firm foundation for the Christian growth and nurture of its members."

Parents have the right to ask for their child to be withdrawn from RE or Collective Worship, but we would ask parents to discuss the full implications of withdrawal with the Headteacher first. They may find, on discussion, that the school's approach does not conflict with their own.

## SEX AND RELATIONSHIP EDUCATION POLICY

Sex and Relationship Education is taught across our school with the older children in Key Stage 2 being taught in partnership with our School Nurse. We feel pupils have then reached sufficient maturity to deal with this issue.

Our Sex and Relationship Education programme is supported by a set of Channel 4 resources (Living and Growing). These videos handle the subject sensitively and thoroughly. Parents are given the opportunity to preview the videos in a specially arranged evening meeting.

The school nurse, together with the class teachers, discusses with the children the changes that will affect them as they approach puberty.

## **SPECIAL EDUCATIONAL NEEDS**

At St Michael's we are committed to encouraging every child to realise his or her potential, and we are very conscious that some children may require extra support, be it physical or academic, and we have an identified member of staff responsible for Special Educational Needs.

We aim to identify, assess and meet the special needs of all these children and we liaise closely with the LEA's Special Needs Support Services, the Psychological Service and other external agencies where appropriate. We use carefully monitored individual programmes of work for children experiencing learning difficulties. Parental involvement is encouraged in all aspects of this support process.

## **GIFTED AND TALENTED CHILDREN**

Some children demonstrate gifts and talents in particular areas of the curriculum and aspects of school life. There is an identified member of staff responsible for identifying and assessing the needs of gifted and talented children. Special programmes of work are identified in order to encourage these children to realise their potential. Parental involvement is encouraged in all aspects of this process.

## **ASSESSMENT**

Teachers continuously assess children's work. Assessment is a normal feature of school life planned into the school curriculum, to aid the learning process, monitor progress and enable the teacher to plan for future learning.

Throughout the Foundation Stage children are assessed against the Stepping Stones and Foundation Stage Profile.

At the end of Key Stage 1 and Key Stage 2 statutory teacher assessment and Standard Assessment Tests and Tasks (SATs) are completed and the results reported to parents.

Parents are informed of the format and timing of the Key Stage 2 SATs at meetings with the teachers.

A copy of the of the most recent Key Stage 1 and 2 results can be found at the back of this brochure.

## **HOMEWORK**

At St Michael's we believe it is important and beneficial for all parents to become as involved as possible in their child's education. In the early days we encourage parents to listen and talk to their child about his/her day at school. From Reception children bring reading books home, and parents are asked to listen to their child reading and to record their reading experiences in a Reading Diary.

As children progress through the school, homework is set on a more formal basis. In Years 1 and 2, in addition to reading, homework might involve learning number bonds, finding facts for topic work or simple writing activities.

As children move through Key Stage 2 homework is gradually set on a more formal and regular basis. All children are given a Homework Diary in which they are encouraged to record not only the teacher-set tasks but also their achievements at home and at school during that week. This more disciplined approach to homework helps the children to develop the necessary skills that they will require at secondary school.

We hope that parents will encourage and support their child and we regularly ask for their comments. Copies of our Homework Policy are available from the School Office.

## **EDUCATIONAL VISITS**

During each school year children are given the opportunity to visit places of interest both in the locality and further afield. We believe these visits enhance and reinforce the work done in the classroom and are extremely valuable for children of all ages.

Older children in Key Stage 2 also benefit from a residential visit to one of the Staffordshire Outdoor Education Centres, where they have the opportunity to further develop their independence and participate in a wide range of activities.

The cost of educational visits is always kept as low as possible, and a request is usually made to parents for a donation to cover the cost of each visit. No child will be excluded from a visit on financial grounds.

## **EXTRA-CURRICULAR ACTIVITIES**

Many activities are organised by the staff in their own time and are dependent on the goodwill and interest of the staff. Parents willing to assist with extra-curricular activities are always very welcome. We are extremely appreciative of the parents who currently are actively involved in the running of such activities.

Activities currently offered include: Netball, Football, Cricket, Cross-country, Rounders, Recorders, Band, Choir and Drama.

Instrumental tuition is offered by peripatetic teachers from the Staffordshire Music Service to children in Key Stage 2. Children have the opportunity to learn violin, cello, guitar, flute, clarinet and brass instruments for a subsidised fee.

## **REPORTING TO PARENTS**

The school operates an 'open door' policy, and the Headteacher or your child's class teacher will be happy to see you, by appointment, if you have any worries or concerns about your child.

We have three parents' evenings a year, one in each of the three school terms. The first, in the Autumn Term, provides an opportunity for

parents to discuss with teachers how well their child is settling into their new class. The main parents' evening of the year is held during the Spring Term, and this provides the main formal opportunity for parents to find out how well their child is progressing. An Open Evening is held in the Summer Term, to which all parents are invited to view the children's work and celebrate their achievements.

In the second half of the Summer Term parents will receive a written report on their child's progress. Parents then have the opportunity to make an appointment with the class teacher to discuss the report if they so wish.

## HEALTH AND WELFARE

The school nurse is a frequent visitor to St Michael's. In addition to performing regular health checks, she is also involved with our Health Education Programme and the promotion of good health. She is always happy to discuss with parents any issues affecting the health and welfare of their child. She can be contacted through the School Office or at Greenhill Health Centre.

### Accident and Illness In School

Despite our care there may be an accident at school or your child may become unwell. We always contact parents immediately, and for this purpose we need up-to-date contact telephone numbers.

Cuts and grazes are cleaned but no treatments other than plasters are applied. If your child is allergic to these it is important to let the school know. All bumps to the head are treated with care and parents are always informed by telephone, letter or personal contact.

### Medication

It is the policy of the school that no prescribed or bought medication should be brought into school. In exceptional cases the school will administer medicines where prescribed medication is required to control a pre-existing, known medical condition, about which the school *must* be kept fully informed. A medical protocol is drawn up between school and parents for children with such conditions. Parents or their representatives may, by prior arrangement with the school, administer antibiotics to children who, whilst well enough to be in school, are completing a course of antibiotics.

A copy of the school's First Aid Policy is available from the School Office.

## BEHAVIOUR, REWARDS AND DISCIPLINE

At St Michael's we aim to foster a child's self-discipline, self-respect and consideration for others. The highest standard of behaviour is

expected of children at all times, and positive behaviour and achievements are recognised and rewarded in a number of ways, such as verbal praise, stars, stickers and achievement awards. Children regularly share and celebrate their achievements at special acts of collective worship.

In Key Stage 2 we operate a House system and the children are organised into four houses: Anson, Johnson, Mitchell and Wedgwood. Housepoints can be earned for good work, trying hard, good behaviour, good manners, participating in competitions and other achievements.

Children are encouraged to discuss the necessity for simple rules that will ensure the safety and contentment of both children and adults. Poor behaviour or work could lead to a simple sanction being imposed, such as missing playtime. If a child persistently misbehaves the parents are invited to discuss the problem with the Headteacher with a view to seeking a solution.

In accordance with the Education Act 1986 corporal punishment is not administered in this school. We believe that education is most effective when parents and school work closely together to ensure a well-disciplined environment for our children.

A copy of our Behaviour and Expectations and Anti-Bullying Policies can be obtained from the school office.

## **ACCESS TO DOCUMENTS**

Copies of all documents referred to in the 'Publication Scheme on Information Available Under the Freedom of Information Act 2000, may be inspected or obtained (except those which are copyright) at the school, upon request to the Headteacher. In some instances a charge may be made (not exceeding the cost of production) in respect of any copies supplied.

## **CHARGING AND REMISSIONS POLICY**

Day to day educational activities are free of charge to all children. However, many additional activities take place during school hours for which the school may ask for contributions from parents. These contributions are entirely voluntary. In cases of hardship parents are asked to contact the school.

The Governors have adopted the LEA policy on charging for additional activities and hope that parents will feel able to support activities such as educational visits and special events in school. The Governors encourage these activities as part of a broad and balanced curriculum.

## **COMPLAINTS**

Our aim is that we should create honest, active and well-informed partnerships based on mutual confidence and respect for the benefit of the children.

From time to time you may have a concern which you may wish to bring to the attention of the school or discuss further. In most situations the best person to speak to is your child's class teacher. They are the person who best knows your child. An appointment can be made via the main school office for immediately before or after school.

Sometimes you may need to speak to someone other than your child's teacher. In the first instance this should be your child's Phase Leader. Again appointments with Phase Leaders can be arranged via the main school office.

If, having met with one of our Phase Leaders, you remain concerned please contact either

the Head or Deputy Head via the main school office. In order to deal with your concern promptly and appropriately please can you provide the office staff with a brief summary. This means that when the Head or Deputy meets with you they are able to reassure you in an informed and supportive way. Wherever possible we will try to arrange appointments on the day itself or the following day but on occasions this may be difficult to achieve.

Please let us know about any problems or worries that you may have at an early stage so we can respond appropriately. On rare occasions you may feel that your concerns have not been supported or fully investigated. In this instance you may want to raise the issue more formally. A copy of our Compliments and Complaints procedure is available from the main school office.

## **SECONDARY SCHOOL LIAISON**

St Michael's has established very good links with the secondary schools in Lichfield.

At the end of Year 6 most children transfer to King Edward VI School. Whichever school children move on to they are prepared well in advance for the move. The three Lichfield High Schools offer them the opportunity to make preliminary visits and the chance to spend a period of time following a typical Year 7 timetable. We aim to make the transition as smooth and effective as possible.

## SCHOOL DRESS

We encourage all children to wear the school uniform and hope that parents feel they can support us in this respect. We are delighted that so many children wear our uniform. We feel it gives children a pride in their appearance and a sense of identity. Although it is not compulsory, the Governors and staff encourage the wearing of school colours.

### The school uniform is:

Royal blue sweatshirt, sweater or cardigan  
White shirt or polo shirt  
Grey trousers or shorts (boys)  
Grey skirt, pinafore or trousers (girls)  
School tie  
Blue and white striped/checked summer dress  
Sensible footwear is encouraged (no trainers)

School ties and sweatshirts and sweatshirt cardigans embroidered with the school logo can be purchased from Buxton & Bonnet in the precinct. All purchases from Buxton and Bonnet earn school commission as part of their 'School Loyalty Scheme'. In addition, sun hats and book bags embroidered with the school logo can be purchased from the school.

### For PE children will need:

Drawstring bag (available with logo from school)  
Navy blue shorts  
Plain white T-shirt  
Girls may wear a leotard if they wish  
Pumps

### For Outdoor Games (KS2) children will need:

A tracksuit or sweatshirt and joggers  
Trainers or football boots

### For Swimming (KS2)

Swimming bag  
Towel  
Swimsuit or trunks  
Swimming hat (girls and boys) - compulsory

Note: It is *very* important that all items of clothing, including footwear and bags, are clearly marked with your child's name.

### Jewellery

We prefer children not to wear jewellery at school, for safety reasons. Watches are permitted, but must be removed for all PE activities. Children with pierced ears may wear small, plain studs or sleepers but these *must* be either removed or taped over for all PE activities.

### Lost Property

We will make every reasonable effort to locate lost property. However, the school cannot accept liability for any loss or damage to personal belongings whilst on the school premises.

## **THE SCHOOL AND PARENT PARTNERSHIP**

St Michael's is very proud of its long-established partnership with parents, and we believe that parental encouragement and involvement are major factors in ensuring a child's successful progress at school. Parents are kept informed of events in school through weekly family newsletters.

There are many ways in which the parents and families of St Michael's children are encouraged to participate in the life of the school. Many parents (and grandparents) provide valuable support and help in the classroom, with extra-curricular activities and on educational visits. We value their enthusiasm and are grateful for their commitment. We are very fortunate to have an active Parent Teacher Association (PTA), which organises events both of a social and fundraising nature. The PTA meets regularly and anyone is welcome to attend meetings. We appreciate the positive support of parents.

All parents are invited to attend special school functions that take place during the school year, e.g., Family Worship, Concerts, Sports Days, Open Evenings, Harvest and Christmas Celebrations.

There is a member of the teaching staff who is responsible for co-ordinating the many offers of help that the school receives.

## **PARENT TEACHER ASSOCIATION**

Our school has a very active and supportive Parent Teacher Association. All parents automatically become members when their child enters school and they are always welcome to become involved in the work of the PTA. An annually elected committee runs the Association, and anyone may volunteer to become an officer or ordinary committee member. Regular committee meetings are held throughout the school year to plan and organise a programme of events to be enjoyed by parents and children alike. These events play an important role in strengthening the partnership between home and school, whilst at the same time raising funds to increase resources. The generous support given by parents in recent years has enabled the PTA to provide additional books,

Information and Communication Technology equipment, playground equipment, sports kits and a television and video recorder to name only some items.

On behalf of the PTA, may I take this opportunity to invite you to PTA events. Please come along to our meetings, which are always friendly and sociable occasions. You will always be assured of a warm welcome.

Fiona Sims  
Chair - St Michael's PTA

## **THE SCHOOL IN THE COMMUNITY**

At St Michael's we aim to develop the children's awareness of their place within and their responsibility towards the local community and the wider world. Children meet members of the local community through such activities as singing at local Day Centres and distributing Harvest gifts to the elderly.

We have links with local businesses, colleges and schools, and students come in on 'work experience' placements.

We regularly invite other members of the local community to speak to children about specific topics.

Over the years St Michael's children have demonstrated their caring and responsible attitude through fundraising activities in support of a number of local and national charities.

## **STAFF**

### **Teaching Staff**

#### **Headteacher**

Miss H McKay

#### **Deputy Headteacher**

Mrs J Garratt

#### **Teachers**

Mrs S Baillargeon

Mrs D Brittain

Mrs A Taylor

Mrs F Smith

Mrs J Griffiths

Mrs J Lane

Mrs A Carr

Mrs J Strachan

Mrs R Moseley

Mrs L Elcock

Mrs R Jones

Mrs B Wilkowski

Mrs G Russell

Mrs M Hadfield

Mrs J Cooper

Mrs J Beddow

Miss S Lawrance

Mr G Hardwick

Mr R Greenway

Mr C Plume

#### **Nursery Nurses**

Mrs J Newman

Mrs J Copeland

#### **Teaching Assistants**

Mrs K Richards

Mrs K Thompson

Mrs C Glass

Mrs J Twomlow

Mrs G Butler

Mrs M Williams

Mrs D Berisford

Mrs S Lawrence

Mrs D Dalley

Mrs S Dear

Mrs A Culverwell

#### **Clerical Staff**

Mrs S Bainbridge (Administrator)

Mrs J Rock

Mrs S Dear

## **Supervisory Assistants**

### **Main School**

Mrs E Muggleton (Senior Supervisor)

Mrs S Taylor

Mrs C Kitson

Mrs M Bruschi

Mrs F Royle

Mrs K Jackson

Mrs G Spencer

Mrs M Whitmee

Mrs G Bentley

### **Old School Annexe**

Mrs R Foulger (Senior Supervisor)

Mrs J Smytheman

Mrs C Hubbard

Mrs J Cummins

### **Site Staff**

Mr P Ness (Site Supervisor)

Mr D Razey (Janitor)

### **Cook**

Mrs J Orr

### **Kitchen Assistants**

Mrs S Hiley (Assistant Cook)

Mrs A Hodgkinson

Mrs S Russell

Mrs S Toms

Mrs

Mrs

### **Cleaners**

Mrs S Dutton (Senior Cleaner)

Mrs C Davies

Mrs S Russell

Mrs A Mitchell

Miss L Davies

## GOVERNORS

Rev David Beedon	Foundation (ex-officio)
Miss Helen McKay	Headteacher (ex-officio)
Mrs Rita Athersmith	Foundation
Dr Trevor James	Foundation
Mrs Liz Wilson	Foundation
Mrs Val Diggle	LEA
Mr Dave Piggott	LEA
Mr Ian Thomson	Community
Vacancy	Community
Mrs Alison Staines	Parent
Mr Mark Hargate	Parent
Mr David Walton	Parent
Mrs Lyn Georgiou	Parent
Mrs Viv Wyss	Parent
Mrs Rachel Poulton	Teacher
Mrs Lyn Elcock	Staff
Mrs Jackie Twomlow	Staff