St. Michael's C of E Aided Primary School Sandhurst



School
Prospectus
2018- 2019

lifelong learning

St Michael's Prospectus 2018/2019– Contents

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Prospectus - Introduction

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Headteacher's Welcome

Welcome to St Michael's CE Primary School, where our aim is not just for academic excellence but to bring out in our children their talents and unique abilities and at the same time inspire a love of learning that goes beyond the classroom. St Michael's is a community committed to promoting a lifelong learners at every level. Our children develop social, spiritual and moral awareness, together with a heightened sense of self-esteem, respect and understanding for others. At the heart of everything that the parents, teachers and members of the wider community do, is a desire to develop children who are happy, confident, resourceful, creative and highly skilled. We aim to maintain and build on our creative curriculum. We inspire and challenge all our children, enabling them to fulfill their aspirations and prepare them to take their place in the world as influential, knowledgeable, and articulate adults who have a love of learning. We want learning at every level to be a rewarding and enjoyable experience. We believe that people learn best in different ways and endeavour to provide a rich and varied learning environment. We promote equal opportunities for all children, celebrate success, nurture talents and gifts and develop a sense of pride and caring, both in the school and in our wider community. We believe that our school is a happy place to be and our children agree with us! We believe all this is best achieved when school and families work together. We look forward to working in partnership with you.

Maire Bird
Headteacher

Mission statement

At St Michael's we value the uniqueness of the individual and we offer our children a curriculum which is enriched and diverse, enabling us to inspire them to be the best they can be as well as confident individuals and responsible citizens of the future. We live out Christian values daily and foster supportive and trusting relationships while welcoming and valuing all members of the community and beyond.

Aims

- to be fully inclusive, enabling our children to become active learners who can grow in knowledge ,confidence and understanding
- to motivate, challenge and encourage our children to be resourceful, enquiring, independent and reflective learners through our unique and innovative curriculum
- to develop children's self-esteem and help them to build positive and caring relationships with other people
- to provide a stimulating and vibrant environment in order to foster a love of learning
- to develop children's self-respect and encourage them to respect the ideas, attitudes and values of other cultures and beliefs
- to promote Christian values
- to ensure our children understand their community and feel valued as part of this community;
- to work in partnership with parents

Values

Respect - Independence - Kindness - Hope - Community - Success - Trust



Prospectus

- School Charter

St Michael's School Charter

During their time at St Michael's, we believe that every child should:

- Play!
- Learn a musical instrument
- Visit the theatre
- Support a charity
- Go on a residential trip
- Participate in class assemblies
- Celebrate Christian festivals in Church
- Visit an art gallery
- Listen to a large band/orchestra concert
- Go on school day trips
- Learn and play out of doors
- Get involved with the local community
- Grow and nurture a plant
- Take part in a major school production
- Visit an alternative place of (non-Christian) worship
- Establish links with a school child in a very different school
- Plan and engage in Enterprise education
- Interact with visitors, who demonstrate a wide range of skills and knowledge
- Have an opportunity to show their talents in front of an audience
- Participate in sports
- Attend a variety of after-school clubs
- Have the opportunity to guide visitors around the school
- Engage in competitive inter-school sport
- Participate in joint creative-arts projects with other schools
- Enter competitions in all curriculum areas
- Work with More Able and Talented pupils from other schools

Academically every child should be nurtured and guided to attain their highest standards:

- To become an effective learner
- To be a reader
- To be a writer, with opportunities to have their writing read by a wider audience
- To be numerate
- To study the work of great artists and musicians
- To develop their artistic skills in a wide range of media
- To direct their own learning through cross curricular studies
- To be IT literate in many fields
- To engage in annual themed weeks to re-ignite their interest in subject areas
- To be aware of their place in the world in both geographical and historical contexts

Staffing: 2018-2019

Y6	Mr Cotterill, Mrs Cotterill Mrs Mitchell, Mrs Nurton
Y5	Mrs Cotterill, Mrs Billins Mrs McComish, Mrs Bishop
Y4	Mr Parsons, Ms Lewis
Y3	Mrs Dossett, Mrs Lyne Mr Helliwell, Ms Ivancic
Y2	Mrs Fawkes, Mrs Miller Miss Milstead
Y1	Miss Leatherbarrow, Mrs Hall
Ducklings	Mrs Evans, Mrs Malone Mrs Bearman
PPA Cover	
Y6	Mr Boardman, Mrs Chuter
Y5	
Y4	Mrs McComish
Y3	Ms Lewis
Y1	Mrs McComish
Y2	Ms Lewis
Ducklings	Mrs Malone

Headteacher: Mrs Bird
Deputy Headteacher and Key Stage 2 Leader: Mr Cotterill
Foundation and Key Stage 1 Leader: Mrs Evans
Intervention Manager: Mrs Brown
Special Needs Coordinator/ Family Support Adviser: Mrs Taylor
Office Staff: Mrs Alexander, Mrs Grant, Mrs Bishop
Morning Club: Mrs Nurton
Handyman: Mr O'Dwyer
Lunchtime Supervisors: Mrs D Bishop, Mrs Lyne, Mrs Nurton, Mrs S Bishop, Mr Helliwell, Ms Ivancic, Miss Milstead

Prospectus

- Staffing



Messages and Information

School Telephone Number: 01252 873360

Website: http://www.st-michaels-school.org/

Email: mailto:secretary@st-michaels-school.org

The school office is open from 8.30 a.m. If you would like to speak with the office staff or make an appointment to see a member of staff, please enter through the front door using the buzzer system. Outside the office there are copies of current school correspondence, newsletters and letters. There is also a mail box to drop off letters and forms.

Communication with the School

It is important that we have up-to-date contact numbers for the children in school. Please let the school office know should you move house or change any contact telephone numbers that you have previously given us. This is particularly relevant with regard to mobile phone numbers. We need the names of a couple of contacts aside from parents/carers in case of illness or emergency, as there are times when you may not be available. If you are unable to collect your child please let the class teacher or the school know who will collect them. As part of our safeguarding procedures we will not let children be collected by another adult, even if it is a family friend, if you have not informed us.

Communication with Parents

We communicate regularly with parents through Parentmail, our newsletter (issued every fortnight on a Thursday), and other letters. We mainly use an electronic system of communication, which is an invaluable way of keeping in touch with parents, however we also provide paper copies on request. **Please take time to read/check the newsletter for information prior to contacting the school office with enquiries, in order to reduce the number of phone calls to the office and the cost of additional photocopying.** We also use the School website and Twitter for communication when there are residentials or day visits.

Contacting Your Child's Teacher

There are formal parents' evenings during the year to discuss your child's progress and you will be sent a mid-year and end of year report. However, if you have any concerns, please make an appointment at the school office to arrange a convenient time to speak to the class teacher in order to resolve issues, before they become serious. If you would like to meet Mrs Bird , please make an appointment through the school office, or you can find her on the playground in the mornings. She is happy to speak to parents about any concerns .

Parental Involvement

We positively encourage our parents to become actively engaged in their child's learning, which we see as a crucial element in the home-school partnership, which underpins our school's continued success. Parents are a valued support resource and we welcome you into school, to assist with a range of activities including craft work, cookery, maths games, and art or design technology. We also need your help with transporting children to sporting events or on day trips as well as inviting you to share your expertise, knowledge and skills. We ask parent helpers to sign a parent helper agreement and parents who help are required to undertake a DBS check. Mrs Grant from the office will explain what this involves. During the school year we will invite parent helpers into school for a meeting to share our safeguarding procedures and specific guidance when helping with school activities.

Support for your Child

Many children and families need extra support at some time, either with a school issue or with problems out of school. Please do not hesitate to come and talk to us if you are worried. You can speak to your child's teacher, the Headteacher, Deputy Headteacher the SENCo. All concerns are treated with strict confidentiality.



Prospectus - Information

- Messages and Information
- Communication with the School
- Communicating with Parents
- Contacting your Child's teacher
- Parental Involvement
- Support for your Child



Prospectus

- History





School History

St Michael's is the oldest school in Sandhurst. It was built in 1862, but when the new term started in September 1863, the log book shows that there were several children missing because they were still at work. The school day was regularly disrupted by absence for reaping and potato picking. A school inspection in 1868 found the writing to be excellent, the reading fair and the discipline perfect, but the Scripture knowledge to be a failure in all classes. We have come a long way since then!

We are a Church of England Voluntary Aided primary school and part of the Diocese of Oxford. St Michael's has seven classes, teaching children with an age range of 4 - 11 years. There is one class for each year group and class sizes are 30 in the Infants and up to 33 in the Juniors. The school is in an attractive location in Sandhurst and we are able to make good use of the surrounding woods and lake. We have a school field a short distance away, where the children have PE lessons, matches and Sports Day. All classes visit Ambarrow Woods for outdoor lessons.

In 2012 St Michael's celebrated its 150th anniversary. Earlier in the year we set up an online blog at: http://stmichaels150.blogspot.co.uk/ inviting former pupils and staff to add their memories of their time at St Michael's. The anecdotes and memories shared, highlight the fact that St Michael's has always been a special place, filled with special people.



On the day of our celebrations, we invited former pupils and staff to join us for a cream tea and to view the museum the children had set up. For the current school community, it was a great privilege to meet so many former pupils and staff and I am sure the memory will remain forever with our current pupils. They were very proud of their achievements and the responses to the standard of their work, their hosting skills and the way they generally conducted themselves has increased their sense of pride in themselves and their school. To read more about the history of the school from those who lived the experience, please check out the blog.



Prospectus

- Our curriculum
- Special Educational Needs
- More able and talented provision
- Collective worship

Our Curriculum

"Pupils benefit from an exciting and creative variety of subjects that support their academic progress and personal development. The school makes very good provision for the development of pupils' spiritual, moral, social and cultural development through the context of the Christian ethos that the school clearly articulates." OFSTED June 2015

We are committed to providing a curriculum that truly meets the needs of all our pupils and we are very proud of what we have achieved. Our curriculum is motivating and engaging; it promotes active rather than passive learning and our high expectations ensure that children know only their best is good enough. It is our firm belief that the role of our teachers is to facilitate learning. We believe that it is more important to be the guide on the side than the sage on the stage. We build up key skills, so that children's learning can be extended and they can make a positive contribution to society in the future. We strive to provide opportunities to further enhance learning, through trips and visitors to school. We plan topics on a two year cycle and each topic lasts a term, which allows time to take advantage of incidental learning, capitalise on children's interests and unexpected lines of enquiry. Two classes are introduced to the same theme;

Year 1 and 2 |Year 3 and 4 |Year 5 and 6

However, children in each class may follow entirely different lines of enquiry. The learning is underpinned by a strong skill based foundation, appropriate to their age and ability.

Special Educational Needs

Our policy for Special Educational Needs has been drawn up with regard to the requirements of the new Code of Practice for special educational needs. Our Special Educational Needs Coordinator (SENCO) Mrs Taylor and Intervention Manager, Mrs Brown work closely with class teachers to identify children with special needs and make appropriate provision. We build confidence and self- esteem for pupils with special needs; by planning a differentiated programme with short-term, achievable targets that enable all children to succeed at their own level. Where necessary, we liaise with external agencies or purchase appropriate resources and there is good communication so parents are fully informed of their child's progress.

Our Provision for More Able and Talented Pupils

We provide opportunities for our most able and talented pupils to work at an appropriate level and pace, in order to realise their potential. We support the development of the whole child, whilst valuing, nurturing and celebrating the special abilities children and talents our pupils have. Partnership with the parents of able and talented children is fostered through encouraging them to participate in enrichment programmes and any special projects.

Collective Worship

The children take part in a daily act of collective worship, either in class or in the school hall. Reverend John Castle, rector of St Michael's Church leads the worship once a week. Parents are invited to Celebration Assemblies and to events such as the Harvest Festival or Easter service, which may be held in the church. The children have opportunities for prayer at the end of the school day and before lunch.

Learning Outside the Classroom



At St. Michael's we believe very strongly in the importance of learning outside the classroom. We believe that the best way to learn about the world is by experiencing it and for this reason our Foundation Stage children will leave the school grounds every week of their first year in school.

Their visits will include:

- Woods at Ambarrow
- Sandhurst Memorial Park
- Sandhurst library
- School field
- Local roads and shops
- Hampshire Lakes Retirement Village
- Yateley Manor swimming pool
- The seaside at Sandbanks
- St Michael's Church
- Bluebell woods at Eversley

Willow Gardens

The Ducklings class has established a close bond with this elderly car home and the children visit weekly, establishing friendships across the age ranges and sharing activities which are beneficial to both the Ducklings and the residents.

In addition all children in school will have trips to woods, theatres, concerts, historical, geographical, scientific and religious sites and London tours. Children in years 5 and 6 will have residential trips.

Our School Association fully support these trips and help by paying half of all coach fares.

Parents in receipt of benefits are able to have the trips paid by the Pupil Premium.

Parents are welcome to accompany us on all day trips.

Our staff are highly trained and experienced in running these trips.

All our trips have risk assessments approved by Bracknell Forest before they can run.

Our trips to the woods have been accompanied by numerous Ofsted inspectors who had nothing but praise for the way they were run, the enrichment they offered to learning and the independence and responsibility they nurture in our pupils.

Because we see learning outside the classroom as integral to our curriculum, any children who are withdrawn from trips will have their absence recorded as unauthorised.

Outdoor Education

- Woodland visits
- Benefits of Outdoor Education
- OFSTED comments







Outdoor Education

At St. Michael's School we believe that Outdoor Education is essential to the healthy development of children. In the Early Years Foundation Stage the children visit the local woodlands at Ambarrow for a whole morning, almost every week. As the children progress through the school they continue to make regular visits, on a half - termly or -termly basis.

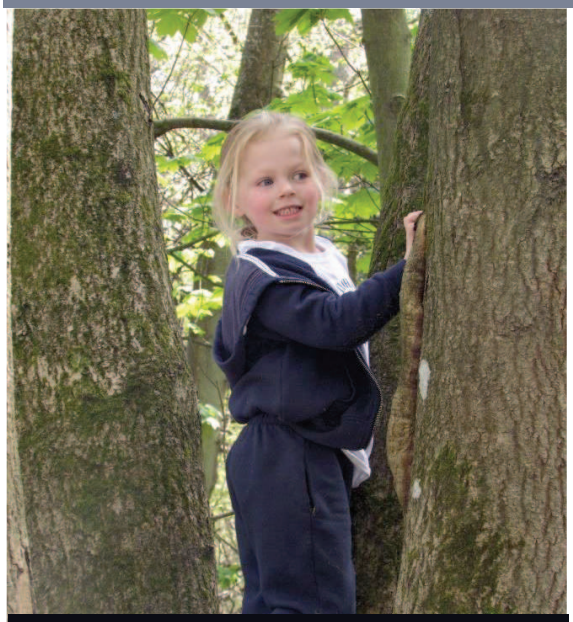
The woodland trips always include the opportunity for the children to play and explore in the woods, as well as a structured activity designed to enhance the curriculum learning taking place in the classroom. We believe that these visits:

- Boost problem-solving skills, focus and intrinsic motivation.
- Encourage logical thinking and the ability to reason.
- Improve cooperation & communication skills, self-awareness and empathy.
- Allow self-regulation and independence.
- Create opportunities to stretch the imagination.
- Reduce aggression and increase happiness.
- Have positive effects on all children, particularly those with ADHD.
- Make children creative and confident.
- Allow children to assess risks and reduces the desire to court danger in other ways.
- Create improvements in mental wellbeing and self-esteem, and a positive mental attitude.

Staff successfully ensure that children learn in a very safe way in a variety of learning environments. OFSTED June 2015

Many OFSTED inspectors have accompanied classes to the woods**.**
One reported that it was the best thing he had seen in 300 schools. They all agreed that the children have a unique opportunity to learn and develop in a natural environment. They are impressed that:

- We do not remove risk, but teach children to manage risk.
- Excellent first hand learning opportunities meant the learning was "real".
- Children have an understanding of the natural world.
- Awe and wonder are clearly present.
- Children are articulate and confident.



Prospectus

- Early Years Curriculum
- Supporting your child at home
- Every day, I need to bring
- A Duckling's day

The Early Years Curriculum

The new EYFS curriculum is divided into 7 curriculum areas:

- Personal, Social and Emotional development
- Communication and Language development
- Physical development
- Literacy
- Mathematics
- Understanding the World
- Expressive arts and design

Your child will begin to learn to read and write from their very first day at school through carefully structured teaching sessions. Most children will be reading books by October/November and writing independently by February. You will be amazed by their progress!

Supporting your child at home

Your child will be given homework on a daily basis and your support in doing this homework with your child, from their very first day at school, is vitally important. There is no doubt that the children who receive the most support at home make the fastest progress. We only ask that you spend **10 minutes a day** helping your child. Too much work is counter-productive, but a regular, brief, daily session shows your child that parents and teachers value the same thing and ensures swift progress. All work should be done in a positive atmosphere of praise, no matter how frustrating the process!!

Every day I need to bring:

- Blue bag
- Water bottle
- Lunch box

Fresh fruit and milk are provided for the children in both the morning and the afternoon and all Key Stage 1 children are entitled to a free school meal.

A Duckling's Day

The Ducklings day begins at 8.50. The children enter the class, put their own bags away and sit on the carpet for Register. They will have a short teaching session, then be involved in a variety of activities, indoors and outdoors, mostly self-chosen but with some to support the teaching activity. At 10.30 they will go out to play on the big playground with the rest of the school. For the first few weeks they will be met at the classroom door and looked after by their buddy, until they feel confident enough to play independently. They return to class at 10.45 and have fruit and milk and a chance to chat in small groups. This is followed by another teaching session and further activities. At 12 o'clock the Ducklings either go home or go to lunch in the dining hall and then out to play in the big playground again. At 1pm the Ducklings return to class for another teaching session and another round of self-chosen or adult led activities. At 2.45 the children have a story session and gather their belongings ready to be collected at 3.15. They will tell you they have played all day long, but we know how much they will have learned!



Prospectus

- Welcome to Ducklings
- The Staff
- Who do I talk to?
- Preparing for School

Welcome to Ducklings - our Early Years Foundation Stage Class

Teaching in the Reception class is outstanding. Leadership and management of the early years provision is outstanding and has led to consistently high rates of progress and children's achievement. Children get off to an excellent start in learning and are well prepared for Year 1 because of the strong relationships they form with the adults working with them. The children are enthusiastic and work well together, clearly enjoying the activities which take place both indoors and outside. OFSTED June 2015

St. Michael's is a one form entry primary school and all children enter the Ducklings class in September on a full-time or mornings only basis, depending on parental choice. The Ducklings classroom is a vibrant, hands-on learning environment in which the children learn through play and self-chosen activities, supported by carefully structured teaching sessions designed to stretch each child to achieve their best academically. We firmly believe that every child is an individual and we work from their own unique starting points, leading them as far on their learning journey as they can possibly travel in one school year.

In Ducklings class we nurture self-reliance, respect for adults and children, good manners, self-motivation and a sense of pride in achievement. The children learn to mix freely with children throughout the school and they develop good relationships and friendships which last throughout their years at St. Michael's.

The Staff

The Ducklings class is taught by Mrs Evans, the Foundation and Key Stage 1 Stage Leader. Mrs Evans is supported by a close knit team of highly experienced teaching assistants; Mrs Malone, who takes the class for arts and crafts on Friday afternoons, Mrs Bearman and Mrs Hall .

Who do I talk to if I have a problem?

You can talk to staff before or after school any day. Any information or question you have can be posed to any member of staff and we can guarantee it will be passed on to the whole team, or answered by the appropriate person. If you have a confidential question or problem you should speak to the teacher, who will offer you appropriate support and help. We do not assign the children to Key Workers, as they do in nurseries, but take a collective and shared responsibility for the happiness and welfare of the children, with Mrs Evans having ultimate responsibility for their academic and emotional development.

What should I do to help my child before starting school?

- Talk to him/her about the positive aspects of school; friends, learning, adventure.
- Ensure s/he can go to the toilet and wash his/her hands without adult assistance.
- Stand back and let your child dress him/herself every day, and give him/her the chance to practise doing school shirt buttons (wash them a few times first to soften the material) and put on tights or socks. Teach him/her to fold and put clothes away neatly. Name all items of clothing which will come into school.
- Make sure your child can use a knife and fork and cut up his/her own food.



Prospectus

- School uniform
- P.E. Kit



School Uniform

Items marked * in the table below are available for sale in school.

Boys	Girls
Charcoal grey long trousers	Navy blue school trousers
Grey socks	Knee length navy blue skirt or pinafore
White shirt	White shirt
Navy jumper with school logo*	Navy jumper or cardigan with the school logo
School tie*	
Black school shoes	School tie*
Sports Jackets*	Sports Jackets*
	Black or navy closed-toe shoes with low heel

Optional Summer Uniform choices:

May be worn from the start of the Summer term until the end of September:

Boys	Girls
Charcoal grey shorts	Blue checked dress
Blue open - necked shirt*	Blue revers-collar blouse*
	Black or navy closed-toes shoes (No dolly shoes)

P.E Kit

Navy shorts*	Navy shorts*
Navy polo shirt with school logo*	Navy polo shirt with school logo*
Trainers	Trainers
Navy tracksuit	Navy tracksuit

Children should have their full PE kit, including track suits and trainers, in school for the whole week. PE kit needs to be labelled with the child's name and brought to school in a drawstring bag. The children will bring P.E. kits home on a Friday for washing.

For reasons of health and safety, children are not permitted to wear: jewellery, (apart from a pair of stud or small sleeper earrings,) open-toed or high-heeled shoes. **A child must be able to take out their ear rings for P.E. lessons. The best time of year to have ears pierced is at the start of the summer holiday.**

Attendance



The importance of regular and punctual school attendance cannot be overemphasised: non-attendance and lateness can affect a child's progress. We seek co-operation from parents to achieve punctual attendance. It is the parents' responsibility to inform the school of the reason for a child's absence. In the interests of child safety, we ask for this to be done by telephone or e-mail before school on the first day of absence. Office staff check registers and all unexplained absences are pursued immediately. Only in exceptional circumstances will permission be granted for leave of absence. A request for absence is obtainable from the school office and must be completed in advance.
Permission for leave of absence cannot be given retrospectively and any absence in breach of the regulations must be considered to be unauthorised and will be recorded as such.
For security reasons parents are asked to report to the school office and sign their child out, before taking the child from school.

Absence from School

We do expect children to be in school unless they are ill. Attendance is rigorously monitored and only in exceptional circumstances can leave of absence be authorised. If your child's attendance falls below 95% you will receive a letter making you aware that it has, even if attendance is authorised due to illness. Letters are also sent out if there is persistent lateness, i.e. a child is not in the playground at 8.50am in time for the start of day. In addition there has been an increase in the number of families receiving fixed penalty notices.

Reason	Procedure	Authorisation
Illness	Telephone school by 9.30 a.m. on: 01252 873360. Send a note on return. Inform the office by parentmail or sign the slip in the office.	By Headteacher on receipt of signed note explaining appropriate medical reason.
Medical/dental appointment	Try to arrange out of school hours. If unavoidable, ask for medical form in office but please be aware that schools have been advised to ask to see appointment cards.	By Headteacher
Leave of absence	Request have to be made as far as possible, in advance, in writing using a leave of absence form.	By Headteacher only in **exceptional circumstances**.

Lateness

The register is taken in class at 8.50 a.m. If you arrive after this time, take your child to the school office to be signed in as late. The school registers close at 9.30 a.m. and arrival after this time is recorded as an unauthorised absence.

Prospectus

- Attendance
- Absence from School
- Lateness

Safeguarding

At St Michael's C of E Primary School the health, safety and well-being of every child is our top priority. We expect all staff, governors and volunteers to share this commitment to safeguarding our pupils.

We listen to our pupils and take seriously what they tell us. All school staff are trained in safeguarding and children are made aware of the adults they can talk to if they have any concerns. Staff are trained to look out for signs of physical/emotional harm or neglect and are required to report these to the Designated Safeguarding Lead (DSL).

The procedures which we follow have been laid down by the Bracknell Forest Local Safeguarding Children Board (LSCB) expectations and the school has adopted a Safeguarding Policy in line with this, for the safety of all.

On rare occasions our concern about a child may mean that we have to consult other agencies. We will ensure that all concerns are discussed with parent/carers first, before any referrals are made, unless we believe that such a move may be contrary to a child's welfare.

The safeguarding policy can be found at www.st-michaels-school.org/home/safeguarding

The Designated Safeguarding Lead is Mrs Bird , Headteacher
The Deputy Safeguarding Lead is Mr Cotterill, Deputy Headteacher

Homework KS1 and KS2

"The school's innovative approach to homework, using their home learning system, is an enjoyable way of engaging families with the work pupils are doing at school. As well as this, priority is placed upon paired reading throughout the school, so that a regular pattern of homework prepares pupils well for the organisation skills necessary for the next phase of their education." OFSTED June 2015

We do not want homework to get in the way of other activities which children may do after school, such as sport, music and clubs of all sorts, however, as a staff, we are committed to sustaining an active partnership with you. In 2014 we introduced a new home learning policy which was positively received by parents when we asked for feedback.

Creative Curriculum

The children are extremely motivated by their creative curriculum topics and many already choose to pursue their own areas of inquiry at home. Any work done at home will always be valued.





Prospectus

- Governors
- School Association

Governors

Our school governing body has fifteen members.

As we are a Church of England Aided school we have seven foundation governors who are appointed by the Diocese of Oxford on the basis of recommendations made locally. Two of the foundation governors must be parents with children in the school. The Rector is also a foundation governor as part of his role in the parish.

We have four elected parent governors

We have one governor appointed by Bracknell Forest Borough Council

We have one elected staff governors and five associate governors

And last, but not least, the Headteacher completes the team.

Governors are appointed or elected for a four year term, but can stand for re-appointment or re-election if they wish – and most do. So our governors bring not only valuable individual skills and experience to the school but also a real sense of commitment and continuity.

Our governors meet regularly as a full Governing Body. It is their responsibility to support the strategic development of St Michael's through an effective set of committees which feed into and monitor the School Strategic Development and Improvement Plan, which in turn drives the school's development. Furthermore the governing body, as a whole, has legal responsibilities covering a range of areas including admissions, finance, premises and personnel.

The Chair of Governors, Mrs Louise Norman can be contacted by email at chairofgovernors@st-michaels-school.org.

A full list of our current Governors can be found on our website at:

http://www.st-michaels-school.org/

St Michael's School Association

We have an active School Association that organises social and fund raising events throughout the year. Without their help we would not be able to afford many of the things that help make St Michael's such a wonderful school. When you become a parent of the school, you automatically become a member of the School Association. You may be able to help by joining the Committee, or you may want to assist at one of the events that are run. As well as being a vital part of the school community, the School Association is a way of getting to know other parents.

Both the Governors and the School Association are very keen to recruit new members. Please seriously consider joining them and helping them to enrich your child's school life.



Prospectus

- Jewellery and hair
- School Routines
- Medicines
- Illness and injuries at school
- Medical Needs
- School Trips
- Payment for Trips and Activities
- Pupil Premium

Jewellery and Hair

The children may wear one pair of matching plain stud earrings. These must be removed for PE as they are a safety risk. If your child cannot remove their own earrings, then we suggest that they do not wear them to school on PE days. If a child has newly pierced ears and the earrings cannot be removed they will be unable to take part in the P.E. lesson. If you are going to have your child's ears pierced, then please consider doing so at the start of the summer holidays, in order to give them time to heal. No other jewellery is allowed to be worn in school. Nail varnish should not be worn at school.

School Routines

School starts at 8.50 a.m. and finishes at 3.15 p.m. Lunchtime for Key Stage 1 is from 12.00 pm to 1pm and Key Stage 2 from 12.15pm to 1.15pm. From 8am each morning children can participate in supervised activities in the school hall and from 8.40a.m. a member of staff is on duty in the playground, until the bell is rung at 8.50 a.m. Due to the large number of adults and pre-school children on the playground in the mornings, **we ask that the children do not play chasing or ball games before school. The climbing equipment is strictly out of bounds.**

Medicines

If your child needs to have medicine during the school day, please bring it to the office in the original bottle and fill in a medicines form. Asthma inhalers are kept in class, but again will need to be brought to the office initially and a medicines form completed. If your child uses an Epipen we keep it in school; one in class and one in the school office. It is parent's responsibility to ensure all medication is in date.

Illness and Injuries at School

Should your child become ill during the day and need to come home, we will telephone you. If your child is injured, first aid will be administered. We will contact you if your child has a cut or bump to the head and send a note home, so that you know to keep an eye on them in the evening. You are always welcome to come up to school to check an injury for yourself. In the event of a serious injury, we will try to contact you and call an ambulance if necessary. A member of staff will always look after your child if they are ill.

Medical Needs

We do all that is practicable, given the constraints of the building, to accommodate medical needs. We have staff trained to administer emergency medication and will work with you to ensure that your child is cared for at school. We rely on parents to give us up-to-date information on allergies and medication.

School Trips

School day trips are an important part of our curriculum and every class will take at least one trip each year. In Years 5 and 6, we take the children away for residential trips.

Payment for Trips and Activities

Payment for trips and activities is on a voluntary basis. However, we would not be able to fund these events from the school budget. Your child would not be excluded from a curriculum activity for non-payment, but we may not be able to go ahead if we do not receive enough parental contributions. We have an Educational Trust Fund to help parents who have difficulty in paying the full cost for an activity. If you would like to make use of the fund, please contact the Headteacher to discuss it. The fund is administered by the Headteacher and two other non-parent governors and requests are treated in absolute confidence.

Pupil Premium

Please inform the school if you are entitled to claim Working Tax Credits as the school is allocated additional funding for your child which can help pay for additional support for your child in class, school trips, or uniform. Please contact the school office for more information.



Prospectus

- Food In School
- Money in school
- Mobile phones
- Clubs
- Early Morning Provision
- After School Club

Food in School

Fruit and milk are provided free for Key Stage 1 children. All Key Stage 1 children are entitled to a free school meal. Key Stage 2 may bring in fruit from home for break time and children in Years1-6 can also have a carton of milk each day by ordering through the school office. We encourage the children to drink water throughout the day, so please provide a named school water bottle. These are available from the school office. Our school meals are cooked in our kitchen and are provided by the catering company ISS. When paying for school meals, you can either pay online or please use the envelopes supplied by the catering company. They can either be obtained from the school office, or from your child's teacher. You do not have to make a long term commitment to school dinners, children can decide each day, selecting from a choice of two hot meals, one of which is vegetarian. The children can also choose jacket potatoes or wraps. Salad is available every day as a side dish. Water is available, but children may also bring a drink from home. School dinner menus and current prices are available from the office and on our website. If you are receiving benefits, you may be eligible for free school meals. Please contact the school office for details. Alternatively, children can bring a packed lunch from home. We do encourage the children to eat healthily, so chocolate bars and sweets are not permitted.

Money in School

If you are sending money into school, please put it into a named envelope. Class teachers collect envelopes during registration and send them directly to the office.

Mobile Phones

If your child walks to school alone, you may want them to bring their mobile phone in case of emergency. Mobile phones must be labelled with the child's name and switched off and handed in at the office in the morning, to be collected at home time.

Clubs

We run activity clubs throughout the year, such as Football, Netball, Choir, Cookery, Recorders, Philosophy, Creative writing, Computer, Rugby, Crafts, Homework etc. These clubs are run by our school staff and parents on a voluntary basis. Being a one form entry, there is a limit to the number of clubs staff can lead, therefore they are subject to change each term. The school also hosts clubs run by external providers, such as Judo and Dance . Details of these clubs are given out regularly. If your child has signed up for a club and for some reason they must miss a session, please contact the school or send a note to let us know, to prevent valuable time being wasted looking for missing children.

The After School Club

The children from St Michael's use The After School Club, that is based in New Scotland Hill School. Our children meet in the Library after school and are escorted to the club by an adult employed by the club. They are driven to New Scotland Hill in a minibus and can stay there until 6.00 p.m. They are given a healthy snack and have a variety of activities. For contact details and costs, please ask in the school office or contact Kate Purr on 07928 806557.

Behaviour

We have high expectations of behaviour based firmly on the principle of respect – for others, ourselves and our school environment. This principle is positively recognised, rewarded and constantly brought to the children's attention which leads to a school community which is well-disciplined and hard working. As a large school family we constantly supervise the children, whilst also giving them responsibilities. At the start of the year each class signs up to a class charter of "Wonderful we wills" which is their agreed code of conduct. In each class a traffic light system is in place to support good learning in the classroom. All this is part of our aim to teach the children the necessary skills to maintain a safe and respected environment in which they will make sensible choices.

Occasions may arise when inappropriate behaviour is exhibited by other pupils towards your child. We have a very clear policy for dealing with this and it is important that you inform the class teacher immediately if your child has expressed such concerns. If the incident is serious then parents are told about the situation and how it has been resolved. We have a policy and strategies for dealing with children who bully others. We regularly remind the children to look out for each other and report bullies, explaining very carefully what we mean by bullying. We particularly focus on this emotive issue during Anti-Bullying Week in November, when we remind parents about what we are teaching their children and ask you to reinforce our teaching at home.

Peer Mediators

Peer mediators are Year 6 children who are chosen for their strong listening skills to help resolve conflicts on the school playground. They act as facilitators to allow others to talk through their problems and find their own solutions using a coaching style structure. They work as a team alongside the lunchtime supervisors, and have a strong and visible presence on the playground during each lunchtime.

School Council

Our school council is a group of children consisting of two representatives from each year group who are voted in by their peers. They meet regularly, supported by a member of staff, to discuss ideas and be the voice of St. Michael's pupils. They are a great help to our staff, and their opinions are highly valued. They are involved in the planning and organisation of events throughout the school year.

Pride of St Michael's

During each half term children vote for the child they believe most encompasses the values of St Michael's such as being smartly dressed, demonstrating a positive attitude to learning, good relationships and respect. Children who are recognised as Pride of St Michael's are invited to join Mrs Bird for afternoon tea. In addition at weekly celebration assemblies a name is drawn from a bucketful of nominations written by the children or adults who want someone to be recognised for an act of kindness. If a nominated child is chosen from the Bucket they will also be invited to afternoon tea.



Prospectus

- Behaviour
- Buddies
- Peer Mediators
- School Council



Prospectus

- Parking
- School Driveway
- Broadmoor Hospital Alarm

Car Parking

Parking is limited around the school, and we ask that you park with consideration in the surrounding areas, especially if you are using Lynch Gate Close or roads in St Michael's estate. Parents are welcome to use the Methodist Church car park on Scotland Hill, which is a short walk from the school. There is no parking for parents on site unless you are collecting an ill child during the day. If you or your child has a disability that makes walking difficult, please ask for an appointment to see the Headteacher.

School Driveway

The driveway into the school is narrow, with no pathway and poor visibility. Pedestrians are forbidden from using the driveway as it is a major hazard. There are warning signs clearly displayed and the children are made aware of this rule. Please do not put yourself or your child in danger by walking up the drive.

Broadmoor Hospital Alarm

In the event of an escape, warning sirens sound and all schools are notified. The warning siren is tested each Monday at 10.00 am.

In the event of an escape happening during the school day, the children will remain securely inside the school building. Children will not be allowed to leave the school building unless collected by a parent or nominated adult. Please make sure the school knows who will be collecting your child if it is not either parent.

Should an escape happen outside school hours, parents will be responsible for bringing their child to school. School will stay open and the children will remain inside the building throughout the day. Should there be a need for the children to move from one building to another on site, they will be accompanied by an adult.



Prospectus

- Photographs of children
- Complaints Procedure
- Health and Safety

Photographs of Children

We often take photographs of children in school for displays, the school website or examples of good work and some parents want to photograph or video their children at school events. Our school policy states that we do not take any images of children that would cause them embarrassment or distress and we do not publish names of children on the website. If you do not wish your child to be photographed, please fill in the appropriate form and hand it in to the office. Parents are asked to ensure that they do not take or upload photographs to social media of children other than their own children without the permission of parents.

Complaints Procedure

The vast majority of problems are resolved by speaking to the class teacher or the Headteacher. If you wish to make a complaint about something that has happened at the school, our complaints procedure tells you how to go about this. The full complaints policy is available for parents in the school library, in the Governor Information section. It can also be sent to you by contacting the school secretary at: secretary@st-michaels-school.org

Health & Safety

Personal safety of the children within our school is very important to us. To help eliminate unauthorised access, 24 hour recorded CCTV is in operation. The main doors and gates are operated by a code entry system and all visitors are required to sign in and out of the building. **To support our safeguarding procedures we ask that you always enter the school through the main entrance and report to the office, where you will be given a visitor's badge, allowing you access to the school.**

Under the schools Health and Safety at Work Act (1974) every person in school is responsible for the safety of themselves and others.

The children too are responsible and parents and children must be aware of the Health and Safety rules:

The children are expected to:-

- Walk around school in a sensible manner
- Listen to and follow any safety rules given by staff, especially in an emergency
- Exercise personal responsibility for the safety of classmates

School Closure

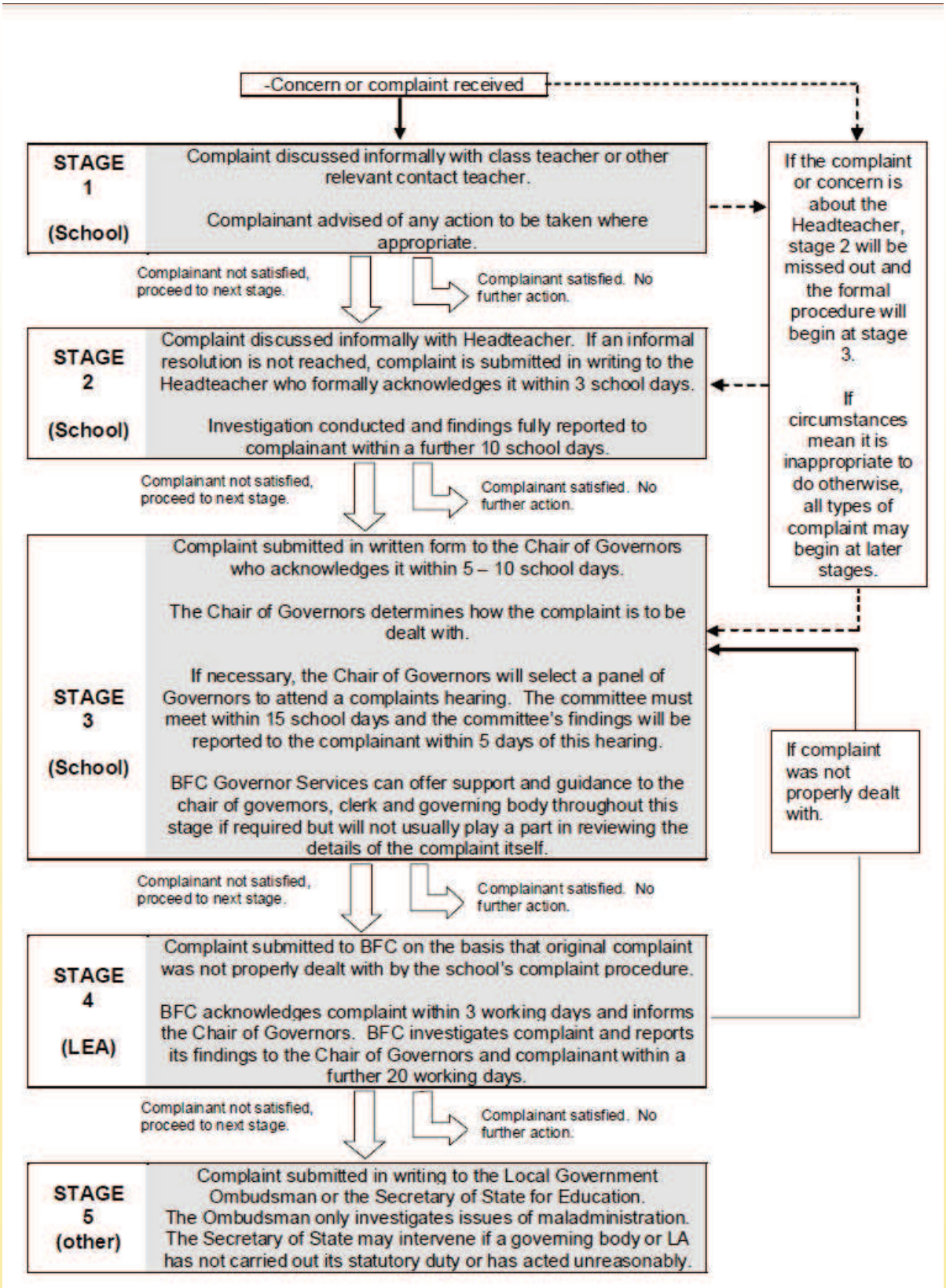
In extreme weather conditions and / or power cuts in the area the school may be closed. In such cases it is best to check the website or telephone the school, before you leave home. Emergency announcements may also be broadcast on the following radio stations:

BBC Radio Berkshire, Two Ten FM, Time 106.6 and Reading 107

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mailto:secretary@st-michaels-school.org





lifelong learning







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