



# *St Michael's CE (A) Primary School and The Ark*

## **School Prospectus 2024 - 2025**

### *An introduction to Our School*



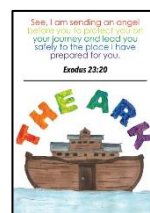
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## Welcome to St. Michael's CE (A) Primary School and The Ark

Dear Parents and Carers,

Welcome to St Michael's Church of England Aided Primary School.



This booklet aims to answer some of the questions you may have about how our school is organised.

We are a welcoming, ambitious Christian school where different faiths and cultures are respected, and where everyone is valued as a precious gift of God, created in God's image. We recognise and develop the potential of each and every person and tirelessly pursue excellence, empowering all with the confidence for lifelong learning and a readiness to play a positive role in the community.

We are delighted that you have chosen for your child to join our school community.

In 2022, we were privileged to open a SEND Unit, The Ark, for primary aged pupils from across the Local Authority who have additional needs in the area of Social, Emotional and Mental Health. The Ark is part of St Michael's CE (A) Primary School and is very much up and running.

And, in April 2023, we received our SIAMS (Statutory Inspection of Anglican and Methodist Schools) Inspection which rated St Michael's as 'Excellent'. The report starts by saying, 'St Michael's is a beacon of love and hope ... Here lives are being transformed.' We would encourage you to read our full report which can be found on our school website. We are very proud of what we have achieved.

However, if you have any concerns relating to daily life in school or The Ark, please share these with us as soon as possible so problems can be resolved quickly.

We hope that your time with us is a long and happy one.

*Kate Jackson*

Mrs Kate Jackson B.Ed (Hons) NPQH  
Headteacher



## 1. About the School

### St Michael's School

*The Lord says, 'For I know the plans I have for you .... plans to give you hope and a future.' Jeremiah 29 verse 11*

St. Michael's is an aided Church of England School and has strong links with St. Michael and All Angels' Church in the Tettenhall Regis Parish. As a church school, it is run by the Church Authorities in co-operation with the Local Authority. Our school was erected about 1825, established under the deeds of Trust made by John Barron Wrottesley on the 7<sup>th</sup> July 1858 and extended in 1995. A new administration block was opened at the start of the Spring Term 2013 and an innovation Hub was built at the back of the school during the summer of 2016. During 2017/2018 we celebrated our 160<sup>th</sup> Anniversary and 'outstanding' Ofsted judgement. In April 2023, we celebrated our 'excellent' SIAMS judgement.

As an Aided school we show a positive Christian emphasis in worship, religious educational teaching and our general ethos.



### The Ark

*'See, I am sending an angel before you to protect you on your journey and lead you safely to the place I have prepared for you.' Exodus 23: 20*

During 2021/2022, the school opened a new SEND Unit for primary age pupils who have social, emotional and mental health needs, from across Wolverhampton Local Authority.

At 'The Ark' we aim to support children whose SEMH needs mean they need provision that is not routinely found within mainstream educational settings. Our service is positioned to support children whose SEMH needs present primarily through behaviours which make them vulnerable: attachment needs, anxiety, low mood, low self-esteem (etc). While sometimes these underlying difficulties may result in challenging behaviour, this should not be the pupil's primary form of communication.

To achieve this goal, we have provision which includes: a nurture room, therapeutic spaces, availability of sensory equipment, an enhanced PSHE curriculum focused on specific areas of need for individual young people and partnerships with supportive external agencies such as Soccer 2000 and CAMHS.

The Ark maintains academic rigour and high expectations of children's learning, whilst the therapeutic approach enables children in The Ark to feel comfortable and confident when taking part in the unit's broad and balanced curriculum.

Pupils will be considered for The Ark when it is clear that they will benefit from the provision and that they meet the following criteria:

- Aged 4-11
- The pupil has an Education Health and Care Plan. However, in exceptional circumstances it may be necessary to make an emergency placement
- The Education Health and Care Plan identifies SEMH, as the primary need

Admission to The Ark, is only by consultation through the SENSTART team and with an Education Health and Care Plan (EHCP) naming The Ark as the named setting on the finalised EHCP. Children will be on roll at St Michael's CE (A) Primary School and attending The Ark.



*'Leaders make bold, ethical decisions to ensure the needs of all are met. Their commitment to build the Ark is testament to the vision of inclusivity. This social, emotional and mental health (SEMH) unit has an exceptional impact in supporting pupils' needs. It symbolises a place of sanctuary and safety. As a result, significantly more vulnerable pupils are accessing learning and making progress. Timely intervention and dedicated specialist support are pursued tenaciously to ensure all barriers to learning are overcome. St Michael's is truly inclusive, welcoming every child into the school family.'*

*SIAMS Report, April 2023*

## 2. What is our School Vision?

### **VISION**

*The Lord says, 'For I know the plans I have for you .... plans to give you hope and a future.'*  
*Jeremiah 29 verse 11*

As an inclusive Christian school, St Michael's Church of England (Aided) Primary School values everyone as a child of God and rejoices in its diversity. Our vision is to provide a happy, loving and nurturing environment where all have the confidence to make outstanding progress and so expand and fulfil their hopes and aspirations. Our inspiring, enriched curriculum promotes a thirst for knowledge and develops wisdom.

### **MOTTO**

**Learning to Love – Loving to Learn**

*'I give you a new command; love each other. You must love each other as I have loved you.'* John 13 v 34

We believe the 4 key values which characterise our school are

### **FAITH**

The love of God revealed in Jesus Christ shapes the life of our school. We value and respect the diverse cultures and faiths represented by our school and wider community. We encourage pupils to share their experiences of faith and culture for the benefit of all.

*'For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.'* John 3 verse 16



### **JOY**

We rejoice in our rich and vibrant community. We are committed to a creative, high-quality curriculum which is broad and balanced and embraces pupils' diverse backgrounds, interests and abilities.

*'Rejoice in the Lord always. I will say it again: Rejoice!'* Philippians 4 verse 4



### **HOPE**

The hope revealed through Jesus Christ inspires us, as we equip pupils with the skills, passion and resilience, to achieve goals, giving them confidence as they journey through life.

*'But now, Lord, what do I look for? My hope is in you.'* Psalm 39 verse 7



## LOVE

We encourage our pupils to love one another as God loves us. By practising forgiveness and reconciliation, we enable all to live well together and flourish. All at St Michael's play a prominent role in understanding their responsibility to care for the world we share.



*'Do everything in love.' 1 Corinthians 16 verse 14*

## MISSION STATEMENT

- We are fully inclusive and celebrate the rich diversity of the whole school community. We encourage every individual to thrive, tailoring care and support to the specific needs of individual children and their families.
- We work in partnership with our local church and diocese, and leaders ensure that the distinctly Christian vision is at the heart of all we do.
- We provide a broad and balanced curriculum for all children to encourage a love of learning, enabling all to flourish and creating opportunities for children to be confidently curious.
- We give children the confidence to challenge social injustice and equality on a global scale, within a culture of encouragement, endurance and aspiration.
- We provide opportunities for children and adults to express their differing points of view in a safe, respectful environment where all opinions are valued but where prejudicial behaviours are challenged.
- We ensure collective worship is invitational, varied and interactive allowing all to develop spiritually.
- We ensure children flourish through the provision of high quality religious education, which is seen as a core subject.
- We ensure the safeguarding of children is a priority for all adults involved with the school.



### **3. How is School organised?**

#### **School Governors**

The Governing Body consists of the following members:

Mrs S Douglas (Chair)	Mrs L Guest (Platt)	Mrs C Budd
Mrs D McKenzie-Plummer	Rev R Reeve	Mrs A Orme
Mrs R Vann	Mrs M Grychtol	Mr P Johal
Mrs K Jackson (Headteacher)	Mr S Roberts	Mr S Hardy

The Governing Body have an important role in the smooth running of the school and are responsible for: Curriculum aims and policies, Management of the School Budget, Appointment of Staff and Admissions, Religious Education and Collective Worship, Special Educational Needs, The Positive Behaviour policy and attendance, Relations between school and community, Complaints, the use of school premises, Charging and remissions arrangements, Equal Opportunities and the provision of sex education.

The Governing Body work in partnership with the Headteacher, school staff, Lichfield Diocese and the Local Authority.

The Governing Body meets each term and the Headteacher produces a termly report for them.

Meetings of the governing body's committees take place regularly during the year.

Parent Governors are elected by the parents. When a vacancy arises parents are informed and ballot papers are issued.

## School Staff: 2023 - 2024

### TEACHING STAFF

Mrs K Jackson	Headteacher
Mrs HM Navratil	Deputy Headteacher
Miss L MacDonald	Assistant Headteacher for Inclusion (SENDCo)
Mrs E Morton	Teaching and Learning Lead

Mrs S Rai  
Mrs S Rogers  
Mrs K Luscombe  
Miss N Cooper  
Mrs E Dutton  
Miss E Warrilow  
Miss E Evanson  
Mrs J Welch



### SUPPORT STAFF

Mrs J Owen  
Mrs S Merrick  
Mrs R Vann (with Pastoral responsibility)  
Mrs C Swanston  
Mrs J Johal  
Mrs M Sidaway  
Miss U Dzierzgowska  
Mrs A Lofting  
Mrs H Wilkes



### THE ARK STAFF

Miss L MacDonald	Assistant Headteacher for Inclusion – Unit Lead
Mr D Machangara	Ark Teacher
Miss A Jackson	Ark Teacher
Miss K Sidney	Ark Teacher
Mrs M Todd	Therapeutic Teaching Assistant

Mrs S Harty	Business Manager
Mrs V Hallam	Senior Administrator and Attendance Officer
Mr P Lee	Caretaker/Site Manager
Mrs D Cox	Education Welfare Officer
Mrs K Mason	LA Contact – School Improvement Adviser
Mrs A Carter	Lunchtime Supervisory Assistant
Miss A Jackson	Lunchtime Supervisory Assistant
Mrs H Bibi	Lunchtime Supervisory Assistant
Mrs A Lofting	Lunchtime Supervisory Assistant
Soccer 2000	Additional Lunchtime Support

### The School Day

Reception and Key Stage 1: 8.50 am to 12 noon and 1 pm to 3.20 pm



Key Stage 2:

8.50 am to 12.20 pm and 1.10 pm to 3.20 pm



Children should not arrive before 8.40am as teachers are not on supervision duty before then. However, if parents / carers stay with their children until 8.40am they can arrive at any time before the start of school.

The school gates are opened at 8.40am and children can make their way into school. The entrance is closed promptly at 8.50am. The Smestow Railway Track gate will be open during these times.

It is important that children arrive by 8.50am for the start of the school day so that they can begin the day's tasks with the rest of the class. The odd few minutes of lateness add up and valuable learning time is lost. Punctuality and attendance are monitored on a weekly basis.

Children arriving after 8.50am should report to the school office and parents are asked to sign their children in. Children should also be collected on time.

We prefer Reception and Key Stage 1 children to be collected by an adult but if you wish them to go home with an older sibling please put this in writing addressed to the Headteacher. Key Stage 2 children can go home alone if you wish.

### **Attendance**

Children should attend school regularly, except in cases of illness.

Attendance figures are monitored nationally so it is important to notify us about children's absence. The school target for 2023 - 2024 continues to be 96.5%.

If your child is absent, please telephone school on the first day, email the school or send a written note of explanation so that an authorised absence can be recorded. Unauthorised absences are regarded as 'truancy'. Our school's Education Welfare Officer visits school regularly and will follow up unauthorised absences and lateness.

Mrs Hallam is responsible for monitoring attendance and lateness daily. The school informs parents on a termly basis about their child's attendance and contacts parents when attendance falls below 93%.

### **Holidays**

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. (Amendments to the 2006 Education Regulations). This means

that holidays taken in term time will not be authorised. If parents believe that they have exceptional circumstances for taking their children out of school then they must submit a completed 'Leave of Absence' form in advance of the leave. Leave of Absence forms are available from the school office. Parents need to be aware that unauthorised absences can lead to prosecution. New Government attendance procedures are due to be published for September 2024.

### **School Visits**

When children start at St Michael's parents are requested to give consent for all local neighbourhood visits. This enables us to reduce the duplication of unnecessary paperwork. Aware of the current economic climate we try to limit the number of long-distance visits to prevent financial pressure on parents. Children will take part in local neighbourhood visits throughout the year which include walks to church. Parents and carers will be notified of all visits that are beyond the local area.



### **School Meals**

A choice of cooked school dinners is available for children in school. The multi-choice menu is available should you wish to see it. All children in KS1 (Key Stage One) and Reception are able to have a free meal at lunchtime. However, as our funding is based on eligible parents applying for Free School Meals, it is vitally important that those parents who believe they are entitled to free school meals inform us of their national insurance number so that we can perform a check on their behalf.



For children in Key Stage Two, dinner money should be paid online using our online payment system - Schoolcomms.

You may prefer to send your child with a packed lunch. This should be brought in a plastic container which is clearly named. Water is available for sandwich children. Please do not send sweets to school. We encourage parents to send a healthy, balanced packed lunch, which may include a fruit drink such as apple juice or orange juice (one of your five a day). We request that no nuts are sent into school. Thank you.

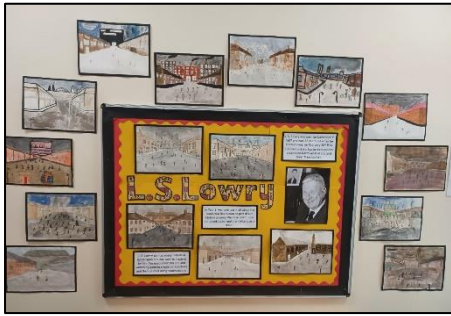
### **School Milk**

Milk is available at lunchtimes for all children, if they wish.

Mid - Morning break: Free fruit is provided for Early Years Foundation Stage and Key Stage 1 children whilst Key Stage 2 children may bring fruit from home. No other snacks are permitted at morning break.

Chewing gum is not allowed in school.

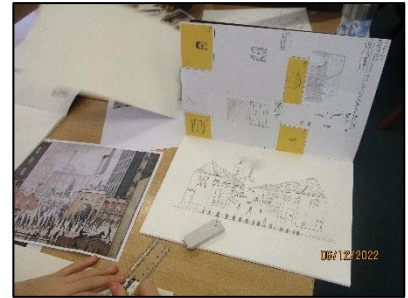
## **4. What happens during the School Day?**



## The School Curriculum

Our curriculum includes all the activities and experiences that take place within the school both formally and informally. It includes the organisation and methods of learning used by teachers and teaching assistants as well as the forms of knowledge, skills, and concepts that are learned and taught. The curriculum also includes the development of positive values and attitudes.

The curriculum is broad and balanced to promote the spiritual, moral, social, cultural, emotional and physical development of all pupils whilst preparing them for adult life and society. Under the 1988 Education Act parents have access to certain documents and policies relating to the curriculum. Documents related to the curriculum can be found on the school website – [www.stmichaelscofeprimary.co.uk](http://www.stmichaelscofeprimary.co.uk). If you require more information you are welcome to ask Mrs Jackson for this.

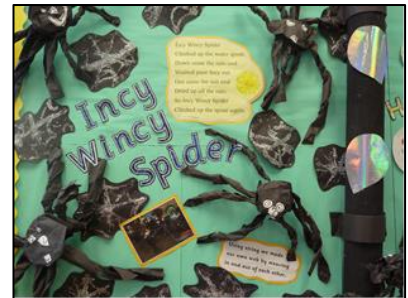


## Reception Children

Children in Reception class follow the Early Years Foundation Stage Curriculum. This covers seven areas of learning and development:

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

As we are a church school, the children also study Religious Education.



## Key Stage 1 and Key Stage 2



Throughout Key Stages 1 and 2 greater emphasis is given to the subjects of English, Mathematics, Science, RE (Religious Education) and Computing. Other subjects studied are Design and Technology, History, Geography, Art and Design, Physical Education, Music, PSHE (Personal, Social and Health and Economic Education) and Spanish (new for September 2024).

The phonics scheme we use at St Michael's is Read, Write, Inc and all pupils will follow this scheme until they are fluent readers.

Time is also spent on worship, learning personal and social skills, health education, social, moral and cultural values, and citizenship, including British Values.

Children follow daily sessions of maths and English both of which follow National learning objectives.

Children are taught in groups, individually or as a whole class depending on the activity. Careful planning ensures a progression of work throughout the Early Years Foundation Stage, Key Stages 1 and 2. We continue to develop our curriculum to place greater emphasis on the creative arts and independent thinking skills, by developing outdoor learning. All staff give their best efforts to the children and are professional, caring and hardworking to provide a fair and consistent environment with equal opportunities for each child. The positive Christian ethos and values are shown through good staff relationships with the community, through standards of behaviour in school and through effective responses in the learning process across the curriculum. There is an environment of loving care and reliability where trust can develop.

Excellence is encouraged in all aspects of school life including academic, aesthetic and practical. We believe in achievement for all.

### Religious Education

At St Michael's, we want all children to enjoy R.E and take the opportunity to reflect upon various religious faiths, developing a thirst for knowledge and wisdom. We want all children to understand the core importance of RE in our curriculum and the way it helps each one of us to value and respect the diverse cultures and faiths represented by our school and wider community.

The core concepts of Christianity and other major world faiths are taught in order to build respect and tolerance of various beliefs and encourage respectful dialogue between children and children, adults and children and adults and adults. We aim for all children to learn how to disagree well and talk about their own, and other, beliefs in a respectful and appropriate way. We want children to be able to reflect on their own experiences and develop a personal response to the fundamental questions of life.



## Music



All the children have the opportunity to take part in musical activities including singing and percussion.



String and brass instruments are taught to small groups of KS2 children by peripatetic staff. Children may take music exams with these instruments. Parents are requested to make a donation towards tuition costs of £150 – paid in two instalments. This is subsidised by school.

Wider musical opportunities are offered to children in Year 4, 5 and 6 as part of their music curriculum.

## PE and School Sports

Physical education includes gymnastics, dance, games, athletics and outdoor adventurous activity with the addition of swimming at Key Stage 2. We aim for all pupils to participate in 2 hours of games and sporting activities irrespective of their ability. The school aims to encourage fair play, co-operation and self-discipline in abiding by the rules of the games. Team sporting activities include football, rounders, multi-skills, cross-country and orienteering. We aim to develop team identification by wearing our school PE kit. We look for parental support in achieving this.



Children in Year 3 and The Ark have the opportunity to go swimming during the school year. Children are awarded certificates for achieving various tasks.

## Curriculum Newsletters

Curriculum information is uploaded termly to the school's website so you know what areas of work your child will be covering. This will enable you to support them at home by finding relevant library books, making visits and undertaking research on the internet.



## Extended School Activities

These are offered during the school year at lunchtime, before and after school. Parents are made aware of any special activities and extra activities / clubs in newsletters and invitation letters.

If parents are able to help with any activities, please let us know – We benefit from your help!

## 5. What are the Policies that underpin what happens at St Michael's?

### Christian Education

As a Church of England School, we seek to place God at the heart of the life and work of our school. We hope that children will develop an awareness of God as Holy Trinity, Father, Son and Holy Spirit and the importance of faith and trust. We want all children to discover their worth and value in the eyes of God and come to know that they are loved by Him.

Our programme of work for Religious Education takes into account the teaching and practices of other principal religions represented in Great Britain. Children are given opportunity to reflect and question.

A central part of each day is Collective Worship and prayer. We hope that our children will come to see worship, prayer, thanksgiving and intercession as an important part of their lives.

The Headteacher, Deputy Headteacher, teachers and children lead our Worship during the term whilst members of our Spiritual Council and Chaplaincy Team also lead acts of Worship in school, on a regular basis.

We would like to encourage parents to join us in school for class assemblies and to worship with the school at church for special occasions, such as St. Michael's Day, Harvest, Christmas, Easter and Pentecost.

If parents wish to withdraw their children from RE or Collective Worship they are welcome to discuss this with the Headteacher.

### Assessment

Children's work is regularly assessed in order to record what has been achieved and to plan future learning.

The Reception children are assessed using the Early Years Foundation Stage Profile.

### Statutory Testing

Currently statutory tests for Year 6 take place during the summer term. Results for individual children are given out to parents. During 2024/2025 parents of children in Year 6 will be given more detail about the content of tests that are to be undertaken.

In addition, children in Year 1, and some Year 2 children, take a phonics screening check in June of every year. This is a short, light-touch assessment to confirm whether individual children have learnt phonic decoding to an appropriate standard. It will help to identify



whether your child needs additional support at this stage so that they do not fall behind in these vital early reading skills.

Our results vary annually depending on the ability of the class and the number of children with special needs or who have newly arrived in the country. The most recent outcomes are available on our website.

Children in Year 4 will complete national multiplication tables check. The multiplication tables check is designed to help ensure children in primary school know their times tables up to 12, off by heart. As well as being critical for everyday life, knowledge of multiplication tables helps children to solve problems quickly and flexibly and allows them to tackle more complex mathematics later on in school.

### **Additional Needs**

Our policy on children who have additional educational needs is to plan a programme of work which best suits their needs.

We aim to meet the needs of all the children through differentiated work in the classroom. We set targets for children to work towards.

Staff might seek advice from outside agencies and support services to assist them in planning programmes of work for the children. These include staff from Wolverhampton Outreach Team and the Educational Psychologist.

In line with the Government's Code of Practice, the school keeps a special needs register which records the stages children are on. This is audited annually.

Miss Lauren MacDonald (Assistant Headteacher) is the School's Special Educational Needs and Disabilities Co-ordinator (SENDCo) and Inclusion Leader. She is supported by Mrs Hayley Wilkes and a team of Teaching Assistants. Parents are encouraged to help their children meet set targets and to contact school if they have any concerns about their child's progress or attainment.

### **Charging Policy**

#### **School Visits and Activities**

When educational visits and activities take place during school time, we usually request voluntary contributions from parents. If you cannot make a contribution, please see Mrs Jackson so she can ensure that no child is excluded from the activity. We are grateful for your contributions which enable visits and school activities to take place.

#### **Music Tuition**

Parents of children receiving brass or strings instrumental tuition will receive letters requesting a payment of £75.00 prior to the Autumn term and a further £75.00 in the Autumn term to help towards the cost of this tuition.

## Medicines

In line with health and safety procedures, school is able to administer both prescribed and non-prescribed medicine. However, a consent form must be completed by the parent/carer before any medicine is given. If your child has asthma or emergency medication, please discuss this with Mrs Hallam or Mrs Harty in the School Office so arrangements can be made. A consent form will need to be signed before any medication can be administered.

## Confidentiality and Child Protection

There may be times when a child wishes to confide in an adult in school. It is the school policy that information may need to be passed on to the Headteacher if there is a risk of harm to the child. The Headteacher will then decide what action to take to protect the best interest of the child, enabling action to be taken by other professionals if deemed necessary.



There may be other occasions when the Headteacher seeks advice from other professionals in instances of Child Protection issues.

The Headteacher, Mrs Jackson is the Designated Safeguarding Lead for the School. She is assisted by Mrs Navratil, Mrs Vann and Miss MacDonald.

## Complaints Procedure

From time to time there might be a need to complain to the school. In such instances we hope you will let us know. We encourage parents to contact the Headteacher at the earliest stage as we take these initial concerns seriously and aim to resolve problems before they develop into formal complaints.



The school has policies and procedures in place for all complaints.

There are separate statutory procedures for complaints about admissions, exclusions, relationships and sex education and Special Needs. In all instances the Headteacher will explain the stages involved be it at an informal level or formally to the Governing Body or Local Authority.

Complaints will be investigated fairly and carefully.

The full details of the school complaints procedure are available in school.

We are also grateful for your positive feedback when you are satisfied with school activities. Please let us know.

Further information and policies are available on the school website at [www.stmichaelscofeprimary.co.uk](http://www.stmichaelscofeprimary.co.uk)

## 6. Parents and Carers in Partnership



Parental help is welcomed and parents/carers are encouraged to become involved in their children's education especially in the teaching of reading, learning spellings, encouraging homework to be completed and upholding our Positive Behaviour and Anti-Bullying Policies.

There are many ways you can help your child at home, for example, hearing your child read, assisting with learning spellings, encouraging the use of TT Rockstars, encouraging them to complete projects and extra work that is set by the teacher. The school's homework policy is available for parents to read. Information is sent out to parents every year.

We ask you to check your child's homework and ensure it is returned on time. Homework schedules are distributed at the start of the new academic year.

In addition, parents are regularly invited to school to share in their child's learning journey. Opportunities are shared with parents through letter, MarvellousMe, and on the school website.



## School News

We keep you informed of school news through our newsletters. These are numbered so you can tell if you have missed one. A reference copy is displayed on the Parent Noticeboard on the outside of the building. We often put notices and reminders on the Parent Noticeboard and send MarvellousMe messages. Newsletters are also available at [www.stmichaelscofeprimary.co.uk](http://www.stmichaelscofeprimary.co.uk)



## 7. Further General Information

### School Clothing

School uniform is available to be purchased at 'Crested Schoolwear' in the Wolverhampton Wulfrun Centre, as well as in school. You are also able to order online via the shop's website [www.crestedschoolwear.co.uk](http://www.crestedschoolwear.co.uk) Minimal stock is held in school. More information is available from the school office including up to date prices. Nearly new uniform is often available, please ask for details.



Children are expected to look after their own school clothing. In case they misplace anything please ensure that your child's clothing is clearly named. School cannot be held responsible for lost items of clothing.

We encourage the children to wear school clothing as follows:

- White blouse, white shirt or white polo shirt
- Green pullover, cardigan or sweatshirt
- Grey pinafore dress or skirt, grey trousers
- Green tie with narrow yellow stripes (to be worn with a white shirt, only)
- Green, grey or white socks, or tights
- Dresses for summer green or yellow / white check

Please do not send your child to school wearing nail varnish.

### Footwear

Sensible, flat dark shoes are most suitable for school. Trainers should not be worn all day as they are for leisure times and do not look very smart. High heeled, sling backs, fashion shoes and boots are unsafe especially on our stairs and playground. These should not be worn at school for health and safety reasons.

### P.E. Kit

Children should wear emerald green shorts and a white t-shirt with the school logo on for PE lessons. All children joining St Michael's will be issued with one PE t-shirt free of charge from school. A small bag is useful to keep PE kit safe. PE kits and bags are available to buy from school. For this year only, all pupils will be given a new PE bag free of charge.

Outdoor footwear for PE is:

- Black slip - on pumps for Foundation Stage and Key Stage One
- Trainers for Key Stage Two

In cold weather, children may wear tracksuit bottoms and sweatshirts if they are taking part in PE outdoors.

It is expected that children are sensibly dressed for school. Wearing St. Michael's uniform looks smart and contributes to a sense of belonging and fosters a feeling of pride. We hope you will support the school and encourage your child to wear the school colours.

Please name your child's belongings as occasionally things get lost. If something is mislaid our Site Manager will help you look for lost property. We do our best to find lost items in school, but we are not responsible for a child's personal lost or damaged property.

### **Jewellery**

For health and safety reasons, jewellery should not be worn at school. If parents feel it necessary for their child to wear earrings, these should be studs. Consideration will be made for religious artefacts. If kara are worn during PE they will be taped safely in place. If watches are worn at school, they are the child's responsibility especially in instances of damage or loss.

Earrings **MUST** be removed for PE lessons. Staff are not allowed to take earrings out or put plasters over the ears. If your child cannot take his/her own stud ear-rings out then they should be removed at home before coming to school.

If a child has something valuable or special this needs to be left at home as the school cannot take responsibility for such items.

### **Schoolcomms**

Parents and Carers are able to pay for school dinners, trips, uniform and other events using the online payment system. Once children are on roll, parents will be provided with a letter containing the information on how to register and will then be able to make fast and secure payments to school.

Although we are trying to reduce the number of cash payments to school, we understand that for a small of parents this is the only option and therefore we will continue to offer this facility.

### **MarvellousMe!**

MarvellousMe is our main form of keeping parents up to date with our latest news, general messages and important information. MarvellousMe helps teachers and parents to work closely together so that parents feel included in their child's learning journey. In addition, we use MarvellousMe to communicate positive behaviour and academic achievement. Once children are on roll, parents will be provided with a letter containing a unique access code.



### SCHOOL PRAYER

God of love,  
Open our hearts and minds,  
to you and each other,  
so that this school community  
may be  
a place of loving and learning.  
Through Jesus Christ our Lord.  
Amen.

### A PRAYER FOR PARENTS

Heavenly Father,  
Give to parents, love and  
understanding,  
in the responsibilities of family life.  
May the love and care of our homes,  
show your love and care for all your  
children.  
Through Jesus Christ our Lord.  
Amen.



*It is hoped that the information found in this booklet is of use to you. Thank you for helping us to help your child. Your support and encouragement are invaluable in assisting your child in becoming a lifelong learner.*

*If there is anything else you would like to know or if you have suggestions to assist the efficient running of our school please let us know.*

*The information in this booklet is correct at time of printing but it is possible that changes may be made during the school year.*



Commitment Award  
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