

# St. Michael's Church of England

## Primary School

Caring-Learning-Excelling

Since 1864



Contact Us;

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[www.st-michaels.lincs.sch.uk](http://www.st-michaels.lincs.sch.uk)

# SCHOOL STAFF

HEADTEACHER Mr P Fox

ASSISTANT (DEPUTY) HEADTEACHER Mr J Marritt

ASSISTANT HEADTEACHER Miss C Royston-German

## TEACHERS

EYFS Mrs G Pyatt  
EYFS Miss S Bonner  
Y1/2 Miss C Royston-German  
Y1/2 Mrs J Carling  
Y1/2 Mrs Z Cunningham  
Y3/4 Mrs G Flowers  
Y3/4 Mr J Marritt  
Y3/4 Mr R Hodgekins  
Y5/6 Mrs K Wood  
Y5/6 Mrs K French  
Y5/6 Mrs C Wood  
Y5/6 Mrs V Cass  
PPA Mrs T Regler  
PPA Mrs C Blackburn  
PPA Mrs E Gardner-Clarke

## TEACHING ASSISTANTS

Miss P Rhodes EYFS Teaching Assistant  
Mrs C Godbold EYFS Teaching Assistant  
Miss S Goy EYFS Teaching Assistant  
Mrs J Money EYFS 1:1 Teaching Assistant  
Mrs L Jacklin KS1 Teaching Assistant  
Mrs L Leach KS1 Teaching Assistant  
Mrs S Maddison KS1 Teaching Assistant  
Mrs K Thomas KS1 Teaching Assistant  
Mrs N Mason KS2 Teaching Assistant  
Mrs C Duell KS2 Teaching Assistant  
Mrs F Claypole KS2 Teaching Assistant  
Mrs J Selby KS2 Teaching Assistant  
Mrs L Hunter KS2 Teaching Assistant  
Mrs N Tacey KS1/2 Teaching Assistant

MRS E WOOD

SENCO

## OFFICE STAFF

Mrs L Taylor School Business Manager  
Mrs C Russell Senior School Administrator/  
Clerk to the Governors  
Mrs R Hutchinson School Administrator

## MIDDAY SUPERVISORS

Mrs G Lyons – Senior Midday Supervisor  
Mrs S Nicholson  
Mrs P Hickling  
Mrs H Dixon  
Miss E Danby  
Mrs T Whitla  
Mrs A Archer  
Mrs Y Andrews

## CARETAKER/CLEANER

Mr S Gaunt Site Manager  
Mrs G Crow Cleaner  
Mr J Gaunt Cleaner  
Mrs P Hickling Cleaner

## RELIEF MIDDAY SUPERVISORS

Mrs H Brown Mrs H Ormond  
Miss K Doughty Mr G Williams

## GOVERNORS

Mr P Fox	Headteacher	Rev N Brown	Ex Officio
Mrs KJ McKee	Foundation	Mrs J Fletcher	Foundation
Mrs Emily Wood	Staff	Mr K Ferguson	Local Authority
Mr M Anstey	Parent	Mrs J Hamilton-Cook	Parent
Mr I Roscoe	Co-opted	Mrs L Taylor	Co-opted
Mrs A Billings	Co-opted	Mrs K Donnelly	Co-opted
Mr M Archer	Co-opted	Mr R Baddon	Co-opted

# SCHOOL VALUES

In a Survey of Staff & Governors we asked which Christian Values they thought St. Michael's C of E Primary School stood for. The larger the word the more mentions it got!

compassion Creation Endurance  
forgiveness friendship Hope Humility  
fairness Koinonia (Community) Peace  
Reverence Service Thankfulness trust Wisdom

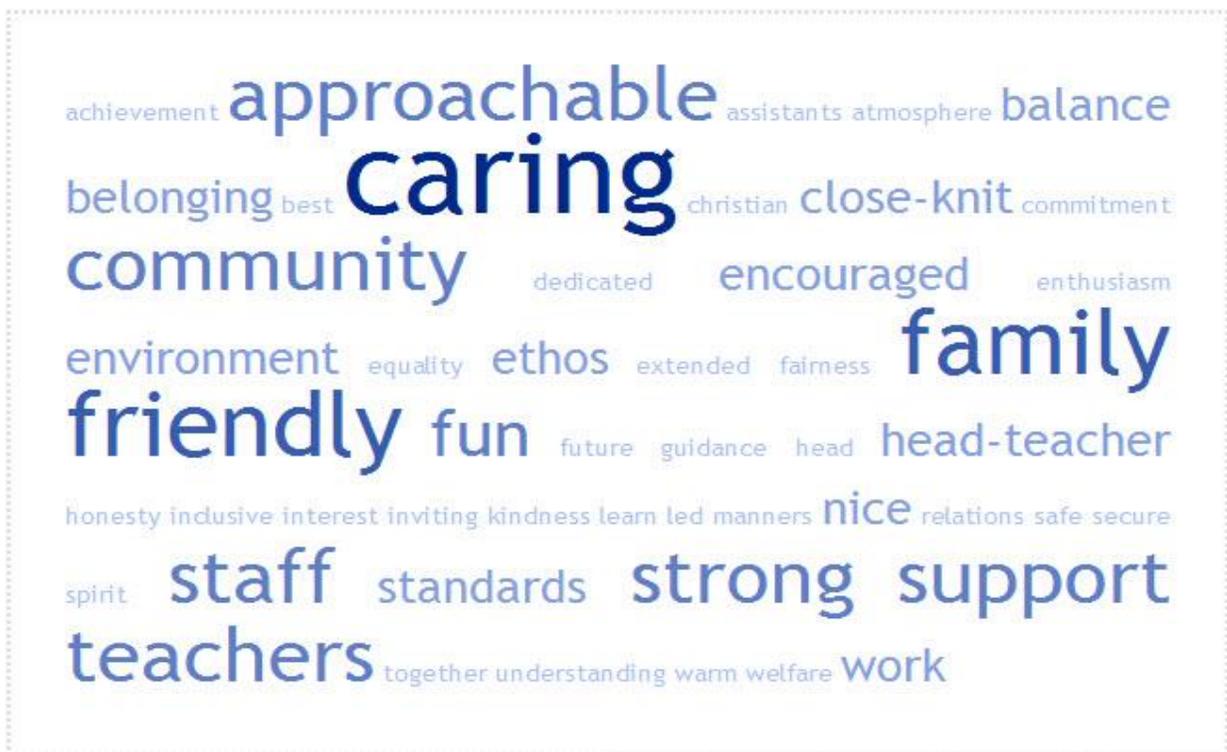
Our school Mission Statement is written under the school badge on our T-Shirts and sweatshirts:

## ***Caring-Learning-Excelling***

This is our promise to you as parents.

First and foremost we will Care for all here, children, parents, governors and staff. We will then make sure we all move along our lifelong journey of Learning. Our final goal is to try to Excel at all we do, but it all starts with caring.

At the end of a Governors Parents' Questionnaire (May 2010) we asked for comments or words to describe what was special about our school. We were delighted with the overall satisfaction parents reported. Perhaps the single most important question "My child enjoys school at St Michael's" scored an average of 5.7 against a maximum possible score of 6.0, which is fantastic!



# THE ADMISSION OF CHILDREN

Children starting school in Louth today all begin in the academic year when they are 5. This means that a child could be four on the 31<sup>st</sup> of August and still start school in September. This policy is called 'early admissions'. Equally a child could be five on the 1<sup>st</sup> of September and be in the same year group as this child. At this age a year is a very long time in a child's life and children will enter school with vastly different needs!

In all areas of the country, where these early admissions are practised, children who are four are treated in a similar way to nursery children in Early Years settings. In our school such children will be in a classroom properly equipped to deal with the needs of early admissions. You can send them off to school, with confidence, for the first time, knowing that **all** children will be given the type of experiences they need in their first year at school!

In our school, during the first few days of the autumn term, children attend on a half-day basis only. This is to allow the Foundation Stage teacher to further assess each pupil's individual needs and to allow a gradual introduction into the many aspects of school life which will be new and unfamiliar.

## CRITERIA FOR FIRST ADMISSION

St. Michael's School has a Published Admissions Number (PAN) of 45 children having risen from 30 in 2012-13. If a county or controlled school is oversubscribed, that is, there are more parents asking for places than there are places available, places are allocated according to the County admission criteria set out in the '**GOING TO SCHOOL IN LINCOLNSHIRE**' booklet or at <https://www.lincolnshire.gov.uk/parents/schools/school-admissions/find-a-school-place/starting-in-reception/>

### CHILDREN WILL BE ALLOCATED A PLACE BASED ON THE FOLLOWING CRITERIA:

- A. Looked after children and all previously looked after children.
- B. A brother or sister attending the school at the time of application, or who will be attending the school at the expected time of admission. In addition, in the case of infant schools, a brother or sister attending the associated junior school, or who will be attending the associated junior school at the expected time of admission.
- C. Nearest School: measured by straight line distance.
- D. Church criterion where in operation at certain Voluntary Controlled schools.
- E. Increasing order of straight line distance.

**As a Church school, the governing body have retained 'Criterion D', the religious factor, as one of the admission criteria. However, as of 2017/18, Lincolnshire County Council have decided that this criteria now comes below 'Nearest School measured by straight line distance.**

This criteria is defined as regular\* worshippers at a local Christian Church which is a member of 'Churches Together in Louth & District'. These are: St. James Parish Church, St. Michael's & All Angels, Holy Trinity, Stewton, Welton-le-Wold and South Elkington, Louth Methodist Church, South Elkington Methodist Church, Salvation Army, Louth Christian Fellowship, Eastgate Union(URC/Baptist), St. Atelheards (Orthodox) and St. Mary's (RC).

*Note: The religious grounds are given in the table in priority order. All schools require regular monthly attendance at the place of worship for at least a year before making your application unless other arrangements are specified in the table. The attendance should be verified by a signed letter from an officiating minister at the place of worship. If you have only recently moved to the area the school can also consider evidence of an equivalent commitment to a place of worship at your previous address.*

Prospective parents are strongly advised to visit all primary schools in the Louth area before making their choice before applying online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions)

**Places for first admission will be offered during April of the Year for which your child is due to start.**

## THE SCHOOL DAY

Please encourage your child to be punctual; the playground is supervised from 8.45am and your child should arrive between that time and 8.55 am when the whistle goes. Each day begins with a warm up, mental arithmetic or spelling activity so if your child arrives after this time an important teaching activity will be missed and your child may be at a real disadvantage in their education.

**Should your child be absent, for whatever reason, could you please contact the school as early as possible on the first day of absence, ideally before 9.30 a.m.** It is very important that we know where all our children are during school hours, whether this means at home, on holiday, the dentist or with us at school.

Registers are opened at 8.55am and closed at 9.10am. A child arriving after this time will be recorded as an unauthorised late arrival unless parents inform us otherwise. Unauthorised lateness and absence is, unfortunately, required by law to

appear on your child's school report. All children get a mid-morning break and lunchtime is 12.00pm-1.00pm. The school day ends at 3.30pm.

### DAILY WORSHIP

The school comes together for song, prayer, and a variety of daily activities that help to promote the spiritual growth of our children or what we call 'growing on the inside'. Worship at our school is Christian in character, with due respect being paid to other world faiths. Each week follows one of our Social & Emotional Aspects of Learning (SEAL) themes illustrated by a Bible story. If you wish, however, you may withdraw your child from worship. It is planned as a **learning experience** and so it will include:



celebrating achievements or special occasions;



sharing different experiences and cultures;



fostering a sense of group identity and what it means to belong to our school;



providing a time to reflect on common values including moral values;



providing a breath, a pause, a quietness during a busy day;



an opportunity to learn how to behave in a large social gathering;



a chance to gain confidence in front of others and to respond appropriately;



a setting for children to be joined by members of the wider community;



a chance for children to celebrate special occasions in a Christian Church;



education about religions and about Christianity in particular.

### PLAYTIMES & SNACKS

Infant and junior children play separately in two different playgrounds throughout the day. Each playground is equipped with activities suitable for its own age group. We all want our children to be able to concentrate and learn at school. There's a very simple way you can be of enormous help here.

The morning is a very long one and all children really need to bring a healthy mid-morning snack to re-charge their batteries before lunch! Infants eat their snack as a sit down social activity in the classroom and will also be provided with a drink by the school. Juniors take their snack out into the playground to eat.

**BUT IT'S THE TYPE OF SNACK YOU SEND THAT WILL MAKE THE DIFFERENCE BETWEEN A CHILD READY TO LEARN AND A FIDGETY CHILD UNABLE TO SIT STILL OR CONCENTRATE.**

Snacks really need to consist of slow energy release foods such as a small piece of fruit, vegetables, dried fruits or a plain biscuit, **not** sweets, chocolate, sweet biscuits or crisps. Children who bring sweets, crisps or chocolates will be asked to save these until lunchtime, when they have plenty of time to run off all that excess energy.

### MILK IN SCHOOL

We operate a milk scheme that is available to all of our pupils and we would like to invite you to register your child, should they wish to take advantage of this. *School milk is free for all under-fives and all Pupil Premium children* and is subsidised for pupils aged five or older at around £15.00 a term.

Each pupil that registers with **Cool Milk** will receive a carton of semi-skimmed milk everyday, which is delivered fresh and chilled to the classroom. Their school milk will not only provide them with essential nutrients, but as it is rehydrating and energy boosting it also bridges the gap between breakfast and lunch to help children stay focused.

Find out the top ten reasons to drink school milk at [www.coolmilk.com/whyschoolmilk](http://www.coolmilk.com/whyschoolmilk)

### THE MIDDAY BREAK & MEAL

Our lunch break is from 12-1.00 pm. Hot meals are prepared off site and are served in the School Hall to those who have ordered them. From September 2014, all infant age children (4-7 years) receive a hot school lunch **Universal Infant Free School Meals (UIFSM)**. In addition, all children on free school meals in the juniors also receive a hot lunch. Children with a pack up eat at the same time as their classmates in the hall. **Whatever your child tells you he or she will have enough time to eat their lunch!** A full half hour is allowed if they concentrate on eating rather than talking!

For your child's safety **please do not provide** them with; cans, glass bottles, knives or fizzy drinks for lunch. Please clearly label your child's lunch box for easy recognition. A small cooling pack popped inside is an added health and safety bonus in summer months.

If you are in receipt of Income Support, Income Based Jobseeker's Allowance, Child Tax Credit, with an annual income of less than £16,190 or a Guaranteed Element of State Pension Credit you are eligible to claim a free school meal and other

benefits including support for musical instrument tuition. **IMPORTANT** If you are in receipt of Working Tax Credit you are **not** eligible to claim free school meals.

## LEAVING SCHOOL

All infant age children must be collected by an adult. If you regularly meet your child from school, but are unavoidably delayed, please let us know. We can supervise your child until you get here and help overcome the anxiety your child will feel. Children who require collection will only be released to a family member **over 14 years of age**.

Parents bringing and collecting children by car are asked **not to use the small staff car park or park outside the school gates**; yellow lines indicate the prohibited area. Parked vehicles reduce the width of the road to a single line, so traffic flow is badly restricted and put lives in danger. The Manager of the nearby Morrison's Supermarket is willing for parents to use the company's car park as our designated PARK AND STRIDE rather than congest the pavement and hinder a free-flow of pedestrians. **Free parking is permitted for up to 2 hours** (with no return within 4 hours).

## TRANSFERS FROM OTHER SCHOOLS

Parents seeking to transfer their child to St. Michael's from another school should first contact our school and check whether we have a space available. They should then contact School Admission Team at Lincoln to complete a Mid-Year Transfer Form to be returned to County Offices. These can be obtained by ringing 01522 782030 or by e-mail at [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk).

All the Louth Primary Schools also work together very closely on transfers from school to school within the Louth area. Headteacher's will, naturally, make all pertinent information available to each other to assist in these transfers.

A place will be offered by County Offices on receipt of a completed form if a place is immediately available. If a place is not currently available the forms of applicants seeking transfers are retained on the school's waiting list until the end of the academic year in July. Should a parent wish to keep their child on the waiting list longer they are free to do so on informing the school. **If a place becomes available, then the admission criteria from 'Going to School in Lincolnshire' will be applied.**

**The school has a Pupil Admission Number of 45 places. Parents who do not obtain a desired place at our school either on first admission or at a request for a transfer may appeal to an independent committee if they wish to do so. The appeals process is set out in 'GOING TO SCHOOL IN LINCOLNSHIRE'. For details of how to appeal, parents should telephone the County Education Offices at 01522 552222.**

## TRANSFER TO SECONDARY SCHOOLS

Please refer to the Coordinated Scheme booklet about Secondary School Transfer, 'Going to School in Lincolnshire' or [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) for information

## THE GOVERNORS CURRICULUM STATEMENT

Every child has equal opportunity to access this curriculum, regardless of age, race, gender, religion or culture. Boys and girls, for example, learn in very different ways. In some activities, therefore, they will be taught in ways that take advantage of their different learning styles.

At St. Michael's we try and base everything we do on Christian values. The first and foremost consideration in our school is therefore, for each child to be happy and settled. Only then can we begin to develop his or her potential as fully as possible. We want children to become independent, informed, self-reliant and discerning individuals in a loving, ordered, caring and secure environment.

**At the same time we believe that it is important that there is time for exploring, experiencing, excitement and fun!**  
**Children only come our way once and their primary school days should be a firm foundation of excellent academic education and happy times.**

### 1) THE FOUNDATION STAGE CURRICULUM

The Foundation Stage begins when children reach the age of 3 and continues until the end of the reception year (3-6years). At a nursery or playgroup the children will follow the first part of the Foundation Stage or FS1. In their first or Reception year at primary school children begin the second part or FS2. The Foundation Stage prepares children for learning in Key Stage 1 (Year 1 & Year 2) and is consistent with the National Curriculum. These 'Early Years' are the foundation upon which all future learning is based.

Children will have had a wide range of different experiences before they enter school. Children learn in many different ways. They deepen their understanding by playing, talking, doing, observing, copying, listening, repeating and through many sensory experiences. Play is a key way in which children learn with enjoyment and challenge during the Foundation Stage. Much of this will occur outdoors and in all weathers!

The Foundation Stage Curriculum is organised into the following areas of learning:

**Prime Areas:**

Communication and Language  
Physical Development  
Personal, Social and Emotional Development

**Specific Areas:**

Literacy  
Mathematics  
Understanding the World  
Expressive Arts & Design

Here at St Michael's we have links with all the local playgroups and work together to ensure a smooth transition into school. Our Foundation Stage children have their own playground and outdoor area with climbing frame and tyre park as part of their physical development curriculum. Although the Foundation Stage has a 'wing' of the school all to itself, it is very much part of the whole school and takes part in whole school activities like lunch or worship and also at special events like concerts, festivals, trips and fayres.

2) **LITERACY/ENGLISH**

English has, naturally, a very high profile in the school. Unless we can communicate effectively, and read efficiently, we will find it hard to work through most other areas of the curriculum, speaking and listening as well as careful thinking. From Foundation Stage to Y6, children are given opportunities to develop speaking and listening skills through activities ranging from sharing important personal events in the classroom to using powers of persuasion in debates or as part of the School Council.

Reading is taught initially as a skill to enable a child to enjoy stories, poetry and rhymes; but it quickly become a tool to use in researching information, whether this is to check spellings, using a thesaurus or locating material for a project. This is achieved through the use of a variety of resources including non-fiction books, newspapers and through ICT and the internet. All children are heard read at school either individually or during group tasks. The popular Oxford Reading Tree scheme with the adventures of Biff, Chip, Kipper and friends provides a core of reading material for our younger children supplemented by a range of other texts. We also encourage all children to read at home whether the material be books provided by school, from home or the local library.

At school, we place a high importance on the development of writing skills. Creating stories and poetry, writing historical accounts, producing reports and books for use in our community, all give an important purpose to this aspect of literacy. Children will be stimulated by a wide variety of media and the use of visual imagery like photographs, film clips and even making their own animation or short movie are all means of encouraging them to become young writers.

Professional theatre companies visit the school to inspire, inform and entertain. Role play, hot seating, historical re-enactments, play readings, mythology, traditional fairy stories and impromptu performances draw together to develop vocabulary and support writing. Costumed productions, including lights and recording, are highlights and involve all of the children at different points in the school year.

3) **MATHEMATICS & NUMERACY**

Maths is a life skill. At St Michael's we place great importance on developing number skills, so that children may relate these to real life situations and make sense of the world around them. This is done primarily through a variety of resources and in a range of informal or more standard written methods, supported by a range of resources from counting 'teddies' or cubes and hands on *physical maths* to lots of use of

Information Technology using I-pads, Interactive Whiteboards (IWB), computers, mini-robots and even Nintendos DS!

St Michael's has a strong emphasis on mental calculation and estimation throughout the school, before being taught a variety of approaches to solve problems. In the lower half of the school these methods may be of a very informal nature, becoming more "traditional" as the children get older.

Children will grasp concepts and progress at different rates, so we currently 'set' for maths across Year 1/2 and across Year 3/4 helping us to stretch the more children and boost those who need to revisit areas.

Above all, we encourage children to use the most efficient and effective method that suits them to get the right result!

#### 4) **COMPUTING**

Acquiring a high ICT capability is such an important part of life today. We have, at St Michael's, invested heavily in time and equipment for our children. We currently have 60 I-pads for use with all ages of children and have created readily accessible infant and junior networked computer suites, with smart board technology for the effective teaching of today's skills in all of our classrooms.

Each child has their own e-mail address and from an early age learns how to use it! The teaching of Safeguarding plays an important part of using the internet. A thorough program of work results in Y6 children more proficient than most of the staff!!

If you would like to find out more about ICT at school then look up our web-site on:

<http://www.st-michaels.lincs.sch.uk>

#### 5) **SCIENCE**

- Where does the sun go at night?
- Why should I clean my teeth?
- How does an electric torch work?
- What should I do to look after my hamster?
- When is the best time to see a butterfly?

All these and many more questions are asked by children. At St Michael's we give children an equal opportunity to find the answers through investigation and experimentation. Our Science lessons are often buzzing because the children are enthusiastically discussing what to do, how to do it and are having fun and being 'Busy Bees!' Children soon understand the need to plan efficiently, record thoroughly and evaluate effectively.

#### 6) **RELIGIOUS EDUCATION**

St. Michael's Primary School is founded on a strong Christian ethos that aims to promote respect, care and concern through all areas of the school life. As with other Lincolnshire Schools we teach Religious Education through the 'Agreed Lincolnshire Syllabus', which requires your child to be given an opportunity to learn *about* and learn *from* Christianity, Judaism, Islam, Sikhism and Hinduism.

We will strive to increase your child's religious understanding by developing skills such as investigation, application, reflection, expression, empathy and many more; and attitudes of commitment, fairness, respect, self-understanding and enquiry.

Religious Education is an important part of any child's education, and will allow your child the opportunity to ask those questions which will ultimately help to shape them as a young person and prepare them for life ...

- Who do I want to be like? Why?
- Why is it important to be kind? To forgive? Not to be jealous?
- What are the special days in my life? How should I feel on these days?
- What does it mean to believe?

Because the school has a Church foundation you have the right to ask for instruction, outside of an RE lesson, by properly trained staff, on the Christian Faith as believed and practiced by the Church of England. These lessons would usually be given in school and the Foundation Governors, who are appointed by the Church, have a duty to arrange for your child to receive this if it is your wish. If you wish, however, you may request your child is withdrawn from RE.

In addition to Christian teaching, it is also laid down in the Education Acts that you may send your child to Church to take part in Church of England worship on any day exclusively set apart for religious observance by the Church of England.

## 7) HISTORY

While your child is at St Michael's they will be taught History in a variety of interesting ways which bring the past to life. In early stages of their school life they will compare their own experiences of the past, such as when they were babies, with the present. Later in Key Stage 1 they will be encouraged to find out more by using artefacts and being 'detectives' solving History mysteries!

Visitors and visits form an important part of History giving the children eyewitness accounts and first hand experiences. They will have opportunities to role-play such as washday in the Infant home corners, be a World War 2 evacuee, enjoy a Tudor banquet at Gainsborough Old Hall and re-enact a Victorian school day!

Key Stage 2 study people and events from specific periods in time. These will be from as long ago as the Ancient Egyptians or Greeks, through to the Invading Romans and Vikings, the Tudors and on to more modern times with the Victorians and the study of the lives of famous figures such as Nelson Mandela. Your child will be encouraged to use History to learn from the past and prepare them to become citizens of the future.

## 8) GEOGRAPHY

Through our Geography we continue to make more sense of the world around us. Skills taught include studying plans and maps, atlases and globes by using keys and grid references. Children investigate a wide variety of places and themes, including leaving the classroom to explore Louth and the local area and other contrasting localities in the UK and overseas.

In addition to these studies we follow a variety of themes investigating the weather, rivers, settlement and environmental changes, while younger children follow the adventures of a travelling bear who visits as far-a-field as India, Japan and Australia!

## 9) DESIGN & TECHNOLOGY

Our Technology activities enable children to create products using a variety of materials including wood, fabrics, clay, paper, construction kits and, most enjoyably food!

Children carefully plan through designing how they want their final product to turn out based on their experience of investigating the real thing. They consider health and safety issues, the purpose of the task and the overall appearance. Throughout, children are encouraged to evaluate, review and modify until success has been achieved.

Please don't forget to appreciate the fruits of their labours when they bring them home!

## 10) ART

Art allows children to express their feelings and views on a whole range of topics: nature, personal relationships, humour, moral problems. In fact Art covers most, if not every aspect of life, and is often linked to other aspects of the curriculum. While at St. Michael's children will experience using a wide variety of media when painting, drawing, modelling with clay, using textiles, creating artwork through ICT or, in the case of our oldest children, learning the skills of tie-dying and batik!

Since children can express their thoughts and feelings through Art long in advance of their ability to do so through language, it is a basic literacy tool and is frequently used specifically to support writing. Children's artistic development tells us much about how they see the world and as well as being satisfying and fun for the child it is an important diagnostic tool for the teacher.

## 11) MUSIC

All children enjoy music. Here at St Michael's children are given the opportunity to explore, improvise, compose and perform using their voices and a range of tuned and un-tuned percussion instruments. We are also fortunate in having a variety of peripatetic teachers who currently offer violin, cello, guitar, brass and woodwind tuition to junior children. As well as traditional music making, our partnership with Monks Dyke Tennyson College next door allows children to experience new and expanding music technology.

The school choir and orchestra are an important aspect of the life of St. Michael's. Annual productions at Christmas, Easter and in the summer for parents and impromptu performances throughout the year reinforce and underline our fundamental principle that MUSIC IS FUN.

## 12) P.E. and Sport

We see PE and sport as an important area of the curriculum that can improve all round health and fitness and help children towards a real sense of achievement at school. St Michael's has a good reputation for sporting achievement. **Our school teams have excelled** in football tournaments, netball matches, swimming galas, hockey competitions and athletics events. This success has been built on an extensive programme of P.E. activities within the curriculum and those organised by local School Sports Co-ordinators (SSCOs) which has given our children access to different sports like judo and golf!

Outside on our field and playground activities include the invasion games of rugby, basketball and hockey, in addition to the traditional football and netball. In the summer children take part in cricket, rounders, short-tennis, badminton and athletics. In our hall, with a selection of large and small apparatus, gymnastics and dance are enjoyed by all ages. Swimming takes place at Louth Meridian Centre for **all our children** from EYFS to Y6 in blocks of six weeks, where instructors teach water safety, stroke technique and the enjoyment swimming can bring.

We have a big emphasis on participation in sporting activity and we were delighted to achieve the Sainsbury's **Gold Sports Mark Award** for 2013-14 in recognition of this.

We also encourage children to join local sports groups so that they can further their enjoyment and we have good links with Louth Dolphins Swimming, Louth Old Boys Football, Grimsby Town FC, Louth Cricket Club and many smaller organisations.

## 13) PSHEE/CITIZENSHIP

St. Michael's has a programme of Personal, Social & Health Economic Education and Citizenship right through the school that focuses on 7 main themes:

- **New Beginnings**
- **Getting On and Falling Out**
- **Say No to Bullying**
- **Going for Goals**
- **Good to be me**
- **Relationships**
- **Changes**

These 7 themes make up our Social & Emotional Aspects of Learning (SEAL) programme which is incorporated into our daily worship time. We aim to teach children to make informed decisions about how to keep safe and healthy in the world today, for children cannot act sensibly unless we first give them information about choices and their consequences. We hear a lot today about 'freedom' and 'doing our own thing'. Children at St Michael's also learn that with every freedom they have there also comes a responsibility to others and to the world in which they live. These 7 themes may be taught as part of other subjects or in discrete PSHE lessons. They are also underpin our daily Acts of Worship.

A subject specific PSHEE OfSTED Inspection (Nov 2010) was also full of praise for the quality of PSHEE teaching, learning and provision at the school declaring us 'good' in all areas investigated!

Relationships & Sex Education (RSE) is part of the programme of health education, adopted by all the Louth Area schools, that runs from Foundation Stage to Y6. The emphasis of the programme is on relationships and it is not until Y5 when the facts of puberty are explained and in Y6 sexual reproduction with the support of the school nurse and a series of sensitively produced TV programmes. Both boys and girls are allowed a private time, as a group, with the school nurse to talk about what they have learned and clear up any worries or misunderstandings they may have.

**Parents do, of course, have a right to withdraw their child from this aspect of the curriculum if they so wish. A discussion arranged with the Y5/6 teacher at the start of the school year is the best way forward if you have any queries on this matter.**

This Sex Education DVD is also available to view at home. Simply call in at the school office to book it out at your convenience.

## 14) HEALTHY SCHOOLS STANDARD

At St. Michael's we have taken seriously the promotion of a healthy lifestyle for all those who are part of the school community. Our hard work has been recognised in achieving the 'Healthy Schools Standard' for a fourth time (October 2014), national recognition of a healthy school environment. As a Church school, we believe it is important to grow in body, mind and spirit and have undertaken numerous fun and educational activities designed to foster a healthy attitude to life.

Prominent among most recent projects have been our:

- Healthy hot meals provided at lunch times.
- Community physical recreation activities including Keep Fit sessions.
- Circle Time activities / School Council debates for children to raise issues of concern to them.
- Regular Health and Safety Audits.
- Environmental projects, including caring for and improving the school 'wild area' and establishing a Recycling programme in conjunction with local community groups.
- Being a No Smoking site.
- Relationship & Sex Education (RSE) with Year 5/6 pupils.
- Spiritual nurturing through visits from community spiritual leaders, invited groups and a weekly after school club led by a local Church Fellowship.
- Termly themed worship with a focus on Social & Emotional Aspects of Learning (SEAL)
- Whole School Behaviour Policy based on our Christian Values.

The health and safety of your child is of paramount importance. Regular checks are made on all school equipment and services and we encourage the children themselves to be safety conscious and alert to dangers. The older children take part in termly health and safety checks around school and regard it as part of their responsibility to keep the school safe.

## School's Council

The **School's Council** consists of children, two from each junior class, who meet on a regular basis with a staff representative and school governor to discuss issues both important and relevant to the children. These may include; worries they may have, changes and improvements they would like to see made to the school, existing school rules, and any other matters that interest them.

The Council has successfully promoted a 'Safe Routes to School' Campaign and improvements to the outdoor play areas including Trim Trail design. Council representatives helped write a sensible set of 'Golden' School rules which the children follow because they own them. Their most recent campaign is to promote St. Michael's as a 'Fair Trade School'.

In addition, our School Council incorporates our Eco-Warriors! Here, children promote important issues of re-cycling and re-using materials, sustainability and saving resources. As part of the national SCoRE program children take part in regularly monitoring gas and electric use and have campaigned to turn off unnecessary electrical equipment. *'Go Green and find you inner Womble!'*

## Health & Safety

### JEWELLERY

Many very serious accidents have happened in schools as a result of jewellery being worn while children play boisterously.

**It is our policy at St Michael's that you do not send your child to school wearing jewellery other than small stud earrings.**

Your child should either be able to remove these for P.E. or be supplied with plasters to cover them for the duration of the lesson. So, no dangly earrings, necklaces or rings please. We would strongly recommend, therefore, that the best time for children to have their

ears pierced is at the beginning of the summer holidays when the wound will have had time to heal and you can teach your son or daughter to remove the earrings for P.E. lessons.

A small **labelled** container in which to keep the studs safely would be helpful.

## MEDICINES

It is also very important that you keep the school regularly updated with your **emergency contact details** in case your child does become ill while at school. We do have a day bed for emergencies, but sick children feel far happier and more secure at home with their families. Many parents rely on mobile phones, so please keep them on and **if you change your number please tell us.**

## ADMINISTERING MEDICATIONS

In September 2014 a new duty was introduced for all schools to make arrangements to support pupils with medical conditions. One of our responses to this was to write a new, clear policy on the administering of medications in school.

### **The KEY POINTS of the policy are:**

- Prescribed medication will not be accepted in school without completing a parental agreement form for school to administer medicine. These can be obtained from the school office.
- Prescribed medication must be recently dispensed and any which has passed the expiry date will not be administered under any circumstances.
- The school will not accept non-prescribed medication, e.g. calpol or headache tablets.
- Each item of medication, including asthma inhalers, must be delivered to the class teacher, in normal circumstances by the parent in a **labelled container as originally dispensed and will be administered as prescribed.**
- Medications will not be given to the child to return home with, it is the responsibility of parents to collect the medication from the school themselves.
- 

**Please note that parents should keep their children at home if acutely unwell or infectious.**

A full copy of the policy can be requested at the school office.

## FOR YOUR INFORMATION

If your child is suffering from an infectious disease the following periods of exclusion are recommended by the Director of Education in consultation with the Lincolnshire Health Authority. If your child has suffered from sickness or diarrhoea please **keep them off school the next day** to stop the spread of germs.

# SCHOOL SECURITY

We try and keep our children as safe as possible when they are at school by adopting these simple measures. It would really help if you could observe these routines and, as we do, explain them to your children.

- ✓ We keep the playground gates closed, no matter how inconvenient;
- ✓ We use the main entrance during the hours of 9.10am – 3.30pm as all other school entrances are locked. (Except when the children are supervised out of doors at playtime). Children or adults who need to move from one part of the school to another do so using internal routes.
- ✓ External doors are accessed through push button coded locks.
- ✓ All visitors report to the school office on arrival and, if spending time with the children, sign in and wear a visitors badge.
- ✓ Children should never open any door to someone they do not know.

## CYCLING TO SCHOOL

Children in Year 5 are encouraged to take part in annual cycle training. Those in Year 5 or 6 who wish to cycle to school must have permission from their parents, have a basic understanding of cycle maintenance, wear protective headgear and know to lock their cycle securely in the school cycle shelter.

Children in lower years may only cycle or scooter to school if accompanied by an adult and should also wear appropriate safety equipment and lock their bicycles securely in the area provided.

# HOW MY CHILD IS DOING

## PARENT CONSULTATIONS

Early in the Autumn Term information to explain the curriculum coverage of that school year, general expectations, arrangements for homework etc. will be sent home. Later in the term you may make a private appointment to see the class teacher, this is a good opportunity to see how your child is settling into the year.

There is a second parent consultation in the Spring Term. We expect children from Y3 upwards to accompany their parents to this consultation for at least part of the meeting. In this way targets for your child can be set and agreed upon and everyone knows what has to be worked at.

In between these consultations there are more informal 'pop ins' when parents come to see their child working during the school day and talk to them about their work. Parents of Foundation Stage children, being new to the school, have daily access to school and staff.

We will, of course, be in touch with you at any intervening time should there be any concerns about progress. Equally, if you have any concerns, do not hesitate to come in and see us.

## ASSESSMENT & REPORTS

Throughout the year your child will be set personal targets as to what they have to do to improve. These may be similar to others in the class or very specific to your child. These targets may be significant milestones or very small steps to improve the next piece of work. It is important that parents are fully involved in the learning process and know how well their child is doing. Older children should be able to tell them this!

Your child's progress in the National Curriculum subjects is monitored through regular teacher assessments. A detailed report of this progress and of development and achievements is sent out to you in the summer term in the form of a school report!

Targets for future achievements and progress in English and Mathematics will also be contained in this report. If your child is in Year 2 or Year 6, there will also be included the end of Key Stage Assessments for both your child and their year group.

## ADDITIONAL NEEDS AND LEARNING SUPPORT

Individual or small group attention is given to various children who are withdrawn from their class for part of the day. This extra support is provided by members of the school staff and can be given for a wide range of needs from those of the exceptionally able child to children who require a specific input in one subject.

Assessment of how a child is doing is regularly carried out for all children. These procedures help us to assess the exact learning needs of your child, and you will be contacted if it is considered your child would benefit from extra adult attention or special educational provision of any form.

Very occasionally children may have needs which cannot be met at St. Michael's School. A very gifted or talented child might benefit from highly specialised tuition not available here. A partially sighted child might receive more suitable education and care at a school designed for that purpose. A child with severe learning difficulties might have his or her needs better met at a special school. If this is the case the school will work with you and a team of educational experts to find the best provision for your child's future education. Wherever possible, however, we aim to include all children, meeting their needs here and keeping them as part of our school family.

**WHATEVER SUPPORT YOUR CHILD NEEDS YOU WILL ALWAYS BE THE FIRST TO BE CONTACTED SO THAT WE CAN WORK IN PARTNERSHIP**



## CHARGES FOR SCHOOL ACTIVITIES

St. Michael's C of E Primary School recognises the valuable contribution made to the curriculum by a wide range of additional activities such as school visits and journeys. Such activities not only contribute to the growing confidence and social development of the child but also towards gaining a grasp of how the real world beyond our gates actually works. Such charges as are made by the school are made with these aims in mind, and we find that parents are happy to support our activities with voluntary contributions. If, however, insufficient voluntary contributions are received, then it may have been cancelled.

If a child is in receipt of Pupil Premium, that is, their parent is on Income Support, Income Based Jobseeker's Allowance, Child Tax Credit, with an annual income of less than £16,190 or Guaranteed Element of State Pension Credit they may be eligible for support. **IMPORTANT** If you are in receipt of Working Tax Credit you are **NOT** eligible, you can contact the school for **assistance** with charges for school activities, this matter will be dealt with as sensitively and discretely as possible.

**At the time of application for a school place, all new parents will be requested to declare their date of birth and National Insurance number to see whether they qualify for this support.**

## **SUMMARY OF CHARGES**

1. 'Optional Extras', not related to statutory duties, for example; extra-curricular clubs requiring expenditure on materials or activities taking place partly or wholly outside school time. The full cost of the activity may be charged.
2. Board and lodging on residential visits. The full cost will be charged except in cases where a child is eligible for Pupil Premium where support may be given.
3. Peripatetic music services. The full cost will be charged except in cases where a child is eligible for Pupil Premium where support may be given.
4. School visits or journey – taking place wholly or at least 50% of the time outside of school hours. This would be considered an optional extra and the full cost charge, except where a child is eligible for Pupil Premium where support may be given. The remission of board and lodging in such cases would be met by the School.
5. Voluntary contributions from parents. For activities that take place in school time and / or are part of the National Curriculum (e.g. swimming or theatre visit) we may ask for a voluntary contribution.

## **SCHOOL MONEY**

To make payment for school meal or activities easier for parents we now offer a 'cashless' system whereby all payments are made online via School Money.

School Money is an easy, safe and secure way of paying for your child's school expenses online. You will receive payment notification messages through text messages and/or emails telling you that a new payment is due. The message will direct you to the payment website [www.schoolmoney.co.uk](http://www.schoolmoney.co.uk) where you can log in and make your payment. The school can set up instalments for each payment, so you can choose to pay for part of an expense or the whole amount!

## **WHAT TO DO IF THERE'S A PROBLEM**

The Headteacher has an ever open door for those who wish to come and discuss the school or their children. **Problems, however, are almost always best sorted out in a relaxed and informal way with your child's teacher in the first instance.** Booking an appointment time in such an event will help avoid frustration and will ensure you both have plenty of time for discussion.

If things do not appear to be working out after these initial discussions, quite often the parent or the teacher will suggest an informal meeting with the Head, where the matter can be discussed further and hopefully resolved.

Further meetings may some times be necessary. Here a formal agenda and record of agreements reached and actions to be taken by all parties will usually clarify the way forward.

Where this still does not resolve the matter, then parents will need to write formally **to the clerk of the governing body**, who will do their best to resolve the problem.

Finally, in the unlikely event that we cannot resolve the problem, parents should write formally to the Director of Children's Services at Lincolnshire County Council on 01522 552222. The Local Authority will investigate fully, fairly and carefully and keep you informed during the process.

## **DISCIPLINE IN SCHOOL**

### **EXPECTATIONS OF GOOD BEHAVIOUR IN ST. MICHAEL'S ARE MADE VERY CLEAR TO ALL CHILDREN**

Children are expected to behave reasonably and in a responsible way at all times. Through our own example we ask children to treat everyone with respect, kindness and consideration, always try and understand other people's point of view, move gently and quietly around the school, listen attentively when someone is speaking, try never to hurt or offend anyone by word or deed.

### **BULLYING WILL NOT BE TOLERATED AND THE SCHOOL SHOULD BE IMMEDIATELY INFORMED OF ANY EVIDENCE OF INTIMIDATION IN WHATEVER FORM.**

With the support of staff, our children have devised their own list of SCHOOL 'GOLDEN' RULES. They stick to these rules and understand them because they own them. At the start of each new school year your child will work on designing the class rules.

**ST MICHAEL'S IS A HAPPY SCHOOL, WITH VERY FEW PROBLEMS IN THE AREA OF DISCIPLINE. IT IS HAPPY BECAUSE WE ALL WORK VERY HARD TO GIVE THE CHILDREN A POSITIVE IMAGE OF THEMSELVES AS CARING, CONSIDERATE PEOPLE WHO ARE PROUD OF THEIR SCHOOL AND THEIR WORK AND WHO DO NOT LIKE TO HURT OTHERS.**

## **SCHOOL CLOTHING**

Our school uniform consists of a royal blue sweatshirt or cardigan with the school logo on, a white polo shirt also with the logo and grey trousers or skirt. These items are available to purchase in local retail outlets in Louth. In the summer, boys may wear grey shorts and girls blue and white summer dresses.

We ask that children wear black shoes to school, **NOT "TRAINERS"**, as this avoids the pressure to wear the 'right name' or 'label' of training shoe. Flat or low heeled shoes are the safest and healthiest option. Sandals are, clearly, acceptable in the summer. It is important that children can run and play safely in their footwear.

Wearing the school uniform encourages children to take pride in belonging to St Michael's and we ask for your co-operation in dressing your child appropriately for school. **PLEASE NAME ALL ITEMS OF CLOTHING AS IT ALL LOOKS THE SAME!!**

### **PE CLOTHING**

We request children change into black shorts and a royal blue polo shirt with the school logo for P.E. A pair of plimsolls is also needed as training shoes do not allow a child's foot to grip on the P.E. apparatus, so cannot be worn during these lessons. P.E. skirts are not suitable wear on apparatus, neither is any other item of baggy clothing which may get caught on the equipment.

The school tries to encourage children to care for their equipment at all times and so we try do not keep a lost property box for PE or any other clothing. Clearly labelling each and every item of clothing and equipment with your child's name will help us to return stray items to their owners. A named P.E bag in which to keep PE clothing is an excellent idea as it can be kept in safely school ready for use.

Children **are** encouraged to wear trainers for **outdoor games** periods and track suit or jogging bottoms for cold weather.

# HOME AND SCHOOL

We believe that parents are partners in children's education. The one overriding factor to ensure a child's success at school is when home and school present a united front and work together. There are many ways in which this partnership can function.

## PARENT HELPERS IN SCHOOL

Teachers always welcome an extra pair of hands in the classroom or out of it! Many parents share their time and skills with us on a regular basis. It may be only half an hour a week, but it is always appreciated and really benefits the children as a whole. If you would like to help in school it is wise to wait until your child has had a chance to settle in first. **Often it is also better for him or her if you spend time in a different class.**

Whatever time you can offer will always be gratefully received and you will certainly be kept busy! Please have a chat with your child's teacher if you feel you can help in this way. Parents are particularly helpful for 'hands on activities', like Art and Craft, and also on school visits.

***All adults working at the school are subject to police Disclosure Barring Service (DBS) clearance before they are to work alone with children.***

## HOMEWORK

As we have said, the one overriding factor which guarantees any child success at school is a real partnership between teachers and parents. We all need to work together for your child. Homework is a regular feature of life at our school and gives our children a flying start in attitudes to work.

Your child's teacher will let you know the best way in which you can help and, at the start of each school year, you will receive information about the homework tasks for your child's new class. Teachers will try to ensure that children understand exactly what they need to do and, in turn, we would appreciate it if you ensure that homework is done. Older children have a homework book to assist this process which we encourage all parents to read and sign.

**In the juniors homework tends to be given out on a Wednesday and returned the following Monday.**

The general rule is for us not to let homework become stressful or all consuming. It is there to **help** your child and some children may take advantage of the lunch-time **Homework Club** to complete these activities.

## PARENT TEACHER & FRIENDS ASSOCIATION (PTFA)

All parents and staff of the school are automatically members of this Association, and are welcome to attend any meeting as well as the General Meeting when committee members are elected.

The Association holds fund-raising ventures and these are well supported by parents and children alike. Money raised in this way is used to provide items which would not otherwise be purchased. We are grateful that parents give such generous support to the activities of the School Association.

The P.T.F.A organises social events such as discos for children and school fayres and supports other school events throughout the year. The P.T.F.A. is **YOUR** organisation, run by parents for the benefit of your children. It meets monthly and is very informal. However you choose to participate, you can be sure that you will have a lot of fun!

## TEACHERS2PARENTS

When we need to get a message out quickly or to a specific group we will send a text message to the number one contact a parent has given us. This makes it very important we have up-to-date mobile numbers and should you change yours please come and tell the school office.

## NEWSLETTERS

More general information in the form of a monthly newsletter, issued as near as possible to the beginning of each month, will be published on the school website <http://www.st-michaels.lincs.sch.uk> (some paper copies are available from the school office). We will always send a text message via our Teachers2Parents texting service to advise when it goes online.

## SOCIAL MEDIA / FACEBOOK / TWITTER

The school also has its' own Facebook page and Twitter feed which keep parents up-to-date with the latest news and special events in school. Please make them your favourites and help share our news and achievements.



## QUESTIONNAIRES

We like to know whether or not we are giving good service and how you feel about school. We also like to involve you in our future plans – this is **your school!** In order to find how we are doing, what you are pleased with and how we need to improve, we would be grateful if you would take the time to fill in the occasional questionnaire. Governors always look at these and take note of what you say, so a moment of your time could be very well spent in answering what we need to know. The government also has a permanent online questionnaire for parents called Parent View at <https://parentview.ofsted.gov.uk> which we would appreciate all parents taking the time to complete.

## OTHER COMMUNICATIONS

From time to time we may need to write to you about a school visit or some other special event. Again, regularly checking your child's bag will make sure we stay in touch.

# CLUBS AND ACTIVITIES

A variety of out of school activities are organised for your child by teachers, assistants, parents and outside bodies.

When the evenings are light, and weather permitting, the school runs very successful **netball, football and cross-country running**. School Teams practice regularly and play local schools and enter tournaments. Our trophy cabinet is nearly full now! **Grimsby Town FC** support our football programme with weekly practices.

**Cycling Training** through the programme **Bikeability** is for Y5 children and is held in the Autumn Term. Participation in this course is necessary if you wish your child to cycle to school.

During darker nights we like to continue our extra-curricular provision with a **Film Club**, Positive Futures **Multi-Skills** events or Slam-Dunkin' **Basketball Club!** A highlight of the year is **Indoor Athletics** Season where a squad of upper juniors run, jump and throw for all their worth!

**Gardening Club** is for all ages and gives the children the opportunity to learn how flowers, fruit and vegetables grow whilst getting very messy in their wellies! The Club has transformed the school grounds creating a wild area, planting trees, digging a pond and organising fruit and vegetable beds for each class producing great crops of potatoes, carrots, lettuce, raspberries, strawberries, onions and more!

The school **Choir** and **Recorder** Groups meet at lunchtimes and are organised for Junior age children in preparation for festival celebrations. Our school music is augmented by the **brass, violin** and **guitar** playing children who learn with the **peripatetic music** service. Children who learn instruments are then brought together to create a **School Orchestra** and are given the opportunity to play before the school and parents.

Children who find it difficult to complete set school work at home can also have the opportunity to attend our **Homework Club** one lunch-time.

*St. Michael's C of E Primary School*  
*School OfSTED Report 2011-12*

<i>Achievement &amp; Standards</i>	<i>Good</i>
<i>Pupils Behaviour</i>	<i>Good</i>
<i>Teaching &amp; Learning</i>	<i>Good</i>
<i>Curriculum &amp; other activities</i>	<i>Good</i>
<i>Early Years Foundation Stage</i>	<i>Good</i>
<i>Care, Guidance &amp; Support</i>	<i>Good</i>
<i>Leadership &amp; Management</i>	<i>Good</i>
<i>Contribution to the Community</i>	<i>Outstanding</i>

*"The school provides pupils with a good education and operates in an atmosphere of calm, warmth and understanding. Pupils feel safe, valued and well cared for and this supports their good attendance and behaviour in school. A particular strength of this school is the outstanding role pupils play in contributing to the improved quality of life for others, both in the school and in the wider community.*

*Most pupils, including those with special educational needs and/or disabilities and the more able, make good progress in school. Children make good progress during the Early Years Foundation Stage and through Key Stages 1 and 2 and leave Year 6 with standards above those normally expected in reading, writing and mathematics.*

*Pupils make good progress because the quality of teaching and the curriculum are good. The leadership and management of the school, including the work of the governing body, are good. Members of staff are clearly motivated and keen to improve. The school has good capacity to continue to improve."*

*OfSTED*

\*Comments taken from the School OfSTED Report published November 2011. Please see the link on our website for the full Report.