



# School Prospectus 2018-2019

Contact Details  
St Michael and All Angels Catholic Primary School  
Sidney Powell Ave  
Westvale Kirkby  
L32 0TP  
[stmichaelandallangels@knowsley.gov.uk](mailto:stmichaelandallangels@knowsley.gov.uk)

0151 477 8400

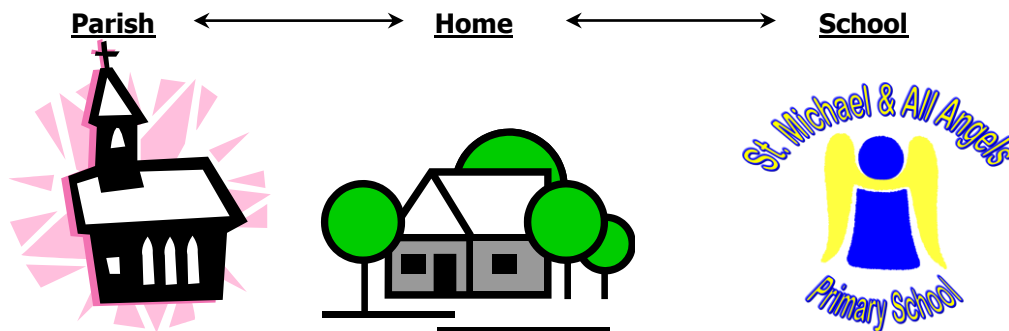
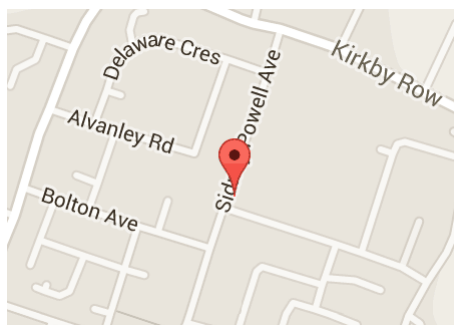
@smaaa.info

# ST. MICHAEL AND ALL ANGELS CATHOLIC PRIMARY SCHOOL PROSPECTUS

## How to find us:

From Kirkby town centre take the Kirkby Row exit off the roundabout. Continue up Kirkby Row to the 2<sup>nd</sup> exit on the left. Turn into Sidney Powell Ave and continue past the church. We are located on the left hand side of the road.

Your child is now ready to start at St. Michael & All Angels Primary School. From your child's first days in the school education is a partnership between parish, home and school.



The information inside this booklet will help us to develop this partnership. Please read it carefully and remember that you are always welcome to contact the school if you would like to discuss any matters concerning your child.

Thank you for your help.

Yours sincerely

*Miss A L Bowman*

Headteacher

## GENERAL INFORMATION

<b>School Address</b>	St Michael and All Angels Catholic Primary School Sidney Powell Ave Kirkby L32 0TP
<b>School telephone is answered by the Admin Assistants</b>	0151 477 8400 Mrs Doyle and Mrs Elder
<b>School email address</b>	stmichaelandallangels@knowlsey.gov.uk
<b>Chair of Governors</b>	Fr A Rowlands St Michaels & All Angels Presbytery Sidney Powell Ave Kirkby L32 0TP

## **CLASSIFICATION OF SCHOOL**

The school is a Catholic Voluntary Aided Schools for Boys and Girls in the 3 - 11 age range.

## **MISSION STATEMENT**

At St. Michael & All Angels we are a CHRISTIAN COMMUNITY where everybody is valued and recognised for their unique contribution.

We aim to provide a child-centred EDUCATION in a positive learning environment in which all children may reach their full potential.

The Gospel values of love and respect are at the heart of our PARTNERSHIP with parents, Governors, the parish and the wider community local and global community.

## **School**

Aim- We will endeavour to provide the children with the knowledge and skills they need to make informed choices and to accept responsibility for their own actions.

Objectives-

- ✓ to follow the Come and See syllabus in order to give the children an understanding of the Gospels;
- ✓ to ensure that the targets set are challenging and that children achieve standards relevant to their year group and develop their full potential – spiritually, intellectually, physically and emotionally;
- ✓ to ensure that children enjoy their work and behaviour is of a high standard;
- ✓ to value the opinions and contributions made by the children to school life and to foster individuality and independence.

## **Community**

Aim- We will develop the children's knowledge and understanding of the community and help them to build upon what they experience in order to gain a better understanding of the world.

Objectives-

- ✓ to foster strong links between the school, the parish and the local community;
- ✓ to involve parents/carers in decision making opportunities especially in the building of the new school;
- ✓ to ensure that the children are aware of faiths other than their own and respect and value their opinions and beliefs;
- ✓ to produce an annual prospectus, which reflects all aspects of our school life;
- ✓ to foster and sustain the already good relationships and communications between the Governing Body and the school including all outside agencies.

## **Education**

We will provide a broad based curriculum which caters for all children and is inclusive of all levels of ability.

Objectives-

- ✓ to review and update all policies which is understood and reflected upon by all staff;
- ✓ to have a School Improvement Plan that is agreed by staff, pupils and Governors, which is reviewed on an annual basis and involves the school community and relevant agencies who can support the children when needed in their learning;
- ✓ to keep up to date in all initiatives in education – Come and See curriculum subjects which will enable the children to develop their full potential;
- ✓ to have an agreed policy for discipline and behaviour which includes a code of conduct, clear rules which are consistently and fairly applied, a rewards system and clear procedures for dealing with bullying;
- ✓ to have a positive system of performance management, which involves all teaching and support staff.

## **Attendance/Punctuality**

The school has high expectations for attendance and punctuality. Key Staff have the responsibility to monitor attendance. The key person is Mr C Lewis. The school should be informed of all absences by telephone on the first day along with a proposed return to school date. The school target for attendance is 96%.

No holidays will be authorised.

**WHEN YOUR CHILD RETURNS TO SCHOOL PARENTS MUST SEND A NOTE IN WITH THE EXPLANATION FOR THE ABSENCE.**

## **SCHOOL DAY**

### **Morning**

#### **Nursery**

8.45am - 11.45am

#### **Reception, Years 1 & 2**

8.55 am – 11.45am

#### **Years 3, 4, 5 & 6**

8.55 am - 12.15 pm

### **Afternoon**

12.15pm – 3.15pm

12 45 pm - 3.15 pm

1.15 pm – 3.15 pm

## **SCHOOL TERMS 2018 – 2019**

### **AUTUMN Tuesday 4<sup>th</sup> September to Wednesday 19<sup>th</sup> December 2018**

Half-term Monday 22<sup>nd</sup> October to Friday 26<sup>th</sup> October 2018

### **SPRING Monday 7<sup>th</sup> January to Wednesday 10<sup>th</sup> April 2019**

Half-term Monday 18<sup>th</sup> February to Friday 22<sup>nd</sup> February 2019

### **SUMMER Tuesday 23<sup>rd</sup> April to Tuesday 23<sup>rd</sup> July 2019**

Half-term Monday 27<sup>th</sup> May to Friday 7<sup>th</sup> June 2019

### **INSET DAYS**

Monday 3<sup>rd</sup> September 2018      Friday 12<sup>th</sup> October 2018

Thursday 20<sup>th</sup> December 2018      Thursday 11<sup>th</sup> April 2019

Wednesday 24<sup>th</sup> July 2019

## **SCHOOL GOVERNORS**

Our school Governors are highly active in the life of the school. They support school improvement in many ways including lesson observations and discussions with pupils.

Fr A Rowlands	Foundation (Chair)
Ms Arands	Foundation
Ms P Burrows	Foundation
Miss Bannister	Foundation
Mr Rushton	Foundation
Ms B Tolmie	Foundation (Vice Chair)
Mr B Dunn	Foundation
Mrs N McGorian	Parent Governor
Mr C Walton	Parent Governor
TBC	Staff Governor
Miss A L Bowman	Headteacher
VACANCY	LEA Governor
Mrs M Graham	Clerk to the Governors

## **TEACHING STAFF**

Ms A L Bowman		Headteacher & RE Lead
Ms Trayer	Class teacher	DHT/ SENCO/Mental Health Champion
Mrs Fairhurst	Class teacher	Design and Technology Leader
Miss Ikin	Class teacher	Collective Worship
Miss Taylor	Class teacher	Early Years Leader
Mrs Tracey	Class teacher	Modern Foreign Languages Leader
Mrs Wood	Class teacher	Parent and Family Learning Leader
Miss Haigh	Class teacher	P.E. Subject leader
Miss Rutherford	Class teacher	Performing Arts
Miss Canavan	Class teacher	Pupil Premium Leader
Miss Richardson	Class teacher	Maths Link & More Able Pupil
Miss Rossitor	Class teacher	ECO Leader
Mrs Ferguson	Class teacher	Computing Leader
Miss Duffy	Class teacher	RE Curriculum Lead
Miss McKay	Class teacher	Library Leader
Miss Hester	Class teacher	Geography Leader
Miss Hickey	Class teacher	British Values & After school clubs
Mrs Bird	Class teacher	Art Subject Leader
Mr Arnold	Class teacher	Science and School Council Leader
Mrs Elliott	Class teacher	Maths Leader
Mrs Hulme	Class teacher	English Leader
Mrs Grundy	Class teacher	History Subject Leader
Mrs Moore	Student Teacher	N/A

### **Support Staff**

Mr C Lewis	Safeguarding Officer, Mentor , EVC & Attendance
Mrs M Graham	Business Manager
Mr Moore	Site Manager
Mrs L Doyle	Admin Assistant
Mrs S Elder	Admin Assistant
Mrs S Dixon	Teaching Assistant
Mrs J Hitchmough	Teaching Assistant
Mrs M Hitchmough	Teaching Assistant
Ms P Coltman	Teaching Assistant
Mrs L Lester	Teaching Assistant
Ms C Murphy	Teaching Assistant
Mrs Greenop	Teaching Assistant
Mrs T O'Neil	Teaching Assistant
Mrs Gaskell	SEN 1 to 1 support
Miss L Green	SEN 1 to 1 support
Mrs Hindle	SEN 1 to 1 support
Mr Clarke	SEN 1 to 1 support
Mrs Birch	SEN 1 to 1 support

### **MIDDAY SUPERVISORS**

Mrs D Davies	Midday Welfare Assistant
Mrs Dumbell	Midday Welfare Assistant
Mrs C Long	Midday Welfare Assistant
Mrs S Byrne	Midday Welfare Assistant
Mrs D Creighton	Midday Welfare Assistant
Mr Clarke	Midday Welfare Assistant
Mrs Lawless	Midday Welfare Assistant
Mrs A Murphy	Midday Welfare Assistant
Ms M Thompson	Midday Welfare Assistant

## **REGULATIONS**

School commences each day at 8.55am Children should not come to school before 8.45 am at the earliest, unless they are involved in an official and supervised activity. Children arriving late should register with the Admin Assistants before going to class.

Each day there are Acts of Collective Worship (class or whole school).

## **Healthy Lunches and Snacks**

With effect from September 2014 all pupils in the Infant Dept will be provided with a free school meal, Junior Pupils may have a school dinner at a cost of £2.00 per day (£10.00 per 5 days). This must be paid in cash on a Monday. Junior parents may also for lunches using the ParentPay facility. Pay point cards may be ordered via the School Office at a cost of £1.50 per card. Please contact Mrs Elder for further details. Alternatively pupils may bring their own lunch. Arrangements for lunch may only be altered after one week's prior notice.

There is a mid-morning break of fifteen minutes. Sweets, chocolates, canned, hot or glass bottled drinks are not permitted. If pupils require a snack at break time fruit or biscuits are acceptable. Fruit is provided to Infant pupils as part of the Knowsley Fruit Initiative. Juniors can purchase items from our healthy tuck shop.

### **WHEN YOUR CHILD RETURNS TO SCHOOL PARENTS MUST SEND A NOTE IN WITH THE EXPLANATION FOR THE ABSENCE.**

School uniforms must be worn by pupils each day. Correct PE and games kit must be worn at the right times. **All articles of clothing must be clearly marked with the child's name.** All pupils are expected to join in PE, games and swimming lessons. Parents are asked to send a letter to the class teacher if the child is to be excused on medical grounds.

Pupils **must not** bring toys, computer games, personal stereos, radios, mobile phones etc into school.

## **MEDICINES**

The school follows the School's Medicines Policy. The policy may be found on the school website, paper copies are available upon request from the Business Manager

If pupils need to use an inhaler, parents are asked to label the inhaler and give it to the class teacher and complete a medicine policy form with the Business Manager or Learning Mentor. Forms are available to download from the school website.

We aim to develop skills of personal responsibility in pupils so parents are asked to encourage the children to be aware of the times when medication is necessary.

First Aid is provided in all areas of the school. First Aid bases can be found in Early Years, Key Stage 1, Upper and Lower Key Stage 2 and the Admin Offices. If a child has a minor accident and receives First Aid they will receive an accident slip to take home. If a child is deemed to require further medical attention an **SAB** form will be completed by the Health and Safety Officer and a copy will be given to the parent/carer.

## **BREAKFAST CLUB**

Breakfast Club costs £2.00 per day (payable in advance) and operates from 8.00am until 8.55am during term time. Food is served until 8:30 a.m. The children enjoy a healthy breakfast and also participate in a number of activities including art, craft and dance.



Numbers are limited and places must be booked with the Admin Assistants.

Free lunches are available for all children in Reception, Year 1 and Year 2. Children in those year groups can also bring a packed lunch.

Hot dinners are also provided for pupils in Year 3/4/5/ and 6.

Please see Admin staff if you require a hot lunch for your child. Children must agree to have a lunch for at least ONE week at a time.

## **Information updates**

The school website [www.smaaa.info](http://www.smaaa.info) contains many updates on school dates/policy/ events and class curriculum.

**We also have a twitter account which is regularly updated each week** @smaaa.info

We now have a new school mobile app that you can download for free from either the Apple or Google Play app stores. You can download the app by searching for "**St Michael Angels**" and download the app that displays our school logo.

The app provides instant access to term dates, events, newsletters, booking forms, links to the school website, absence form and many more features.

## **ADMISSION POLICY**

It is the policy of St. Michael & All Angels to admit to the school baptised Roman Catholic children who are resident in the parishes of St. Michael and All Angels and St Kentigern's and whose parents desire a Roman Catholic education for their child.

Admission to the school is at the discretion of the Governors, according to the criteria laid down in the Admissions policy (copies of which are available from the school).

Application forms/booklets for admission are available from Mrs Graham Business Manager only. **Appointments for visits to the school should also be made via Mrs Graham.**

## **ORGANISATION**

Children are placed in classes according to their age (Nursery to Year 6). The Pastoral care of pupils is met by individual class teachers and the Headteacher.

Class teachers, the Special Educational Needs Co-ordinator (SENCO), the Learning Mentor and the Headteacher meet the special needs of children jointly. The Support Service and other outside agencies also assist us.

## **SCHOOL DISCIPLINE**

At St. Michael & All Angels we aim to help our pupils towards self-discipline. We promote and reward good behaviour. In short, we wish to encourage a safe, happy and secure learning environment for everyone (See Behaviour Policy available on the school website).

However, there are times when a child needs correction or a reprimand. In some cases, parents will be consulted immediately, so that we can work together to sort solve barriers to behaviour. Consequences may take the form of missing a playtime, sharing skills be helping in another year group or exclusion from an activity. (Incident forms are available to view on the school website).

**IT IS IMPORTANT THAT CHILDREN SEE PARENTS AND TEACHERS WORKING TOGETHER TO ESTABLISH SOCIALLY ACCEPTABLE ATTITUDES AND MUTUAL RESPECT FOR ALL MEMBERS OF THE COMMUNITY.**

As we are a Catholic School we aim to treat others in a Christ-like manner and impart values of forgiveness, self-respect and fairness.

In exceptional circumstances it may be necessary to exclude a pupil from the school for a period of time. The Governors would make this decision.

**LEARNING MENTOR/SAFEGUARDING OFFICER**

At St Michael & All Angels we have a full time Learning Mentor, who is the schools lead in Behaviour, Attendance and is the Designated Safeguarding Lead. Our Mentor ensures that pupils feel safe and emotionally secure and encourage as sense of pride and achievement in our pupils. Our mentor is also actively involved in giving pupils a voice through Schools Council and works closely with our Governors.

Knowsley's Local Authority Designated Officer (LADO - Safeguarding) is Jacky Evans who is available on 0151 443 4002.

**SCHOOL UNIFORM**

<b>GIRLS – WINTER</b>	<b>GIRLS - SUMMER</b>
Royal blue sweatshirt or cardigan Pale blue or white blouse with blue/grey striped tie Grey skirt Black trousers Black shoes	Pale blue, yellow or royal blue striped or checked dress Royal blue cardigan Black shoes
<b>BOYS – WINTER</b>	<b>BOYS - SUMMER</b>
Royal blue sweater or sweatshirt  Grey or black trousers  Pale blue or white shirt with blue/grey striped tie Black shoes	Yellow, pale blue or white polo shirt  Grey short pants  Black shoes

**SPORTS KIT**

TRAINERS MAY BE WORN DURING PLAYTIMES

Make-up may **NOT** be worn

Jewellery may **NOT** be worn with the exception of watches and studs for pierced ears (which MUST be removed on PE days)

**THE SCHOOL IS NOT RESPONSIBLE FOR LOSS OR DAMAGE TO SUCH ITEMS**

<b>INFANT DEPT</b>	<b>JUNIOR DEPT</b>
Yellow, white or pale blue polo shirt Royal blue shorts and pumps	Yellow t-shirt/Royal blue shorts Pumps or trainers (indoor/outdoor)

## **CURRICULUM**



The fundamental aim of St. Michael & All Angels Catholic Primary School is to treat each child as a unique individual with a God given dignity. We aim to provide for all pupils an education that will enable them to be personally fulfilled and to become socially, emotionally, intellectually and spiritually integrated members of society. The requirements of the National Curriculum form part of our total provision.

At St Michael and All Angels we are committed to providing our pupils with a curriculum that is rich in "The Arts and Global dimensions."

National Curriculum 2014 Subjects are:-

<b>CORE SUBJECTS</b>	<b>FOUNDATION SUBJECTS</b>
RE	Design and Technology
Mathematics	History
English	Geography
Computing	Art
Science	Music
	PE
	Languages (French)
	Music

Nursery – Foundation Stage	Ages 3-4
Reception – Foundation Stage	Ages 4-5
Key Stage 1 Years 1 & 2	Ages 6-7
Key Stage 2 Years 3 & 6	Ages 8-11

In Nursery and Reception the pupils follow the FOUNDATION CURRICULUM with its own individual early learning goals.

All pupils will follow the National Curriculum 2014 from September 2015. They will be assessed against and progress will be measured against the New Curriculum 2014.

Each subject has its own objectives and goals and these set out what the child should know and be able to do at different levels. Curriculum booklets are made available to parents each half-term to provide information on topics that are to be taught. Further detail can be found on the school website.

### **Phonics**

At St Michael and All Angels we teach phonics using a range of teaching methods including Read Write Inc.

An overview of our new curriculum 2014 can be found on the school website or paper copies are available from the Admin staff.

A brief overview of the "Key Drivers" for each curriculum area for 2015-2016 can be seen in the chart below.

Our Curriculum Drivers this year are "The Arts, Literature and Global Dimensions."

Religious Education Come and See Scheme of Work	English	Mathematics
<b>Attainment Target 1 Learning about Religion Attainment Target 2 Learning from Religion</b>	<b>Transcription and Spelling Composition of Writing Audience for Writing Vocabulary</b>	<b>Place Value 4 Rules of Number Mental Calculations</b>
<b>Art</b>	<b>Design and Technology</b>	<b>Music</b>
<b>Developing ideas/the great artists/create works of art and develop critical thinking</b>	<b>Design Make Evaluate Technical Knowledge</b>	<b>Perform Compose Transcribe Describe</b>
Computing	Science	Languages
<b>Code Connect Communicate Collect</b>	<b>Scientific Enquiry/ ask questions and answer/spoken scientific language</b>	<b>Understanding Speaking Responding Reading Writing Appreciating</b>
<b>P.E.</b>	<b>History</b>	<b>Geography</b>
<b>Basic Movements Team and Competitive Games and Performance Swimming Yr 4/5 and 6</b>	<b>Investigate the past Build an overview of the world Chronological communication</b>	<b>Locate places Locate patterns Communication of Geographical knowledge</b>

### **EXTRA - CURRICULAR ACTIVITIES**

Extra curricular activities are freely organised by teachers/instructors in their own time throughout the school year. These activities include:-

Choir, art, football, indoor and outdoor athletics, drama/dance club, computing club and other after School Clubs.

## **SPECIAL EDUCATIONAL NEEDS AND DISABILITY**

A copy of the schools' Local Offer for pupils with Special Educational Needs or Disability is available from the school Admin staff or on the school website.

Our SENCO (Special Needs Co-ordinator) for children with Additional Educational Needs will work closely with the Headteacher and all class teachers regarding children who may require special attention.

Best endeavours are made to provide work at appropriate levels for such children. In some cases children are given attention individually or in groups.

Parents are kept fully informed if a child gives cause for concern.

## **INDIVIDUALS WITH PARTICULAR GIFTS AND TALENTS**

More Able Pupils are encouraged to take personal responsibility of their personal targets through peer mentoring and parents are encouraged to contribute to them as frequently as possible. Additional support and activities are provided for these pupils throughout the year.

## **SEX and RELATIONSHIPS EDUCATION**

We see our educative task as supporting parents or guardians in their responsibility of seeking the fullest possible development of the young people entrusted to us. Sex education is taught within a moral framework and through the programme entitled ' Journey in Love '.

## **REPORTS**

Parents are always welcome to arrange a visit to school to discuss their children's progress. A written report is given to parents at the end of the summer term concerning their child's achievements through the year. Parents are also formally invited to school to discuss their children's progress. Children's work and Records of Achievement are shown and discussed and the formal report becomes part of the Record. In the Autumn term we invite parents to attend a 'Meet your child's Teacher' session so that they can see the work to be covered in the academic year. Two open nights also take place - one in the spring term and one in the summer term.

## **COMPLAINTS PROCEDURE**

If any parents are dissatisfied with any aspect of the school they may refer the issue to the Headteacher. A complaint, which cannot be resolved by the Headteacher, may then be referred to the Governing Body. The Local Education Authority and the Archdiocese have policies for dealing with complaints. Details are available from the Headteacher

## **EQUALITY AND DIVERSITY**

Our school positively pursues anti-racist, anti-sexist policies throughout the curriculum, pastoral programme and organisational structure of the school. We do not accept any form of racist or sexist behaviour and look for the co-operation of parents in our efforts to create relationships that encourage respect for others.

A copy of the Accessibility Plan 2016-2017 can be obtained from the Admin staff or on the School website [www.smaaa.info](http://www.smaaa.info)

## **CHARGING & REMISSIONS POLICY**

We may ask for voluntary contributions to pay for some activities. However there is no obligation to contribute and no child would ever be excluded from an activity because parents are unable or unwilling to contribute. We thank parents for their support in this area.

## **PARENTAL INVOLVEMENT**

At St. Michael & All Angels we believe that Teaching and Learning are more effective when parents are involved in the life of the school.

We have embarked on a number of projects in order to develop opportunities for real involvement of parents in the day to day running of our school.

We aim to raise levels of confidence, self-esteem, assertiveness and motivation and to support parents to pass this on to their children through the intergenerational effects of learning programmes.

Developments in parental involvement include the following 'Parents as Educators' courses:-

- Family Numeracy;
- Paired/Shared Reading courses;
- many art and P.E. activities with children and staff from other schools.

All of these developments have led to a greater awareness amongst parents of the work of the school and a deeper involvement on a daily basis.

As a staff we have agreed to fully welcome parents into school and to work together to take this process further. Through developing constructive Home/School partnerships in which the responsibilities of pupils, parents and school are acknowledged, respected and promoted, we aim to raise standards further.

## **SAFEGUARDING**

Our Designated Safeguarding Lead is Mr C Lewis (Learning Mentor) and our Designated Governor is Mrs K Arands. Our Safeguarding Policy can be accessed in our policies section. The school meets requirements in relation to the Prevent Duty and Keeping Children Safe (2018), including risk assessments.

All staff wear ID badges, all visitors are required to sign in and are provided with a photo ID (Full DBS required). Visitors who require supervision during their visit wear a RED ID lanyard.

## **GDPR**

The school follows General Data Protection Regulation processes set out in the schools' Policy which can be found on the school website or copies can be requested. The Data Protection Officer is Mrs Graham, Business Manager.

## **PUPIL WELLBEING**

We aim to provide the support for pupil welfare and wellbeing through our curriculum which incorporates the SEAL programme, Nurture Groups and regular Mental Health activities. Our Mental Health Champion is Ms Trayer, SENCO.