



St. Michael's CE (VA) Junior School

Parent and Pupil Handbook 2021-22





*By God's love we all flourish together.*

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At St Michael's, by God's love and through our Christian values of Love, Faith, Respect and Courage, we celebrate uniqueness and nurture curiosity, enabling each child to flourish on their own rich learning journey; whilst contributing to the wider community.



### A welcome from our Headteacher Rowen Prigg...

Welcome to St. Michael's CE (VA) Junior School. It's great news that your son or daughter is starting our wonderful school. Thank you for selecting us. I am looking forward to getting to know you and your child as they begin their learning journey at St. Michael's.

Our handbook has been designed to give you key information about our school. However if you have any questions that are

not answered here, please check the school website at [www.st-michaels-jun.essex.sch.uk](http://www.st-michaels-jun.essex.sch.uk) or contact the school office on 01245 472682 who will be happy to help! Enclosed with this parent handbook are some forms requesting information from you. Please could you complete these as soon as possible and return to the school office.

"The school is a calm and happy place to learn...pupils have high expectations for behaviour and achievement in the classroom, but also how they conduct themselves around the school. Relationships between pupils and staff are warm and caring. Pupils are very polite, kind and thoughtful. Parents overwhelmingly support and appreciate what the school does for their children. Many comment about the enthusiasm for learning which is actively encouraged and that children are taught with positivity and kindness. Parents can see the results in their children's improved behaviour towards others and in their learning." **Ofsted, 2017**



## School Times

8.40am	Gates open
8.55am	Registration
9.05am	Collective Worship Assembly
9.25am	First Session
10.45am	Break
11.00am	Second Session
12.15am	Lunch Break
1.15pm	Third Session
3.20pm	School ends

School commences at 8.55am. From 8.40am, when the bell rings, children are allowed to come straight into school where early work is set for them. Consequently, teachers are unavailable during this time to see parents. Children are dismissed from school via the front playground. Teachers bring their classes out and are usually available to speak to parents then.



**Please encourage your child to cross with the school crossing ('lollipop') patrol.** For safety reasons, we ask parents waiting with, or for, children to come onto the front play-ground, rather than obstruct the pavement near the entrance to it. Children should not arrive before 8.40am when the gates are opened by the site manager.

## Parking

Parents wishing to use cars to transport children to or from school are requested to park safely and respectfully of local residents, well outside the yellow road markings. Please do not pick up or drop off in the school entrance. We regret that there is no space available for parental parking within the school grounds with the exception of 'Parent Learning Review' meetings, when the back playground can be used. If you are registered disabled with mobility problems, please contact the school office so that arrangements can be made.

## Cycling

We have a dedicated cycle rack for bicycles if you would like your child to cycle to school. You need to be satisfied that your child is safe to travel in this way. For safety reasons, children must dismount from their bicycles before entering the school grounds. The school cannot be responsible for the safekeeping of bicycles (even when locked) and you should ensure that your own insurance covers any losses. Children may also come to school on scooters and the same rules apply. If children are using the cycle track, they must bring in and wear a suitable helmet.

## Uniform

We aim to treat all children in the school fairly and equally, and it is our belief that a school uniform eliminates problems of competitiveness over fashion clothes, and assists children in seeing that everyone is of equal worth.

### UNIFORM

Long or short grey trousers;  
Grey skirt or pinafore dress (blue and white gingham or striped dresses in the summer);  
white shirts/blouses, polo tops (with or without the school logo);  
grey, white or dark coloured socks or tights  
royal blue pullovers/cardigans or the school sweatshirt.

Fleeces are available for outdoor wear.

School uniform is available from One Stop School Gear 0845 466 7208 which is located in Beehive Lane, Great Baddow.

It should be noted that it is not acceptable for children to have extreme haircuts for school. Hair should not be coloured and long hair must be tied up with plain blue or black hair ties/scrunchies or headbands. With the exception of stud earrings, jewellery is not permissible during the school day and children should not wear nail varnish to school.

At no time are clothes with pictures, slogans or logos other than the school badge acceptable.

High fashion items should not be worn in school. Please speak to Mrs. Cullen or Mrs. Prigg if you are unsure what to provide for your child.

### FOOTWEAR

We ask that all children wear sensible, black shoes. In the summer term, sandals which have a back strap (not plastic jelly shoes or flip flops), may be worn. These should be in black, white, brown or navy. Please do not send your child to school in fashion shoes or boots, especially with high heels, as these can be a danger in the playground. Boots are defined as shoes covering the ankle bone. Trainers, baseball boots and light-weight canvas shoes of any colour are also unacceptable.

Wellington Boots may be worn in wet weather, but please ensure that your child has another pair of shoes to change into on arrival at school.

### PE

For safety and hygiene reasons, children change clothing for all PE and games lessons. We ask that pupils are provided with black/navy shorts (not cycling shorts) and a plain white PE top. Whilst most PE work in the hall is undertaken in bare feet, children will need a change of footwear for PE lessons taken outside or for games lessons and either plimsolls or lightweight trainers are suitable for this purpose.



Earrings, if worn (one plain stud per ear lobe) **must be removed for PE**. This is in line with current Health and Safety

Guidance. Since children can find it difficult to remove and replace earrings themselves, the best arrangement is for them not to be worn on PE days. It is not permissible for earrings to be covered with Micropore tape. PE kit is best brought to school in a drawstring PE bag because we do not have space to store large sports bags. Long hair must be tied back.

During cold weather, children must wear a plain sweatshirt/tracksuit in black/navy or dark grey for outdoor PE. PE kits should be in school at all times. Please let us know if your child is unable to do PE for any reason. Years 3 and 4 change together in their classrooms and in Years 5 and 6, boys and girls change separately.

## School Meals

St Michael's has its own kitchen and runs its own in-house catering service providing a varied menu of nutritious hot meals as well as a 'grab and go' packed lunch option and jacket potatoes, all of which meet government nutrition standards. There is always a choice of a meat and vegetarian option and menus are well advertised beforehand as well as on the day. Dinners cost £2.20. Throughout the term we have lunch 'specials' e.g. for Guy Fawkes and Valentine's Day as well as the traditional Christmas and Easter dinners. We also hold 'parent lunches' where parents are invited to come and enjoy a cooked lunch with their children.

With the exception of tuck money, the school does not accept any cash and payment must be made via a ParentPay account. Wherever possible, we ask for dinner money to be paid weekly in advance.

## Packed Lunches

Children may bring packed lunches from home, and these are eaten alongside those children having school dinners. As a Healthy School, we encourage children to bring a 'healthy lunchbox'. Please see our Packed Lunch Policy. Please make sure that lunchboxes are clearly marked with your child's name and drinks containers are non-breakable and non-spill! Children should place their lunch boxes on their year group trolley at the beginning of the day.

## School Meal Debts

To ensure that the School's budget is not adversely affected by the cost of School meal debt, the Governors consider the fairest system to all families is to pursue a 'Zero Tolerance' approach.



Although, this may seem harsh to some parents it is important that the school budget is spent for the benefit of all our pupils and not a small number. Please see our **School Meals Debt Policy** for further details. This is available on the website or from the school office.

## Playtime Food

Children are allowed to bring a piece of fruit/vegetables from home to eat at morning break time, provided that they are not part of a packed lunch and are not cereal bars/processed fruit snacks. A piece of healthy tuck can be bought from the school kitchen at a cost of 30p per day. Children can choose from a selection of fresh fruit, vegetables, teacakes, welsh rarebit and pizza.

## Water Bottles

Children need to remain well-hydrated throughout the day and we strongly encourage children to bring a named water bottle to school each day. For health and safety reasons, water bottles need to be washed thoroughly each evening at home. Children can then fill their water bottles from the water cooler installed in school. There are also two water fountains located on the back playground.

## Lunch at Home

Some children prefer to go home for lunch and in those cases, we ask you to make sure that your child does not return to school before 1.10 p.m. Children going home to lunch should be signed out and in again at the School Office.

## Collective Worship

Children and staff gather together for Collective Worship 4 days a week, and we aim to provide a variety and richness in both approach and content. They are led on occasions by different members of staff, the children and the clergy from local churches as well as other visiting speakers.

On Fridays at 9.05pm, our assemblies take the form of an Achievers' Assembly, to which parents and family members are warmly invited and encouraged to attend. Children share their achievements – both those from within school and outside and certificates and awards are presented, including Star of the Week.

We have a service at St. Michael's Church on the Common at least once a term, in particular to celebrate Harvest, Christmas and Easter. Children regularly lead and are involved in the planning of these Services. In July, the children in Year 6 present their Leavers' Service.



All children are included in our times of Collective Worship, although parents have the right to withdraw their children if they wish to.

## Attendance

**If a child is absent from school the parent/carer must follow the following procedures:**

- Parents are requested to telephone the School Office on the first day of any absence by **9.00am (SM)**. The school has an answer phone available to leave a message if nobody is available to talk your call, or call into school personally and speak to the office staff.
- Contact the school on every further day of absence, before 9:00 am.
- Ensure that your child returns to school as soon as possible.

**If your child is absent we will:**

- Telephone or text you on the first day of absence if we have not heard from you
- If contact is not made, 2 members of staff will visit the child's home.
- If contact still cannot be made, other agencies may be contacted for example social care, MECES (Missing Education and Child Employment Services) or the police.
- Write to you if your child's attendance is below 95%
- Invite you in to school to discuss the situation with our Pastoral Care Manager and/or the Headteacher if absences persist
- Refer the matter to the Local Authority to request a formal School Attendance Meeting if attendance deteriorates following the above actions
- Office staff pass daily lists of any children considered to be within a vulnerable group, or those who are persistent absentees to the Headteacher (**GIS**) or Pastoral Care Manager and Headteacher (**SM**) to follow up immediately.

## Holidays

Term-time holidays are strongly discouraged as this disrupts your child's learning and progress. However, should you need to take a holiday during term time, please complete a holiday form and return it to the school for the Headteacher to consider. **Please do not make holiday bookings before getting the appropriate permission.** The full procedure is given in our Attendance and Punctuality policy which is available via the school website or on request.

## Medicines and Illness

Pupils who are significantly unwell in the morning should not be sent to school. If children become unwell whilst at school, every effort will be made to contact parents so that their child can be collected.

The school cannot be responsible for the administration of medicine, save in exceptional circumstances. If a child needs medication during the school day and is able to self administer it, the parents should sign a 'Request for Medication' form and the child should take the dosage in the School Office as needed.

If a child is not able to self administer medication they should either return home for this or the parent should come to school to

administer the medication themselves. Children should never bring medicines or pills into school themselves and all medication **MUST** be kept in the school Medical Room.

## Messages

If you should need to get a message to your child urgently, please contact the school office first. If you need to speak to your child's teacher, class teachers are usually out on the front playground after school. For a longer meeting, please make an appointment via the School Office.

## Mobile Phones

Children are not allowed to bring mobile phones into school. If children are found to be in possession of a mobile phone, we will remove it to the School Office, to be collected at the end of the day. If your child requires a mobile phone for emergency purposes before or after school, your child will need to leave this with the school office in the morning and collect it at the end of the day.

## Valuables

As we are unable to accept responsibility for valuables, we ask you not to allow such articles to be brought to school. No mobile phones are allowed in school.

## Accidents

Please ensure that you update the school with any changes to your emergency contact details. Should your child be taken ill or have an accident while at school, we will make every effort to telephone you immediately and we require each family to provide at least two emergency contact numbers. Notification to parents will be made by telephone or letter should a child sustain any injury to the head. It is therefore important to keep us informed of any changes to emergency contact details.

## Houses

St Michael's has a system of 'houses' based around the four patron saints of the UK, St. George, St. David, St. Patrick and St. Andrew. Children are allocated to these houses when they join the school. House matches and sports are arranged, and house points are used to encourage positive behaviour and good manners. Children collect housepoints for their house as well as themselves as individuals.

## Charging and Remissions Policy

At St. Michael's, we offer a wide variety of trips and visits to enrich our curriculum and give the children a more interactive learning experience. Parents are asked for a voluntary contribution towards the cost of trips, as without them these activities could not take place. In the event of insufficient contributions being received to cover costs, trips or activities may have to be cancelled. However, no child is ever excluded from an activity because of their parent's inability or unwillingness to contribute.

# Key Information

## Class organisation

We currently have 2 classes per year group. At the end of the academic year, teaching staff have a handover day to meet their new classes and an opportunity to speak to the existing class teacher in preparation for September.

There may be times when it is in the best educational interests to mix classes in preparation for their return in September. The existing teachers and the Senior Leadership team will be involved in this process which will involve a thorough discussion taking into account many factors. It is at the head teacher's discretion to decide when this is necessary and parents will be informed.

## Homework

At St Michael's we are committed to helping children develop skills to become life-long learners. One of the important skills involved in achieving this is the ability for children to become self-directed, autonomous learners.

Homework is set on a weekly basis. We would also encourage parents to read with their child every night in addition to any homework set.

## Emergency closure procedure

Please be advised that the School will always try to stay open. However, should we be subject to severe weather, a boiler breakdown etc. it may be necessary to close the school. We always try to make that decision before 7.00 am and we try to notify parents of any school closure by email or text and via our news section on our website and Facebook page.

## Key policies

Policies relevant to parents can be found on our school website [www.st-michaels-jun.essex.sch.uk](http://www.st-michaels-jun.essex.sch.uk) or a paper copy can be requested from the school office.

## Where can I buy School Uniform?



[www.onestopschoolgear.com](http://www.onestopschoolgear.com)

Unit 1 Beehive Business Centre,  
Beehive Lane,  
Chelmsford, CM2 9TE

## Contact details

**Headteacher:** Mrs Rowen Prigg

**Deputy Headteacher:** Mrs Lisa Dines

**Pastoral Care Manager:** Mrs Catherine Cullen

**Chair of Governors:** Mrs Jane Cregan-Bird

St. Michael's CE (VA) Junior School  
Barnard Road  
Galleywood  
Chelmsford  
Essex  
CM2 8RR



01245 472682



[admin@st-michaels-jun.essex.sch.uk](mailto:admin@st-michaels-jun.essex.sch.uk)



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



[stmichaelsjunior](https://www.facebook.com/stmichaelsjunior)



[st.michaelsjunior](https://www.instagram.com/stmichaelsjunior)

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# Working with parents

## Home Links

At St Michael's we view parents/carers as essential partners in children's education. Children achieve most when there is effective support at home and at school, with good liaison and dialogue between the two. We are always pleased to receive information about your child's special interests and out-of-school activities, as these will help us to know and understand your child better.

As parents, you are always welcome to meet with your child's Class Teacher at a mutually convenient time. You are also welcome to speak or meet with the Headteacher, Deputy Headteacher and Pastoral Care Manager should you wish to. In order to give you quality time, it is usually best to make an appointment either directly with the member of staff or via the School Office.

At the start of the year, you have the opportunity to drop in informally after school to meet your child's teacher and to see their classroom. Learning Review Meetings are led by the children in the Autumn and Spring terms and which form the basis of a discussion about your child's attainment and progress.

You can of course, come and discuss progress at any other mutually convenient time if you wish to. Please make an appointment with the School Office to ensure someone is available to help you. There is a more informal Open Evening in July.

In line with statutory requirements, written reports are issued annually and teachers, children, and parents all contribute to this

reporting process.

Newsletters and details of school events are sent home weekly. These and other documents are also available on the School Website. For many of our written communications, we prefer to communicate with you via email and text message using the SchoolComms system. If you don't have access to the internet, we send paper copies instead.

## Parent Helpers

We greatly value the voluntary help given by many parents in our school in such areas as hearing children read and accompanying children on school visits. We have a 'Register of Parent Helpers' through which parents may indicate their availability to help and any interests/expertise that we may be able to draw upon when planning curricular or extra-curricular activities. Please let us know if you are able to help in any way.

## St Michael's Association of School and Home (SMASH)

We greatly appreciate the work that our Parent Teacher Association does to forge links between home and school and raise money for additional equipment and enhancements to the school's resources. We strongly encourage all parents to get involved, both to help with, and in supporting the events throughout the year. If you would like to get involved with SMASH, you can find them on facebook by searching 'SMASH - St. Michaels C of E Junior School PTA' and meeting details are given out throughout the year.



# Home School Agreement

## Pupils

*To help me do well at school, I will do my best to:*

- work hard and listen carefully to instructions
- talk at home about what I learn at school
- ask the teacher or someone at home if I find my work hard
- read my books to someone at home
- do all my homework and catch up with any work that I might miss
- not miss school and be on time
- wear the school colours
- keep the school rules, behave well and be polite and helpful to other pupils and grown ups
- If I am unhappy I will see Mrs Cullen

## Parents/Carers

*To help my child at school, I will do my best to:*

- Make sure my child attends school regularly and is on time for school
- encourage my child to work hard, do all the homework tasks and listen to my child read
- see that my child wears the school colours
- collect my child on time after school
- contact the school as soon as possible, by phone or in writing, if my child is absent
- work with the school to try and make sure that my child behaves well and get in touch if there are any problems at home that may affect my child's work or behaviour
- attend open evening for parents
- reply to any school correspondence

## The School

*The school will do its best to:*

- provide a safe and welcoming environment
- make sure your child works hard and is encouraged to do their best
- contact you as soon as possible, if we are concerned about your child's work or behaviour
- get back to you as soon as possible if you write to us or phone us
- welcome parents/carers into the life of the school and keep you informed about general school matters
- let you know regularly how your child is progressing
- set your child regular homework tasks including reading, maths tasks and project work
- offer a broad and balanced curriculum which meets the needs of your child
- provide a range of extracurricular activities designed to enrich the children's school experience

Child's name: \_\_\_\_\_

Signed : \_\_\_\_\_ (Parent/Carer)

## Everyone at St. Michael's has:

- ✓ the right to feel and be SAFE      ✓ the right to LEARN      ✓ the right to RESPECT

# Term Dates 2021-2022

## Autumn term

Wednesday 1 September 2021 – Friday 17

December 2021

Half Term 25 October 2021 – 29 October 2021

## Spring term

Tuesday 4 January 2022 – Friday 1 April 2022

Half Term 14 February 2022 - 18 February 2022

## Summer term

Tuesday 19 April 2022 – Friday 22 July 2022

Half Term 31 May 2022 – 3 June 2022

May Bank Holiday, 2 May 2022

## Non-pupil days

1st Sept 2021

22nd Oct 2021

21st Feb 2022

27th May 2022

6th June 2022

