

Key Information





By God's love we all flourish together.

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.

Key Information



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 st-michaels-jun.essex.sch.uk or contact the school office on 01245 472682 who will be happy to help!

There is lots to celebrate at this school. Pupils are proud to attend St Michael's and enjoy coming to school. The school is calm and welcoming. Pupils are kind, caring and friendly towards each other and they feel safe. Pupils have high expectations of their own and others' behaviour. During lessons, pupils focus on their learning and are excited by their learning. Pupils move sensibly around the school and are trusted by adults to behave well and the pupils rise to this expectation. The well-designed curriculum ensures that pupils gain important subject knowledge and skills over time. Pupils are well supported and achieve well by the time they leave in year 6, as a result, pupils are well prepared for secondary school and become confident learners. Leaders provide a range of opportunities to promote pupils' wider development and offer a range of extra-curricular clubs'.

Ofsted 2022



Key Information

School Times

8.40am	Gates open
8.50am	Registration
9.05am	Collective Worship
9.35am	First Session
10.45am	Break
11.00am	Second Session
12.15pm	Lunch Break
1.15pm	Third Session
3.20pm	School ends



School commences at 8.50am. From 8.40am, children are allowed to come straight into school where early morning 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.

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. If you are registered disabled with mobility problems, please contact the school office so that arrangements can be made.

Cycling

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. We encourage the children to wear cycling helmets when riding their bikes. Siblings, who do not attend our school, are not to be riding their bikes on the front playground.

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.

Plain = no logos

Plain long or short grey trousers;

Plain grey skirt or pinafore dress (blue and white gingham or striped dresses in the summer);

Plain white shirts/blouses, polo tops (with or without the school logo);

Plain grey, white or dark coloured socks or tights

Plain blue pullovers/cardigans or the school sweatshirt.

Fleeces are available for outdoor wear.

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

School uniform is available from One Stop School Gear 0845 466 7208 which is located in Beehive Lane, Great Baddow. Please label all of your child's school uniform.

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 or make-up—your child may be asked to remove it. 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. Black trainers/black leather trainers are not suitable school shoes. In the summer term, sandals which have a back strap 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. Baseball boots and light-weight canvas shoes of any colour are also unacceptable, in place of school shoes. 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. If your child does not wear the appropriate school shoes to school, they will be asked to change into plimsolls for the day.

PE

Plain = no logos/sports brand

Pupils wear their PE kit to school on PE and PPA days. We ask that pupils are provided with plain (no logos) black/navy shorts and a plain white PE top (if children do not wear the appropriate PE kit to school, you will be sent a letter and your child/children will be asked to change into the

appropriate PE kit, we hold in school, before they undertake PE lessons). Without a PE kit, children will not be able to participate in PE lessons. Please let us know if your child is unable to do PE for any reason—please provide this in writing.

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.

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.

School Meals

St Michael's has its own kitchen and operates its own in-house catering service providing a varied menu of nutritious hot meals, 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 £5.50. Throughout the term we have lunch 'specials' e.g., for Guy Fawkes as well as the traditional Christmas dinner. We also hold 'parent lunches' where parents are invited to come and enjoy a cooked lunch with their children.

The school does not accept any cash and payment must be made via a ParentPay account where 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, and nut aware school, we encourage children to bring a 'Healthy Lunchbox'. Please see our 'Food and Healthy Eating 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 Outstanding Debt policy for further details. This is available on the website or from the school office.

Snacks at breaktime

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 pre-bought from the school at a cost of 30p per day, paid half-termly. Children can choose from a selection of fresh fruit, vegetables, tea cakes, cheese and crackers.

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 five 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 9.05 am, our worship takes the form of a Celebration Worship 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. 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.

Key Information

Attendance

Please see our 'Attendance and Punctuality' Policy on the school website.

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

- Parents are requested to telephone or email the School Office on the first day of any absence by 9.20am. The school has an answer phone available to leave a message if nobody is available to take your call, or call onto school personally and speak to the office staff.
- Contact the school on every further day of absence, before 9.20am.
- Ensure that your child returns to school as soon as possible.

If your child is absent, we will:

- Telephone you on the first day of absence if we have not heard from you or if we require further information. We may also call the other contacts on your list.
- If contact is not made, two members of staff may visit the child's home.
- If contact still cannot be made, other agencies may be contacted for example social care, CME (Children Missing in Education) or the police.
- Write to you if your child's attendance is below 95%
- Invite you to school to discuss the situation with our Care Manager and/or the Headteacher if absences persist.
- Office staff pass daily lists of any children considered to be within a vulnerable group, or those who are persistent absentees, to the Headteacher or Pastoral Care Manager to follow up immediately.

Holidays

Term-time holidays are unauthorised as this disrupts your child's learning and progress. However, should you need to take a leave of absence, during term time, please complete a 'Leave of Absence' 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. If a child has been sick or has/had diarrhoea, they should not return to school for 48 hours. 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, or as they have permission to walk home, your child will need to leave this in Mrs Prigg's 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. Children are not to bring ANY toys or gadgets in from home.

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 house points for their house as well as themselves as individuals.

Key Information

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. A child is never excluded from an activity because of their parent's inability to contribute.

Class organisation

We currently have two 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 and via our news section on our website and Facebook page.

Key Policies

Policies relevant to parents can be found on our school website st-michaels-jun.essex.sch.uk or a paper copy can be requested from the school office.

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



www.st-michaels-jun.essex.sch.uk



St Michaels CE VA Junior School,
Galleywood



Where can I buy School Uniform?

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

www.onestopschoolgear.com

Key Information

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 end of the year, you have the opportunity to drop in informally after school to meet your child's teacher and to see the classroom. Parents' evenings are held in the Autumn and Spring terms which form the basis of a discussion about your child's attainment and progress. This is an opportunity to also look at your child's books. Your child's books are not sent home at the end of the year or if your child moves school's mid-term.

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, for new year 3 parents.

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 ParentPay. 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.



PARENTS/CARERS

To help my child 'flourish on their own rich learning journey', I will:

- Ensure my child attends school on time and is collected on time. If unwell make arrangements to pick my child up.
- Follow school procedures if my child is absent or unwell.
- Talk to my child about their day at school and encourage my child to work hard and behave well.
- Model appropriate behaviour for my own children.
- Help my child with homework, if needed and return it to school on time.
- Support my child's learning.
- Be eco-friendly and drive safely.
- Ensure my child wears the correct uniform and where applicable, hair is tied up for school.
- Provide my child with a healthy snack.
- Make sure my child has breakfast before coming into school.
- Help to fundraise for the school, if I can.
- Respect the ethos, vision and values of our school.
- Attend Parent meetings in person.
- Work in partnership with the school to resolve any issues in a respectful and constructive manner in person, phone or email.
- Refrain from using aggressive behaviour, raised voices or displaying temper in person, phone or email.
- Refrain from posting offensive or derogatory comments about the school, its staff or any member of its community (including pupils, parents/carers, governors), on social media platforms.

Child's Name & Class

Parent/Carer signature



St. Michael's CE (VA) Junior School

HOME/SCHOOL AGREEMENT

ENABLING EACH CHILD TO FLOURISH ON THEIR OWN RICH LEARNING JOURNEY

PUPILS

For me to flourish at school, I will:

- Work hard and listen carefully to instructions.
- Discuss my learning at home.
- Ask for help if I find my work difficult.
- Read my books.
- Complete all my homework.
- Attend school and be on time.
- Wear the correct uniform.
- Follow the school rules.
- Behave well.
- Be polite and helpful to other children and staff.
- Show our school values: Love, Faith, Respect and Courage.

SCHOOL

To enable to children to 'flourish on their own rich learning journey', the school will:

- Provide a safe and supportive environment.
- Support the wellbeing of your child.
- Make sure your child works hard and is encouraged to 'flourish on their own rich learning journey'.
- Support your child when needed, encourage independence and resilience.
- Prepare your child in transitioning to this school and onto secondary school.
- Contact you as soon as possible, if we are concerned about your child's progress or behaviour.
- Welcome parents/carers into the life of the school and keep you informed about general school matters.
- Host two parents' evenings to share how your child is progressing and send you a report at the end of each academic year.
- Set your child regular homework and provide an engaging curriculum as well as promoting healthy habits.
- Offer a broad and balanced curriculum which meets the needs of your child.
- Provide a range of extra-curricular activities designed to enrich your child's school experience.
- Support your child to build learning powers.
- Build a supportive enriching school community.
- Provide fundraising opportunities for your child to be proactive.
- Give your child a voice in the local community.

Term Dates 2025-26

Autumn term

3rd September 2025 – 19th December 2025

Half Term 27th October 2025 - 31st October 2025

Spring term

5th January 2026 – 27th March 2026

Half Term 16th February 2026 – 20th February 2026

Summer term

13th April 2026 – 17th July 2026

Bank Holiday Monday— 4th May 2026

Half Term 25th May 2026 -29th May 2026

INSET DAYS:

1st September 2025

2nd September 2025

3rd November 2025

1st June 2026

20th July 2026

