

# St Michael's Parents' Handbook (2017)

## Home School Agreement

All parents are asked to adhere to the home school agreement signed when joining the school. In the agreement you commit yourself to the following expectations:

- Ensure that my child attends school regularly, on time and with everything s/he needs
- Let the school know of any concerns or problems that might affect my child's learning, behaviour or well-being
- Regularly attend parents' consultation meetings to review my child's progress
- Support the school's rules and expectations as set out in the Behaviour Policy
- Ensure that my child's homework is completed and returned on time
- Support the school's Christian ethos and encourage my child to take part in the full life of a Church School
- Inform the school immediately of any absence
- Not arrange holiday in term-time
- Ensure that my child wears the correct uniform each day and has PE kit available in school
- Ensure that my child adheres to the school's mobile phone policy
- Ensure the school is notified of any change in emergency contact numbers
- Support the school in the teaching of safe and secure internet use at school and home
- Not post or publish discriminatory, defamatory, malicious or potentially misleading information or comments regarding the school, its pupils, staff or governors on any form of social media (e.g. Facebook, Twitter, etc.)
- Not use a digital device to take photos or videos of any of the children of St Michael's, other than your own children (this includes taking photo/video footage at performances)

## Timetable of the school day

8.45	Parents and children can enter playground	<p>*Our worship assemblies are a very valuable part of our school day and an opportunity to promote our shared values. It includes an act of collective worship as required by law and in accordance with our Christian ethos. Tuesday assemblies are held in church and are normally led by the Vicar of St Michael's Church.</p>
8.55	<b>School starts</b>	
10.15 – 10.30	Worship assembly*	
10.30 – 10.45	Playtime	
11.45 – 13.00	Reception and Y1 lunchtime	
12.00 – 13.00	Y2 and KS 2 lunchtime	
15.15	Reception & Y1/2 end of school	
15.30	KS2 end of school	

## Code of conduct

At St Michael's the Governors and staff of St Michael's encourage close links with parents and the community because we believe that children benefit when the relationship between home and school is a positive one. However, the Governors and staff enforce a rule of zero tolerance towards disrespectful, abusive, aggressive or threatening behaviour.

Behaviour that would be deemed inappropriate and disrespectful includes:

- Shouting at members of the school staff, either in person or over the telephone
- Speaking in an aggressive or threatening tone or one which makes a staff member feel intimidated
- Use of abusive or offensive language
- Displaying abusive, threatening or intimidating body language, including standing very close, kissing teeth and/or spitting
- The use of aggressive hand gestures, including shaking or holding a fist towards the staff member
- Any form of aggressive physical contact towards a staff member, including pushing, hitting or kicking
- Passive aggressiveness, including deliberately ignoring a staff member who greets or speaks to them
- Not addressing a staff member directly, for example speaking about them in the third person whilst in their presence.
- Making personal insults, for example: "I don't like you, I don't want to speak to you".
- Breaching the school's security procedures

This is not an exhaustive list, but seeks to provide illustrations of such behaviour.

As governors and staff we would like to be very clear about consequences of any of the actions described above:

- If a staff member feels that they are being disrespected, they will end the conversation or meeting and ask the parent to return once they are able to speak in a respectful manner. The decision to end a conversation or meeting lies with the staff member alone and is final.
- If a staff member asks a parent to end the conversation, yet they continue with the conversation, the parent will be asked to leave the premises and the police will be called if they fail to do as instructed.
- Disrespectful behaviour, that cannot be addressed and discussed in a calm and respectful manner at another time, could lead to a ban from the school premises for a fixed period of time.
- If banned from the premises, the headteacher will inform the parent in writing. The reason, the period of the ban and the expectation of what needs to happen before the ban is lifted will be outlined in the letter. The governors and the local authority will be informed of the ban.
- During the ban period, the parent will not be allowed on the premises or permitted to speak to any staff member. Arrangements will be clarified regarding delivering the child and collecting the child at the end of the school day. Any failure to adhere to the stipulation of the banning, will be reported to the police and may result in prosecution under section 547 of the Education Act 1996.

## Governors' Fund for Buildings and Maintenance

Parents are asked to pay into the Governors' Fund for Buildings and Maintenance. This money is used to maintain and improve the school buildings (which are the Governors' responsibility) and enables the school to access grant monies from the Government amounting to 90% of the cost. The current amount is £2.50 per month payable by direct debit but may also be paid in a lump sum of £30 per year by cash, cheque or via ParentPay. A separate leaflet is sent out at the start of term which also includes a Gift Aid declaration enabling the school to reclaim tax that you have paid on your contribution.

## Communication between home and school

The school is committed to keep parents well informed about the school and involved in your child's education.

In addition to regular text messages to remind parents of key information, a newsletter is also published every fortnight and sent home via email (unless a request to the office has been made to receive a hard copy). The newsletter will share some of the learning that has happened in school and tell you about special events, school activities and key information, therefore it is important that you read the bulletin. It is also published on the school's website.

In the Autumn and Spring Term, parents will be invited to meet with the teachers. This will be an opportunity to look at your child's work in books, discuss their learning, progress and your child's targets. At the end of the year there will be a written report, which forms part of your child's records.

At the beginning of the year teachers invite you to an open morning in their classroom to share general information and also to give parents an opportunity to see the classroom of your child. Each term the teachers send out an information leaflet about the topics that will be taught that term. We also offer workshops to give parents/carers an opportunity to learn more about how the children are being taught at St Michael's.

If we have any concerns about your child's progress, happiness and well-being or behaviour, the teacher will contact you straight away to discuss this with you.

If you have any concerns that you want to discuss with us then please contact us or come and see us as soon as possible. Teachers are usually readily available after school, but alternatively you could arrange a mutually convenient meeting time by phoning the office or sending a note or email to the school.

If you have a concern regarding your child's special needs, please arrange an appointment with the Inclusion Manager.

When a parent has a concern they must, in the first instance, speak to the class teacher. If they feel the concern has not been addressed or cannot be addressed by the class teacher, they should make an appointment to meet the headteacher. The headteacher will decide how best to address the concern. For example she might delegate it to the deputy and/or the Inclusion Manager. This is in line with the schools Complaints Policy, which is available to view on the school website. Parents should not attempt to resolve concerns through consultation with other members of staff such as Teaching Assistants.

We hope that most problems or concerns can be sorted out in this way. However, if you have a concern that cannot be resolved by speaking to the headteacher and you wish to make a formal complaint to the governors, then a copy of the formal procedure can be accessed on our website and is also available from the school office.

## Attendance

Parents have a legal responsibility to ensure that their child is in school every day and arrives on time.

### *Lateness*

We are passionate in our belief that children should arrive on time every day to start school in a calm and settled manner. Lateness is unsettling for your child and disruptive for the class. If you are unavoidably late then you must bring your child(ren) directly to the office to give the reason for lateness, get a registration mark and be marked in for a school dinner (if appropriate). Persistently late children will be referred to the Local Authority's Attendance and Welfare Officer.

### *Collection at the end of the school day*

Prompt collection of your child after school is vital. If you are delayed by **an emergency**, you must telephone the school so that we can reassure your child. Children in Years 5 and 6 may come to school and leave without being accompanied, if you so wish, but the school must be informed of this arrangement in writing. If you make arrangements for someone else to collect your child, you should let her/his teacher know. Younger children should not be brought to school by their older siblings and will not be allowed to go home alone with them. If a child needs to go home during the school day they must be collected by an adult, regardless of year group.

The school will charge you if you are consistently late in collecting your child at the end of the school day or an after-school club session. On the first occasion when a child is not collected by 3.30/3.45pm, or in case of a club 4.30pm, you will be charged a one-off payment of £3.00 per child.

For every subsequent occasion when a child is not collected by 3.30pm/3.45pm, or 4.30 if they attended an afterschool club, you will be charged £5.00 per 20 minutes or part thereof after these times, per child. For example, if you collect your (Junior) child at 4.15pm you are 45 minutes late, you will be charged for 30 minutes and this will cost you £10 per child.

The school office clock will be used to record times and determine the cost.

There will also be a charge if parents phone the school to inform us that they are running late/have been delayed but children have not been collected by 3.30/3.45pm as appropriate.

### *Absence*

If a child is absent, please inform the school on the first day of absence by 9.30 am. You will be asked to give a reason for their absence. We consider absences to be authorised if your child is sick, however, absences for reasons such as birthdays or shopping trips will be recorded as unauthorised. All absences for sickness must be confirmed by letter/email giving details of your child's sickness. Absences for medical appointments (including opticians, dentists, etc.) need to be advised in advance and a copy of the appointment letter/card must be produced to the school office. The school keeps a record of absences and these are included in your child's report. Unauthorised absence and persistent lateness is reported to the Local Authority's Attendance and Welfare Officer. If your child has an infectious disease, please let us know as soon as it has been confirmed. Some diseases are notifiable and we must report them to the Health Protection Agency. We will also inform other parents and they can check for symptoms. After a stomach upset or vomiting, children should be kept at home for 24 hours after the most recent episode to avoid a recurrence at school and possibly infecting other children. Likewise, if your child has a raised temperature, they should be kept at home. If you discover your child has head lice or ringworm (a common and highly contagious fungal infection), please treat them at home immediately. The school should be notified so that we may inform other parents.

Parents are not permitted to organise holidays during term time, as it disrupts a child's learning. Children attend school for only 190 days a year and the rest of the year is available for holidays. In **exceptional** circumstances the headteacher may consider authorising a limited absence. This must be requested in writing using our absence request form and explain why the absence is necessary and why it can only take place in term time.

If a child is absent for more than 10 days without authorisation the child's name may be removed from the register and their place given to another child. Similarly, if a child does not return to school after a school holiday, the school may report the child to Lewisham Authority, as a Child Missing from Education (CME). This also may result in the child being removed from the school roll.

## **Accidents and illnesses**

If your child has a specific medical problem let us know so that we are aware of their needs and we will ask the school nurse to contact you to draw up a healthcare plan. If you are at all concerned about your child's health and welfare please tell the headteacher or Inclusion Manager.

We have an Administration of Medicines policy and in the event of your child needing medication in school, we will go through the arrangements with you, including the appropriate consent forms. This includes arrangements to administer asthma inhalers for those children who need them. The inhalers should be clearly labelled with the child's name and class.

If your child has a slight accident in school they will be attended to by one of our trained First Aiders. We do not apply ointments or lotions in case of allergy or reaction. We do not administer non prescribed painkillers or cough and cold remedies such as Calpol. All accidents are investigated and recorded. We always try to notify parents if an accident has occurred either personally, by text or by a note, particularly if there has been a bump to the head or the face.

Unfortunately sometimes more serious accidents occur in schools and in the event it is vital that we get in contact with a parent or guardian as quickly as possible as your child may need emergency medical care. Please make sure that we have a telephone number where you may be contacted, and at least two emergency contact numbers. Our records must always be kept up to date, so please keep us informed of any changes, however temporary.

If your child is ill at school we will contact you or, if we cannot contact you, the emergency person for them to be taken home. We will always send a child home if they have vomited, have an upset stomach or if they have a raised temperature. If we discover a child has head lice or ringworm in school, we will ask that you take your child home so that you may administer the appropriate treatment.

## **Lunches, snacks, sweets policy**

School dinners must be booked and paid for on a week-by-week basis - day by day changes are not permitted as it makes it difficult for the kitchen staff to order the right quantities.

School dinners **MUST** be paid for in advance and the school is not permitted to give credit. You may pay for them weekly, monthly or termly by cash or cheque. Payment may also be made online with a debit/credit card via ParentPay. Children who are paying for school dinners should bring in their payments on a Monday morning. These should be placed in a sealed envelope, clearly labelled with your child's name and class. Should your child be away after you have paid for the dinners, you will automatically receive a credit for the next week. If your child requires a special diet e.g. vegetarian, dairy-free or no fish, etc., please let the office know in writing.

Children who bring packed lunches should bring them in a lunch box clearly labelled with their name and class. We do not have cool storage areas in the school and so packed lunches must only contain items which can be safely stored at room temperature. There are some children in the school who have potentially life threatening allergies. It is therefore crucial that packed lunches do not contain nuts or nut products, particularly peanuts, peanut butter or muesli bars and in line with our no sweets and chocolate policy, we ask that the children have no chocolate, chocolate biscuits, sweets or sugary drinks.

Children in the infants will be provided with a piece of fruit each day for the playtime break in the morning. Children in the juniors may bring in their own fruit for the playtime break in the morning. This should be placed in a plastic bag or container clearly labelled with the child's name (in order to protect the health and safety of children in school with serious food allergies, it will not be possible for children to bring in any other types of snacks).

In order to promote a healthy lifestyle, we don't allow chocolate or sweets in school. Please do not send party packs or birthday cakes and treats to school on your child's birthday - it does not advocate healthy eating and there are potential allergy risks.

### **School trips**

We believe children learn most from real life experiences and therefore the children regularly go on school trips. When we take children out of school on an educational visit we need to increase the number of adults going with them. If you can come along when a class is going on an outing, please let the class teacher or school office know.

There are often costs attached to educational visits and, in some circumstances, the school may subsidise the cost. However, we will also usually require a contribution from parents; in cases where not enough parents have contributed to make the trip financially viable, the school may have to cancel the visit.

When children start school, you will be asked to sign a general consent form to give permission for your child(ren) to be taken out of school. Some trips will be local and some further afield. Special consent will also be sought when transport is needed for a visit. Depending on cost, we will use public transport or coaches (it is our policy only to use coaches fitted with seat belts.)

Each year, Year 6 children have a four-day residential school journey which has proven to become an invaluable and much loved experience for our children in their last year at St Michael's.

### **Clubs**

The school offer a range of extra-curricular activities after school and they are offered to the children at a very reasonable, subsidised rate. Each term children have the opportunity to sign up for clubs on offer that particular term.

#### *Breakfast club*

We offer a breakfast club in the mornings from 8am. It is supervised by school staff and provides quality child care before school. The cost is £12 per week, regardless of how many days your child attends. If you are interested and wish to place your child's name on the waiting list, please contact the office.

### **How you can be involved**

There are many ways in which parents and carers can support the work of the school. Most importantly you really help us when you support your child in coming to school on time and ready to learn each day. You help when you discuss with your child the work that they are involved in and when you follow it up at home. Research shows that children learn more successfully when their parents and carers are interested in what they learn at school.

There is always lots of learning that you can do at home to help children – reading to them, hearing them read, discussing books, taking them to the local library, helping them to learn their tables, to understand money and change, tell the time and by playing educational games such as Scrabble.

We welcome parents to volunteer to come and do some reading with children in school, but we ask that you commit yourself to a regular time slot so that we can plan for and rely upon your coming. Please let us know if you would like to help us. All adults who regularly work in school are subject to full police and criminal records checks (DBS clearance), which the school will organise.

## School houses

Children are allocated school houses when they join the school. We have four houses.

- Wright (blue): Named after the American brothers (aviators)
- Nightingale (red): Named after Florence Nightingale (nurse)
- Livingstone (green): Named after David Livingstone (explorer)
- Patteson (yellow): Named after Bishop John Coleridge Patteson

## Uniform

The school takes a great pride in its school uniform and all children are expected to observe it. Staff and Governors ask for parents' co-operation in carrying out the school uniform policy. All clothing and other items (e.g. bags, lunchboxes, etc.) must be clearly labelled with the child's name.

### *Winter/all year*

- All:** School tie  
School jumper with logo  
Black school shoes with sensible fastenings – no heels, no boots (except Wellington boots when appropriate) and no trainers (even if they are completely black)  
Navy blue blazer (optional) with the school badge  
A plain textile only (not leather or denim) navy blue coat or black coat with no decorations or motifs  
In the cold weather, navy blue or black hats, gloves and scarves may be worn. There is a school navy blue hat with the St Michael's logo which can be purchased from the school office  
A St. Michael's school bag
- Girls:** Navy blue skirt, pinafore dress or plain navy blue trousers  
White shirt  
White or navy blue socks - Navy blue tights (in cold weather)
- Boys:** Grey trousers or shorts  
White shirt  
Grey socks

### *Summer (summer options can only be worn from Easter until Autumn half term)*

- All:** Navy blue or brown sandals may be worn – no open toes or sling-back heels  
School caps which can be purchased from the school office
- Girls:** Dresses with light blue and white checks.  
In the Juniors, girls may wear short-sleeved white blouses
- Boys:** Boys may wear grey shorts and white polo shirts.
- P.E.** Black plimsolls or plain black or white trainers for outdoor sports  
Plain navy blue tracksuit for cold weather/outdoor use  
Navy blue shorts  
School PE T-shirt in your child's House colour  
A **named** bag to put them in.

## Hair/Jewellery

Hair should be tied back if it is shoulder length or longer. Hair decorations should be plain navy blue or white. Unnatural hair colours or extreme styles (as determined by the school) are not permitted. The only items of jewellery permitted are wristwatches (named) and a pair of small, stud earrings for pierced ears. Earrings must be removed for swimming lessons.

The school does not accept any liability for any loss, theft or damage to property or possessions brought to school in contravention of school rules regarding such property.

The school does not accept any liability or responsibility for items of clothing/uniform that are torn or otherwise damaged except where the school can be shown to be negligent in providing an environment where such items can remain undamaged other than that expected by normal wear and tear. The school is not liable to replace lost items of school uniform.

### Stockists

The school stocks competitively priced uniform items as listed below. School backpacks, jumpers, PE T-shirts and ties can be purchased only from the school.

### Price List

(Items available to purchase from the school office)

Fleece-lined medium-weight showerproof coat <i>Available in sizes: 5/6, 7/8, 9/10, 11/12 and 13 (£19)</i>	£17.00 (all sizes except 13)
School Jumper ( with logo)	£10.00 (all sizes)
Acrylic knitted hat	£4.00
Blazer badge	£2.00
Cap (summer use)	£3.50
Infant backpack (for books, etc.)	£7.00
Junior backpack	£8.00
Water bottle	£1.50
PE T-Shirts (all sizes in House colours)	£3.00
PE shorts	£2.50
PE bag	£2.70
Ties (ordinary 39" or 45" length)	£3.00
Ties - elasticated	£3.00