

School Prospectus 2022-2023



St Michael and All Angels Catholic Primary School
Sidney Powell Ave
Westvale Kirkby
L32 0TP
Email
stmichaelandallangels@knowsley.gov.uk
admin@smaa.info
Website
smaaprimary.co.uk

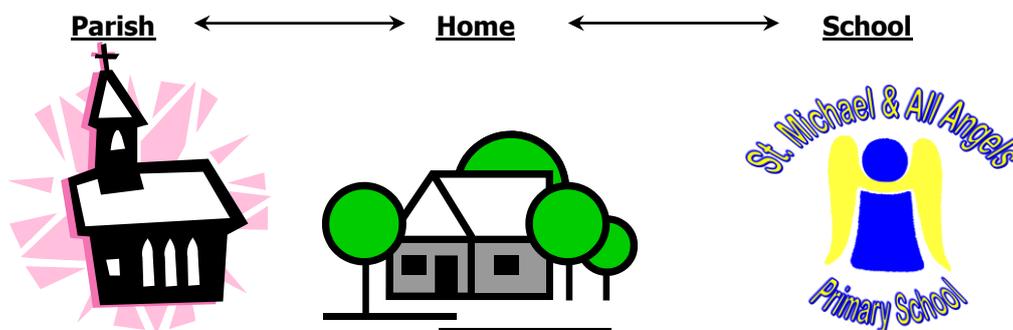
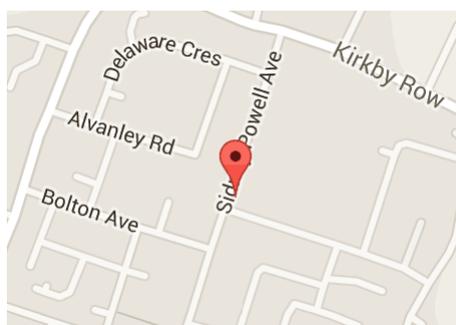
0151 477 8400

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 2nd 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

School Address	St Michael and All Angels Catholic Primary School Sidney Powell Ave Kirkby L32 0TP
School telephone is answered by the Admin Assistants	0151 477 8400 Mrs Doyle and Mrs Elder
School email address	stmichaelandallangels@knowlsey.gov.uk Admin@smaaa.info
Chair of Governors	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

Believe-Achieve-Belong...Together with Christ

In the light of St Michael the Archangel, we strive to be champions of all Christians and to the Church itself.

Christ Centred Aim- Believe

- to live the Gospel values and live life to the full with forgiveness, love and respect and kindness for all.

Teaching and Learning Aim- Achieve

- to learn, grow and inspire as we act as role models when we care for others, the world and the environment

Community Aim -Belong

- to be messengers of Christ opening a door to the Church for the community to share its Gospel values both locally and globally.

We pray that our patron, St Michael the Archangel protects our school, community and Church.

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 97%.

No holidays will be authorised.

WHEN YOUR CHILD RETURNS TO SCHOOL PARENTS MUST SEND A NOTE IN WITH THE EXPLANATION FOR THE ABSENCE or email admin@smaaa.info or leave a message on the School Spider App.

SCHOOL DAY

Morning

Nursery

8.45a.m. - 11.45a.m.

Reception

8:55am-11:30 a.m.

Years 1 & 2

8.55 am – 11.45 a.m.

Years 3 & 4

8.55 am - 12.00 pm

Years 5 & 6

8.55 am - 12.15 pm

Afternoon

12:15 p.m.- 3:15 p.m.

12:30-3:15 p.m.

12:45 pm – 3:15 pm

1.00 pm – 3.15 pm

1.15 pm – 3.15 pm

SCHOOL TERMS 2022-2023

Term dates 2022/2023

Autumn Term 2022

Thursday 1st September – Wednesday 21st December 2022

Half term

School Closes Thursday 20th October and re-opens Monday 31st October 2022

Spring Term 2023

Thursday 5th January 2023- Tuesday 4th April 2023

Half-term

School closes Friday 10th February and re-opens Monday 20th February 2023

Summer Term 2023

Monday 17th April 2023-Friday 19th July 2023

Half-term

School Closes Friday 19th May and re-opens Monday 5th June

Plus:

Staff Training Days:

Wed 31st August 2022

Friday 21st October 2022

Wednesday 4th January 2023

BANK Holiday 1st May 2023

Thursday 20th July 2023

Friday 21st July 2023

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
Miss Bannister	Foundation
Mr Rushton	Foundation
Ms B Tolmie	Foundation (Vice Chair)
Mr C Ford	Parent Governor
Mr L James	Parent Governor
VACANCY	Staff Governor
Miss A L Bowman	Headteacher
Mr A Dorrity	LA Governor
Mrs M Graham	Clerk to the Governors

TEACHING STAFF

Ms A L Bowman	HT	Headteacher & RSE Lead
Ms Trayer	DHT & Class teacher	SENCO/Mental Health Champion
Mrs Fairhurst	Class teacher	Design and Technology Leader
Mrs Wood	Class teacher	Music
Miss Taylor	Class teacher	Early Years Leader
Mrs Tracey	Class teacher	RSHE KS 1 and EYFS
Mrs Moore	Class teacher	Collective Worship
Miss Haigh	Class teacher	Forest School Leader & Science Leader
Miss McElhatton	Class teacher	SMSC
Miss Canavan	Class teacher	Pupil Premium Leader
Miss Richardson	Class teacher	Maths Link
Mrs Ferguson	Class teacher	Computing Leader
Miss Duffy	Class teacher	RE Curriculum Leader
Miss McKay	Class teacher	Curriculum Leader and MFL Leader
Miss Hester	Class teacher	Geography Leader
Mrs Bird	Class teacher	Art Subject Leader
Mrs Elliott	Class teacher	Maths Leader
Mrs Hulme	Class teacher	English Leader
Mrs Grundy	Class teacher	History Subject Leader
Pupil Teaching Support		
Miss O'Connell	Pupil Premium KS 1	PE Leader
Miss Rossiter	Pupil Premium EYFS	PSHE KS 2
Miss K Trafford	Pupil Premium KS 1	ECT
Miss A South-Evans	Pupil Premium KS 2	ECT

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 J Hitchmough	Teaching Assistant
Mrs J Johnston	Teaching Assistant
Ms P Coltman	Teaching Assistant
Mrs L Lester	Teaching Assistant
Ms C Murphy	Teaching Assistant
Mrs Greenop	Teaching Assistant
	SEN 1 to 1 support
Miss L Green	SEN 1 to 1 support
	SEN 1 to 1 support
Mrs Cooney	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
Mrs Cunningham	Midday Welfare Assistant
Mrs Lawless	Midday Welfare Assistant
Mrs A Murphy	Midday Welfare Assistant
Ms M Thompson	Midday Welfare Assistant
Mrs B Hughes	Midday Welfare Assistant
Mrs J Hitchmough	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 £2.10 per day (£10.50 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 FOLLOWING AN ABSENCE, PARENTS MUST SEND A NOTE IN WITH THE EXPLANATION FOR THAT 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

Arrangements for Breakfast Club and Free School Meals may be altered due to COVID19 as and when required. Breakfast Club costs £2.50 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.smaaprimary.co.uk contains many updates on school dates/policy/ events and class curriculum.

We also have a twitter account which is regularly updated each week

@smaa.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 reflection or a positive consequence. In some cases, parents will be consulted immediately, so that we can work together to promote positive behaviour and relationships. Time to reflect on behaviours may take the form of missing a playtime, sharing skills be helping in another year group.

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

GIRLS – WINTER	GIRLS - SUMMER
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
BOYS – WINTER	BOYS - SUMMER
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

INFANT DEPT	JUNIOR DEPT
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:-

CORE SUBJECTS	FOUNDATION SUBJECTS
RE	Design and Technology
Mathematics	History
English	Geography
Computing	Art
Science	Music
	PE
	Languages (Spanish)
	Music
	RSHE

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 (Sept 2021).

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.

Identity and Diversity (ID)
 Globalisation and Interdependence (G&I)
 Social Justice and Human Rights (SJ&HR)
 Governance and Rule of Law (G&ROL)
 Sustainable Development (SD)

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

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 situations children are given attention individually or in groups.

School will work together with parents to identify needs and will discuss concerns as appropriate.

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.

RELATIONSHIPS and SEX 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 afternoons 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 Business Manager.

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 2022-2023 can be obtained from the Admin staff or on the School website 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 (2019), 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.

WELLBEING

We are committed to supporting the wellbeing of our pupils, staff and wider school community to make our school environment a positive place to learn and in which to work and visit. In March 2021 we achieved the Wellbeing Award for Schools. We teach our pupils about mental health and physical health and treat both with equal importance. We recognise that the positive wellbeing of our pupils is of paramount importance in order for our pupils to learn, progress and fulfil their potential.

Our school curriculum provides a wealth of learning experiences to enable your child to understand the importance of mental health and wellbeing, ways in which the children can support themselves and how they can support others. We do this through our PHSE curriculum and RSHE (Relationships, Sex and Health Education) programme of learning. We link learning to other subject areas. and links with other subject areas.

The main RSHE themes are:

Health and Wellbeing
Relationships
Living in the Wider World

Please refer to the school website to see curriculum overviews for more information.

We understand that there may be occasions when parents have wellbeing concerns about their children. School staff may also share their concerns with parents.

Should you have a worry regarding the wellbeing of your child, you can email school on admin@smaaa.info or alternatively phone school to arrange an appointment to discuss your concerns with your child's class teacher. Ms Trayer SENCo is the Mental Health Champion and can also be contacted on 0151 477 8400. School will endeavor to support you and your child as much as possible but we would also recommend that you contact your GP to follow up your concerns.

ATTENDANCE

As a school we value excellent attendance and will work in partnership with families to achieve this. We aim to:

- Maintain an attendance rate of a minimum of 97%

Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Regular attendees make better progress, both socially and academically
- Regular attendees find school routines and schoolwork easier to cope with
- Regular attendees find learning more satisfying
- Regular attendees have an easier transfer to secondary school

As a parent you can help us by:

- Telephoning school or emailing Admin@smaaa.info on the first morning of all absences with the reason and saying when the child will return
- Arranging dental and doctor's appointments out of school hours or during school breaks
- Sending in a note explaining the reason for absence on your child's return to school after an illness
- **Providing Medical proof for all absences.**
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness.

We shall:

- Follow up unexplained absences by phone calls and letters as soon as possible
- Remind parents of the importance of regular attendance and punctuality in newsletters, the school website and the Home-School agreement
- Publish our attendance rate weekly in the school newsletter.
- Acknowledge and reward good attendance
- Publish your child's attendance rate on her/his annual school report
- Let you know if we have concerns regarding your child's attendance
- If we continue to have concerns make a referral to the School Attendance Service, who visits the school regularly to review and support attendance matters.