



St. Michael's R.C. Primary School

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Dear Parents

This brochure is intended to provide you with information about our parish school. Registering your child here will, I am sure, be the first step towards a happy and successful Catholic education. To find out more talk to parents who already have children at St. Michael's School and come and visit us.

Your child's education is best served when home, school and parish work closely together in partnership.

God Bless

Mr. N. Duffin

Head teacher

## Introduction

St. Michael's is a voluntary aided primary school. It caters for children from the age of 4 to 11 years. There is also a nursery class for children aged 3.

Parents are always welcome to visit school. An appointment may be made with the Headteacher to see the school at a convenient time.

Please remember - this is **your** school.



## Mission Statement

Our School Will:

- Grow closer to Jesus by loving, valuing and respecting each other.
- Celebrate and develop our God given talents.
- Welcome support from friends in our wider community and reach out to those we can help.
- Be a happy school, creating friendships and wonderful memories.

## **School Governors**

Chairman:	Mr M. McManus
Foundation Governors:	Father C. Lough Mrs T. Guerin Mr I. Byrne Mrs F. Lynch Mrs G. Johnston Mr S. Callaghan (vice chair)
Local Authority Governor:	Mr A. Matthews
Staff Governor:	Mrs C. Howe
Parent Governor:	Mr P. Hindley
Parent Governor:	Miss L. Scott
Sponsor Governor:	Mr A. Longworth
Headteacher:	Mr N. Duffin

## **Teaching Staff**

Assistant Head Teacher:	Mrs C. Howe (Year 6)
Assistant Head Teacher:	Mrs M. Johnson (Reception)
Teaching Staff:	Mr D. Arthur (Year 5) Miss N. Davidson (Year 4) Miss H. Gray (Year 3) Mrs J. Callaghan (Year 2) Mrs P. Riley (Year 1 - PT) Mrs H. Dutch (Year 1 - PT) Mrs S. Berry (Nursery)

## **Support Staff**

Teaching Assistants:	Miss R. Bartlett Mrs J. Barstow Miss Bishop Mrs F. Grey Mrs F. Hattersley Mrs Y. Holmes Miss K. Lunn Mrs S. McMonagle Mrs C. Reynolds Miss L. Scott Mrs P. Scallan Mottram
School Clerk:	Mrs C. New
Caretaker:	Mr A. Shaw
Cleaner:	Mrs S. Butler
Welfare Assistants:	Mrs M. Farrell      Mrs A. Hindley Mrs E. Roles      Mrs O. Clegg Mrs M. Riley      Mrs J. Ahearn Mrs S. O'Toole      Mrs D. Clegg

## **St Michael's R.C. Primary Admission Policy 2015/16**

St. Michael's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Bury Local Education Authority as a Voluntary Aided School. Admission to St. Michael's R.C. School Whitefield is the responsibility of the governors.

Admission to the school will be considered in the following order of priority if there are more applications for admission than the school has places available. The planned admission number is set at 30. Children who have been issued with Statements of Special Educational Need will be offered a place at St. Michael's if the school is named in the child's statement.

- **Baptised Roman Catholic children who are in public care.**
- **Baptised Roman Catholic children resident within the former St. Michael's parish with a brother or sister at St. Michael's school at the time of admission.**
- **Baptised Roman Catholic children with a brother or sister at St. Michael's at the time of admission and resident in the remaining part of St Michael's and St Bernadette's parish.**
- **Baptised Roman Catholic children resident within the former St. Michael's parish.**
- **Baptised Roman Catholic children resident in the remaining part of St Michael's and St Bernadette's parish.**
- **Baptised Roman Catholic children with a brother or sister at St. Michael's at the time of admission and resident in another parish.**
- **Baptised Roman Catholic children resident in another parish.**
- **Other children who are in public care.**
- **Other children with a brother or sister attending the school at the time of admission.**
- **Other children.**

### **Notes:**

1. The closing date for admissions and the offer of a place is in line with the LA co-ordinated admissions arrangements. Applications received after the closing date will be treated as late applications. The governors will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications received on time. Please note that all admissions are now dealt with by the LA on behalf of the governing body.

2. Each Roman Catholic applicant will be required to produce a baptismal certificate and proof of residence.
3. Parents need to ensure that they are resident in the parish of St. Michael's and St Bernadette's. If parents are not sure in which parish they reside they should contact school.
4. It is the duty of governors to comply with the class size limits of Key Stage 1. This means that the school cannot operate classes in the Reception class and Key Stage 1 of more than 30 children.
5. If there is over-subscription in any category, places will be offered using a straight line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer on this basis will receive the higher priority.
6. The school will hold a waiting list for the first term after the normal admission round, i.e. September to December. If places become available, they will be offered in accordance with the school's admission policy.
7. Where the admission criteria refers to 'a brother or sister currently in school' this means that the older child will be attending the school at the time of admission of the younger child.
8. Where there are twins or triplets requesting admission and there is only one place left, then the governing body will exercise as much flexibility as possible. If places for twins or triplets cannot be offered e.g. because of a breach of infant class size legislation, the family will be advised accordingly.
9. For the purpose of admission a brother and sister includes step-brother and step-sister.
10. Where a child has parents with shared responsibility and lives with each for part of the week, the home address will be decided by using the address to which the Child Benefit is paid.
11. If an application for admission has been turned down by the Governing Body, parents can appeal to an independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 14 days of notification of a refusal. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

## **Nursery**

The nursery admission limit is set at 25 full-time equivalent places.

Admission to the nursery will be considered with reference to the main school policy.

Please note that a place in the school's nursery does not guarantee a place in the school's reception class.

## Religious Life of Our School



The school is a Roman Catholic School conducted in accordance with the rites, practices and observances of the Roman Catholic Faith. It is expected that children admitted to the school will take an active part in the religious life of the school. Through masses, assemblies, prayer services and celebrations, the church's liturgical year is followed. The school is actively involved in preparing the children for the sacraments of Reconciliation and Holy Eucharist. The Salford Diocese approved scheme 'The Way, The Truth and The Life' is the syllabus used throughout the school and this year we are introducing the new approved scheme 'Here I Am'. Our joint parish shares a parish priest, Father Chris Lough.

Parents have the right to withdraw children from both Religious Education and collective worship but it is anticipated by the Governing Body that those specifically choosing Catholic education will wish to lend their support to maintaining both the full spiritual life of the school and those aims set out in the mission statement.

## Aims of the School

Our school aims to be a Christian community with a distinctive educational philosophy. The spirit of Christ permeates all school life; staff, pupils, parents and friends are invited into a community of learning, justice and love. We aim to be a community in which all members care for one another whilst developing habits of self-discipline and a respect for other races and other ways of life.

A living community of prayer and worship must be a natural part of school life, as must the home, parish and school partnership.

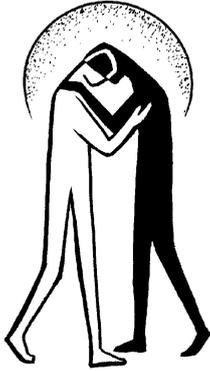
In summary, the school exists to help the pupils to develop fully in every way: spiritually, morally, academically, socially and physically.



## Pastoral Care

Members of staff have a shared responsibility for the pastoral care of children, under the overall direction of the Head and Assistant Heads. In addition the school has contact with a range of support services including the Educational Welfare Officer, Behaviour Support, School Psychological Service, Health Visitors and Speech Therapist.

Parents are invited to speak with the class teacher or Headteacher about any concerns they may have.



## Discipline

St. Michael's is a well-disciplined school. Parents are asked to co-operate by showing their full backing of the authority of the school and the judgement of the class teacher. The children are expected to behave with consideration and respect for all in the school community and in a manner which ensures personal safety and care for the buildings and premises. General matters of discipline are dealt with in school (through our policies for PHSCE, behaviour and bullying, and through circle time and our golden rules system), but parents must expect teachers to contact them should a child's actions give cause for concern.

## School Organisation

School Hours:	<b>Juniors</b> (Y3 – Y6)	8.55 am	-	12.15pm
		1.30 pm	-	3.30 pm
	<b>Infants</b> (Y1 – Y2)	8.55 am	-	12.00pm
		1.30 pm	-	3.30 pm
	<b>Foundation</b> (nursery, reception)	8.55 am	-	12.00 pm
		12.30 pm	-	3.30 pm

8.45am is the earliest time pupils should arrive at school. The school cannot accept responsibility for the health and safety of pupils before this time.

Children in nursery should be taken by their parents to the nursery through the gate on the infant yard. Reception children should be brought to the infant yard where they will be collected by the reception teacher when the bell goes.

Children are taught in mixed ability year groups. We have one class for each year group throughout the school.

Places in the nursery class are both full-time and part-time. The number of full-time places we can offer depends upon the number of applications we receive. We are funded on a part-time basis but we are able to offer extra sessions or full-time places if parents wish to pay for the extra hours.

Homework is set by teachers. There is a school policy for homework. We ask that all parents support the school in ensuring that work set is carried out.

If a pupil is absent for whatever reason it is important that the school is informed of the reason why (a note is needed for our records and, in

addition, an early phone call is helpful). If we are not informed of the reason for an absence, it is regarded as an unauthorised absence. Please note that family holidays **should not** be taken in term time.

## National Curriculum

At St. Michael's your child will study the following:



### Foundation Stage

The curriculum for the Foundation Stage is based on the Early Learning Goals:

- Communication and Language
- Physical development
- Personal, social and emotional development
- Literacy
- Mathematics
- Understanding of the world
- Expressive arts and design

### Key Stage 1 and Key Stage 2

#### Core Subjects

R.E.  
English  
Maths  
Science

#### Foundation Subjects

Art and Design  
Computing  
Design and Technology  
Languages  
Geography  
History  
Music  
Physical Education

Key Stages	Class/Group	Age of pupils at end of year.
<b>Foundation</b>	N Nursery	4 years
	R Reception	5 years
<b>KS1</b>	Y1 Year One	6 years
	Y2 Year Two	7 years
<b>KS2</b>	Y3 Year Three	8 years
	Y4 Year Four	9 years
	Y5 Year Five	10 years
	Y6 Year Six	11 years

Our teachers will prepare activities and experiences based on 'Development Matters' (Foundation Stage curriculum, ages 3 - 5) and programmes of study from the revised National Curriculum (key stages 1 and 2). Your child's progress will be monitored throughout school. Progress will be formally assessed at the ages of 7 (Y2) and 11 (Y6). This formal assessment is a combination of teacher assessment and national tests. We also administer internal tests to measure progress of children as they move through school. A 'Foundation Stage Profile' is built up over the two years for children in Nursery and Reception, which gives a picture of how the child has progressed and what has been achieved by the end of the reception year. Children in Y1 do a phonics screening test to check their reading progress.

Parents' evenings are held in the autumn and spring terms. These are opportunities for you to discuss your child's progress, although appointments to see the Headteacher or class teacher may be made at any time.

The Local Authority has a procedure to deal with complaints about the curriculum. In the first instance complaints should be raised with the Headteacher. The procedure will be outlined at this time.

## **Special Educational Needs and Disability**

Children who have Special Educational Needs receive Learning Support Plans to supplement their classroom experience. The National Code of Practice to meet the needs of children with special needs is used as the basis of our special needs policy at St. Michael's. An important part of providing for children with special needs is to establish good home/school links.

Pupils with disabilities are given the same opportunities as other pupils. The school is accessible with ramps in the front car-park and front entrance to school. There is also a ramp to the nursery entrance. We have a number of entrances that contain a low step. Parents should make early contact with the school to discuss particular needs and every effort will be made to ensure full and equal access. Please view the SEND statement on the school website

## **Sex Education**

Sex Education is primarily the concern of the parents. The role of the school at present is not to teach sex education as an isolated subject but throughout your child's time at St. Michael's strong emphasis will be put on developing mutual respect and caring relationships.

## Extra Curricular Activities

There are a number of activities for children to take part in outside of their classroom experiences. Music tuition is available through Bury Music Service. This includes the playing of brass, woodwind and strings instruments, guitar and recorder. We have a school choir. There are also opportunities to play in school sports teams (see below) and we have a chess club for junior children. There are a number of other clubs organised in year to which children from different ages are invited; these are run by both staff and outside coaches – details will be given at the time these have been planned. During the school year a number of visits to places of interest are arranged for the children, often linked to their class work. An outdoor activity residential visit for the children in Year 6 lasting a week is arranged each year.

St. Michael's operates a saving club, known as the 'Thrifty Club', which encourages children to make regular savings in a credit union scheme. Please ask for details.

## Breakfast / After School Club

St Michael's Breakfast and After School Club is a thriving, happy and secure club where children are cared for by trained staff. It is available to all parents 8.00 – 8.55 am, and 3.30 – 5.30 pm every day. There is a charge for this service and children must be 'booked in' in advance. If you require this service please ask for the information booklet.

## Sport

In sport we aim to develop the potential of our children with an emphasis on enjoyment and good sportsmanship. Children represent school in a wide variety of sporting activities including football, netball, cross country, rounders, cricket and athletics (This is in addition to P.E. and games which is part of the school's curriculum). We are part of a local sports partnership through which we are able to bring coaches into school; in recent years we have been able to offer gymnastics, football, rugby, keep fit, fencing, tennis, basketball, yoga and dancing. We have a large playing field, school yards and a school hall for P.E. / games. Children in Years 3 and 4 take part in the swimming programme at Bury baths.

## Dinners



Children at St. Michael's are provided with a hot meal at lunchtimes by our school kitchen staff. Infant children are entitled to a free lunch. Dinner money for junior children is collected on Monday morning.

**Please put it in a sealed envelope marked with the child's name and class.**

Any other monies should be labelled in the same way.

## Holidays 2015 – 16

	<b>Open</b>	<b>Close</b>
Autumn Term	Tue 1 <sup>st</sup> Sept 2015 Mon 2 <sup>nd</sup> Nov	Fri 23 <sup>rd</sup> Oct Fri 18 <sup>th</sup> Dec
Spring term	Mon 4 <sup>th</sup> Jan 2016 Mon 22 <sup>nd</sup> Feb	Fri 12 <sup>th</sup> Feb Thur 24 <sup>th</sup> Mar
Summer term	Mon 11 <sup>th</sup> Apr (closed 2 <sup>nd</sup> May, bank holiday) Mon 6 <sup>th</sup> Jun	Fri 27 <sup>th</sup> May Wed 13 <sup>th</sup> Jul

## Uniform

Wearing of school uniform is strongly recommended. It is attractive, practical and relatively cheap. It comprises:

**Navy blue school sweatshirt**  
**White polo shirts**  
**Grey trousers (boys, girls in winter), Navy skirt or pinafore (girls)**  
**Blue dress (girls) for the summer**

We have an optional **fleece** and **reversible jacket**, each with the St. Michael's logo.

Children in the foundation (nursery and reception) stage are encouraged to wear the **foundation stage sweatshirt and polo shirt**. Children are required to wear sensible shoes/socks - not fashion footwear. It is strongly recommended that you mark all items of clothing with your child's name.

Earrings and other jewellery should not be worn in school as they can be dangerous in P.E. lessons and at playtime. For P.E., shorts and tee-shirt are recommended. Plimsolls should be worn for indoor P.E. - not trainers. Girls may wear a leotard.

## Medicines

Where children require medication, parents should follow the procedure below:

- Clear instructions (time of day, dosage) must be given, in writing, to the Headteacher and class teacher.
- Personally bring medicine to the school office and collect at the end of school.

Teachers cannot administer medicines or drugs. They can, with Headteacher approval, supervise self administration of vital medication. Parents whose children are on a prolonged course of medication should inform the Headteacher and class teacher. Arrangements will then be made for the safe storage of medicines during the school day. As far as possible, medicine should only be given in school time when four doses per day are required. It is dangerous for unaccompanied children to carry medicines to school.

### **Personal Property on School Premises**

Pupils are responsible for the security of their personal possessions. Bringing surplus money, jewellery or toys to school should be strongly discouraged. Mobile phones should not be brought into school.

### **Charging Policy**

The school does not charge for any part of the normal day to day curriculum. When an educational visit is to be made parents will be notified of the cost and will be asked for a voluntary contribution. No child will be left out of a school visit because the money has not been paid. Obviously a low response would necessitate the cancellation of such activities. Other areas where parents will be asked to meet costs are for board and lodging on residential trips (Y6), instrumental tuition through the peripatetic music service, and occasional 'one offs' such as a small charge for cooking ingredients.

These particulars are correct in relation to this document. It must not be assumed that there will be no change affecting the arrangements and details during a particular year or in subsequent years.