



Family Handbook

2017 – 2018

Our Mission Statement

'Learning together through love, friendship forgiveness and faith'

St Michael's is a Christian school, built upon trust, security and good moral principles, in which each individual is:

- respected and valued, irrespective of race, gender or belief
- taught to question, to seek out and develop knowledge and understanding of the world
- continuously challenged to work towards the highest levels of personal achievement, behaviour and fulfilment.

School Road, Sunninghill, Ascot SL5 7AD
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Our School Aims

We aim to:

- Achieve a positive and stimulating environment for the whole school community to develop within
- Achieve a purposeful and creative atmosphere in which pupils are encouraged and supported to achieve high standards
- Provide a broad, balanced and stimulating curriculum which meets the needs of each child and fosters a love for learning and provides rich and varied learning opportunities embedded in real life situations
- Provide continuity and progression throughout the school alongside staff professional development
- Establish, maintain and develop links with all local schools, the local community and the Royal Borough of Windsor and Maidenhead

Our School Ethos

- We aim that all children respect themselves, others and the school itself
- We aim to maintain a happy, caring environment with a purposeful atmosphere for all children and staff to work in
- We want our children to achieve high standards through praise and encouragement
- We aim to provide a broad and balanced curriculum which meets every child's educational needs
- Our ethos is underpinned by the 6Rs. These are respectful, resilient, resourceful, responsible, rational and reflective.

Our staff work together with a common purpose towards these ends. We encourage pupils to develop responsibility for themselves, to be thoughtful and considerate to one another, and to become independent learners, creative in outlook and able to work independently and within a wider group. We value the involvement of parents as partners in the education of their children and our Christian ethos is reflected in the way we foster relationships and attitudes through the work of our School.

Our School Curriculum - Learning for all

At St. Michael's children are challenged to grow and flourish. Staff encourage the children to consider different points of view and carve out their own belief and value systems. The children discover that learning is about mastery of a skill and there is a need to develop attitudes to keep trying when things are hard or difficult.

Children arriving at school have mastered many skills. They have learnt from birth the acquisition of a language system, from vocalising to using individual words followed by phrases and sentences. They are able to converse with peers and adults using an increasing vocabulary. They have practised the skills of sitting up and have persevered over time to walk unaided. These skills have been practised and the children have mastered them over a period of time. A young child returns to the task which may have caused frustration i.e. how to build a tower of bricks without it falling down. The practising of skills continues throughout life.

Children at St. Michael's have the opportunity to practise new skills leading to the mastery of each one. We use a cross-curricular approach as a vehicle for effective learning. Our timetable has discrete Reading, Literacy and Mathematics lessons with the remainder of the subjects taught within a creative themed curriculum.

We begin with the journey of discovery about ourselves. The children discover that we have a value system in school. They develop the ability to take care of themselves, their own equipment and that they can be responsible for maintaining a healthy lifestyle. They are challenged to form good habits which will help them to grow into adults who can be independent, knowledgeable and an asset in our society. Over time they learn that they hold the future in their hands. They are independent beings who can make choices but they are accountable for their actions. The flourishing of an individual, the ability to mix and socialise with their peers and adults are key to learning and transfer to all areas of the school whether in the dining area, the playground, the corridor or in the classroom.

Curriculum – RE, PSHE, PE and SEN

Children need to be aware of their strengths as an individual. They also need to recognise that they find some things challenging. Open dialogue between staff and children will provide the means for children to be successful.

Religious Education (R.E.) is based on the Discovery Syllabus which links to the Oxford Diocese guidelines on the Christian content of Religious Education. Religious Education is taught throughout the school. It aims to develop children's understanding of Christianity and other major world faiths. It provides an opportunity for children to learn from these religions and to explore their own feelings. Through topics pupils have opportunities to explore the role of individuals and communities within our society; they discuss moral issues and are taught about social and cultural issues. Children discover how important

each person is within our society and consider the delicate balance between rights and responsibilities.

Our School Council provides opportunities for the children to voice their point of view and enhance life at St Michael's.

Personal, Social and Health Education (PSHE) provides a framework for caring for the whole child to lead a confident and healthy life. Pupils learn to identify healthy food and can select appropriate food for a balanced diet. They develop an understanding of the need for regular exercise. Through talk and discussion young people learn how to develop and maintain good friendships, how to identify and respond to bullying and, for the older children, the dangers of legal and illegal drugs. Time is given for children to reflect on their own personal experiences and develop an understanding of how they are growing personally and socially.

Children participate in gymnastics and develop skills for small team games. There is an emphasis on carrying and using equipment safely. Over a period of time, pupils develop an understanding of how important fitness is as a means of keeping healthy.

Children with Special Educational Needs (SEN) will be identified through regular and robust assessment - both teacher assessment and using standardised testing. Where a child has an identifiable need, the Inclusion Team will organise appropriate programmes of support to address the need. The school has a wide range of intervention and support programmes to help those children who may need more structure and scaffold to assist them in making appropriate progress. The school also works with outside agencies to ensure the best possible support is in place for our children. In exceptional circumstances children may have an Education and Health Care Plan (what was called a Statement of Educational Need). These children have complex needs and there can be a further allocation of money to support their needs in school. A request for a statutory assessment should be made in writing to the Head teacher.

Curriculum - Drama, English, French and Computing

Talking and listening form the basis of communication in today's world. Children need to be able to convey their ideas clearly and use a rich vocabulary. Children need to be able to listen carefully to comments made by others and respond appropriately. Throughout the school day there are carefully planned opportunities to develop these skills.

Early reading skills are developed using the Ruth Miskin approach. The acquisition of sounds is very important to lay the foundations for reading. Carefully structured vocabulary is introduced. The children learn that words on the green cards can be read using 'Fred talk' whilst words on red cards help the children to realise that some vocabulary in the English language can only be recognised as sight vocabulary. This format helps the children to realise that there are different strategies needed in order to learn our complex language. Reading books with many regular words are introduced and children can take these home to share with parents. This boosts children's confidence as they experience a high degree of letter and word recognition and allows them the opportunity to consolidate reading vocabulary introduced in earlier weeks.

There are daily opportunities for the children to use their reading skills, including working with children in other year groups in paired and shared reading time. The emphasis on reading is to develop the children's love of literature and help them to talk about the texts they read and relate them to their own experiences. Children need to express and share their enjoyment of the main features in a book. Enjoying books is a very important part of learning to read; children benefit from sharing stories with members of the family and receiving praise and encouragement at every opportunity. We use Bug Club as part of our reading scheme.

Teachers 'model' examples of writing; these can include labels, writing a recipe, or creating an ending to a story. Children attempt to record their own thoughts and self-correct with growing accuracy as they mature. Writing is matched to activities that are relevant to the children thus a piece of writing about a favourite activity enhances the children's understanding and commitment to finishing the task. To develop fluency, joined cursive handwriting is introduced in the Reception class. A copy of the formation of letters is available for parents on our website.

Children use 'Fred Talk' to develop accuracy in spelling. Dictation can be used as a strategy to develop children's listening skills and short term memory. Over time children can recognise that some words are spelt differently from the way they are spoken. Children are taught to express their ideas through writing and to become independent and confident writers.

Interactive whiteboards are in every classroom providing easy but controlled access to the internet. All classes are WiFi and laptops are used in every classroom. We have a class set of iPads as an additional resource to support learning and computing. Our library has a number of wired PCs which are used to research topics alongside information found in books.

Learning a language for the older children is an enjoyable activity with the emphasis on everyday vocabulary which will be useful on a visit to France. Drama is included in our curriculum and together with speaking and listening enhances the curriculum.

Curriculum – The Arts

At St. Michael's children learn about the use of colour. They study the work of famous artists to develop an appreciation of their skills and techniques. Pupils have an opportunity to work with a range of materials: pastels, water colours, collage and clay. Displaying pupils' work forms a very important part of demonstrating the efforts of the children and skills they have achieved.

Music is an important element of children's development. Children practise performing, listening and composing as part of the music curriculum. There is a wide variety of musical instruments available for use by the children. Many of the children take part in the School's Spring/Summer Serenade, providing an opportunity to perform for their families.

Dance provides a medium for children to express their feelings through movement.

Curriculum - Geography, History, Mathematics and Science

The children learn to use and interpret maps. Pupils develop an awareness of how the environment can be a fundamental influence in people's lives through natural phenomena e.g. weather, land formation and the relationship between people and the world. Local studies of the area enhance the children's understanding.

Children develop an understanding of time, of how people lived in former times and how our lives today compare. Off-site visits and visitors to the school enhance the children's understanding of life in the past. The pupils are encouraged to research independently and present information to their peers.

The children are encouraged to classify, observe carefully and discuss their findings. Recording results accurately with the use of labels and drawings is developed. Interpretation of data in graphs is taught and the science curriculum builds on previous knowledge. The study of the immediate environment around the school enhances the children's understanding of science.

Mathematics is taught daily and includes mental arithmetic. It is vital for children to apply their learning in every-day situations. The understanding of capacity for example, is assisted when children can experiment with filling a range of containers and make judgements and accurate guesses from this activity. Children benefit from playing Snakes & Ladders, Ludo and Dominoes as these games develop their visual memory and the awareness of patterns in mathematics. Children are encouraged to share with their peers how they arrived at an answer allowing pupils to use a variety of methods for solving a problem. Written methods are less formal than many parents may have known. We will be following the 'Busy Ants' mathematics scheme from September 2014.

Curriculum - Physical Education and Swimming

All pupils are taken off-site to develop and improve their swimming technique and parents are invited to make a voluntary contribution to cover costs for this activity.

Children play in football and netball teams throughout the year; they develop determination, resilience and the ability to play as part of a team.

Many after school clubs are available to children to extend and enhance their PE curriculum. All classes benefit from being taught by professional sports coaches for one of their PE lessons each week.

General Information about the School

We have a policy of continuous improvement to our building and resources to ensure that we meet the educational needs of the children. We have good facilities for all curriculum subjects. We have developed the outside space at the front entrance of the school to incorporate a small field for children to play in. In addition to this, we have re-developed the Key Stage 1 Library and Kitchen area to incorporate a new and larger kitchen to allow much larger groups of children to cook during school time.

All classes have a maximum of 30 children in each. Pupils in Reception are admitted from September and we encourage all children to start full time from this point. This helps with the children developing strong and lasting friendships and having the maximum possible time in the Foundation Stage of their education.

As a Church of England Aided School, the Governing Body is the employer of all staff at the school. It is responsible for the external maintenance of the building and any new improvements. Advice is received from the Oxford Diocesan Board and The Royal Borough of Windsor & Maidenhead. The Governors meet regularly in small committees and once every term for a meeting of the whole Governing Body.

Anti-Bullying Policy

Children need to ask adults for help if they are bullied or upset. We do not expect children to retaliate if hurt. Instead they are always encouraged to seek adult assistance. All school staff are trained annually in Safeguarding Level 1 and the Head teacher is the nominated Child Protection Officer.

Senior staff will contact parents and inform them if there has been a serious incident in school and of any actions. Serious misconduct may result in a fixed term exclusion or immediate permanent exclusion.

Attendance

Regular attendance at school is expected. Frequent absences can hinder a child's progress. In the interest of the children's safety the school asks parents to telephone the School Office before 9.00 a.m. giving the reason for a child's absence. The new attendance regulations state that Head teachers are 'prohibited from granting leave of absence except in 'exceptional circumstances' and any reference to family holiday has been removed.

Charging Policy

Parents are invited to make a voluntary contribution towards the cost of school trips. If insufficient parents are unwilling to pay, the trip may be cancelled.

Collective Worship

Collective Worship has a Christian basis but does not compromise the integrity of pupils who are not Christians. Daily assemblies are a valuable part of school life. We invite parents to come to assemblies on most Wednesdays. Our class sharing and celebration assemblies enable an appreciation of the life and work of the school and help to involve parents. Links between the school and St. Michael's Church are strong with representatives from the church leading a weekly assembly. Members of the clergy also talk to classes about aspects of Christianity.

Children's Services – Royal Borough of Windsor & Maidenhead

The Royal Borough of Windsor & Maidenhead is responsible for the educational provision of children in this area. All enquires should be made to the Town Hall, St Ives Road, Maidenhead, Berkshire SL6 1RF. Tel: 01628 798888.

Complaints Procedure

If you have a concern about your child's progress please arrange a meeting with the class teacher. If concerns still linger, an interview with the Headteacher should be arranged. Finally, if you feel the School has not responded fully, a formal letter can be written to the Chair of Governors.

Equipment & Safety in the Playground

No child should play on the school equipment at the start or end of the day. Parents with pre-school children are responsible for supervising their child at all times whilst on the school site. Pupils are supervised during breaks and at lunchtime and a member of staff is on duty in the playground from 8.45am.

Enhancing the Curriculum

Opportunities for residential educational visits are linked with the curriculum. Year 6 spend five days off-site at an outdoor pursuit centre. Year 5 children have the opportunity of a similar 2 day visit. Other off-sites visits have included: the local park, Odds Farm, Marwell Zoo and The Roald Dahl Museum.

Extra-Curricular Clubs

There are many after-school-clubs at St Michael's School. A choir has been established for children aged between six and eleven. Pupils have sung at the Day Centre for the elderly and at St Michael & All Angels Church. Our Netball and Football Teams take part in regular friendly and league championships with other local schools. Other clubs during the year include: basketball, drama, French, multi-sports, sewing, recorder and tennis.

Facilities for the Disabled

There are five ramps on site that give access to children or adults with physical difficulties. One ramp by the children's entrance allows ease of access into the School. A toilet for the disabled has been created; it includes an emergency alarm and improved handles for use by disabled persons. The toilet is situated within close proximity of the hall and dining area. A stair lift is available for access to the Year 6 classroom. A ramp has been built to give easy access to the building from the car park. There is designated parking for a disabled person. Stairs have been fitted with two tones of colouring to provide a safer environment for those with limited vision. Any application for admission would not be refused on the grounds of physical disability.

First Aid

First Aid is available. Only water and plasters can be used when children have cuts. Ice packs are provided when children have bruises. A wristband or sticker is worn by children who have had a bumped head to alert staff and parents to possible further treatment. Children who have been sick or had diarrhoea should not return to school until a period of 48 hours have passed.

Home School Agreement

When pupils come to our school we ask parents to support our Home School Agreement; it sets out the commitment of parents and St. Michael's staff to work together to ensure the best educational outcomes for the children.

Involving Our Children

Good behaviour and effort is rewarded through the use of the Head Teacher Awards which are given out on a Friday morning. Children receive house points for effort, progress and thoughtful behaviour during the week. The winning class receives a certificate each week which is displayed in their classroom. Children are divided into house teams and points can be given towards 'house winners' each week. A monthly value has been introduced and assemblies focus on aspects of these values which the children enjoy. The pupils' involvement in establishing a common code of behaviour in class and in the playground underpins a behaviour and discipline policy that aims to make them feel involved and secure. During the day class teachers give opportunities to develop and demonstrate responsibility. In Year 6 children work in teams to assist in helping younger children in the canteen.

School Support staff are trained to deliver Social Skills groups and we also have two trained Emotional Literacy Support Assistants to work with groups and individuals with slightly more complex needs.

Links with the Community

In recent years the Harvest Festival has been held at St Michael and All Angels Church and gifts of produce distributed to members of the local community. The school supports the Shoebox Appeal charity every year, providing small gifts for children in need throughout Europe. Pupils and parents attend the annual Christingle service at the church. Children enjoy participating in a range of locally organised competitions and events.

Lost Property

There is a Lost Property box situated in the school playground. Any unnamed items are placed there.

Free School Meals

All EYFS and KS1 children are entitled to a free school meal every day. Schools are allocated money to support children who fulfil certain criteria for additional support (Pupil

Premium funding). Further information about this is available on our school website or from the School Office. All information provided by families will be treated in confidence and with sensitivity by staff.

Lunch Times

Wilson Jones, the school meal contractor for the Ascot Primary Schools, is responsible for providing the children's lunches. A choice of menu with healthy eating options is available freshly cooked in our purpose built kitchen. Menus are made available to parents to help their children choose what to eat. The cost of a school meal is £2.40. Payment is made every Monday. Parents can pay for more than one week in advance by our on line payment system. If a child is absent the cost of the meal is credited for future meals. Where children have forgotten to bring money a reminder is sent home for prompt payment. Water is provided. Children may bring a packed lunch to eat. We have a '**no sweets or fizzy drinks**' rule in school. Families should be aware that nuts as part of a snack or lunch, especially, peanut butter in sandwiches can cause some children to have an allergic reaction. This allergic reaction to nuts can be life- threatening and we ask that parents **do not send in any nuts or nut products** into school.

Parents of children in Reception, Year 1 and Year 2 do not need to provide snacks as fruit and vegetables are provided free of charge as part of a Government initiative. Pupils in Year 3, 4, 5, and 6 are able to eat fresh fruit or vegetables at this time too. Crisps, chocolate, cereal bars etc should not be provided. Parents can provide bottled water for children to drink during the day. All containers should be clearly marked on the outside. Lunchtime Supervisors oversee children in the dining room and in the playground. All children who bring a packed lunch are expected to take it home every day to help us to ensure we are maintain the highest possible hygiene standards in the school.

A donation to School Funds of £20 is required when families wish staff to countersign photographs for passports. Seven days' notice should be given in order that staff have ample time to complete the forms.

Music from External Providers

The Berkshire Maestros provide group tuition at St. Michael's for which a fee is payable. The trust is sympathetic to cases of financial hardship. Currently violin, guitar, percussion, flute and piano are on offer to children aged 7 upwards. Parents need to be aware that music lessons take place during the school day and will involve pupils missing some academic work. Tuition is provided at the Windsor Music Centre on a Saturday morning, or on weekday evenings. Contact Berkshire Maestros for further details: 0118 9012350.

Open Session

In July families are invited to school to visit and see aspects of work displayed in every class. This evening provides an informal evening where children, parents, staff and

governors can meet and see activities that may be on offer in your child's next academic year.

Our School Council

Our School Council was formed in 2001. Two representatives from children in Years 1 to 6 meet regularly with a member of staff to discuss a wide range of school issues and give feedback to their own class. The aim of the Council is to provide a forum for children to put forward their views and improve the quality of life at school. Recently, the children were involved in the recruitment of a new teacher to the school.

Our School Day

We have a soft start approach to the beginning of the school day. Staff are prepared to receive children in their classrooms at 8.40am. The register is taken at 8.50am. There is a mid-morning break for all ages. Children have a one-hour lunch break. School finishes at 3.15 p.m.

A member of staff is on duty from 8.45am when the school gates will be opened. Gates will be locked again at 9.00am. Children who arrive at school after this time should come into school via the main entrance and report to the School Office. The school gates will be unlocked again at 3.15pm to allow parents on site to collect their children. Year 6 children are able to walk to and from school provided we have written permission from the parents. Children are able to cycle or scoot to school and leave their bikes/scooters on site – written permission needs to be given prior to children using this facility.

Parent Teacher Association

The Parent Teacher Association (PTA) holds regular events to provide opportunities for families to meet and raise funds for the school. All parents become members of the PTA once a child is admitted to school. In previous years the PTA raised sufficient funds to provide a drama area in the playground, a new shade sail area and half the funding for the new kitchen in Key Stage 1. This year the PTA have funded an Astro turfed area for the children to enjoy in all weathers.

Planning Preparation and Assessment (PPA)

Since September 2005, teaching staff are required to have time during the school day for planning, preparation and assessment (PPA). Additional teachers and professional sport coaches are in school to teach the children agreed elements of the curriculum.

Professional Development of Staff

Staff participate in training with regard to child safeguarding protection issues, medical requirements, behaviour, administration and curriculum development. All teaching staff

are offered a minimum of five training days a year and many staff will attend further training in areas of the curriculum for which they have responsibility.

Religious Education

Parents have a right to withdraw a child from Religious Education and Collective Worship. This request should be made in writing to the Headteacher.

The content of the Programmes of Study for Religious Education (R.E.) is taken from Discovery Pan-Berkshire Curriculum. Colleagues from the Oxford Diocese offer support and advice regarding the Christian content of Religious Education.

Safeguarding and Security Arrangements

The school is safeguarded by an alarm system. There is lighting around the school to improve visibility for all. Access can only be gained at the main visitors' entrance during the school day. At all other times gates to the playground are locked. Families collecting children during the day must go the School's Main entrance. Staff, visitors and contractors wear identity cards.

Sex Education

Sex education is presented as a normal part of the science curriculum. It centres on the children's feelings and attitudes about themselves. It encourages exploration of values and moral issues. Parents are entitled to see details of the Sex Education programme, and if you wish to discuss this further, please contact the Year 6 class teacher.

Parents have a right to withdraw a child from Sex Education. This request should be made in writing to the Headteacher.

School Uniform

School uniform is worn at St. Michael's. Children should be smart and wear correct clothing at all times. In the interest of safety pupils must wear well-fitting, low-heeled leather shoes. Trainers can only be worn during PE.

All items of clothing and footwear must be clearly marked.

School colours are maroon and sky blue. School uniform sweaters, ties, blazers (optional) and PE kits, can be ordered through the website. Other clothing can be bought at local shops in Windsor, Bracknell, Reading, Maidenhead and Slough.

Jewellery

In the interest of health and safety it is not advisable for children to wear jewellery to school. Small plain ear studs may be worn, but these will need to be taped over for PE. The school takes no responsibility for loss of jewelley

Girls

Grey skirt / pinafore dress / grey school trousers

White blouse

Tie- purchased through school website

School sweater- crew, v neck or cardigan– maroon – purchased through school website

Blazer (optional) –purchased through school website

White or grey socks or tights

Sky blue check summer dress

Black shoes

Sunhat – legionnaire/wide brimmed – can be purchased through school

Boys

Grey short or long trousers

White shirt

School sweater, crew, v neck or cardigan - maroon - purchased through school website

Blazer (optional) purchased through school website

Grey socks

Black shoes

Sunhat – legionnaire/wide brimmed – can be purchased through school

P.E. Kit

Panelled sorts unisex polo shirt – purchased through school website

Panelled sports shorts– purchased through school website

Panelled sports skort-purchased through school website

Plimsolls or trainers for outdoor P.E.

Tracksuit top with school logo-optional purchased through school website

Tracksuit bottoms with school logo –optional- purchased through school website

Swimming Kit

Girls: swimming costume and hat.

Boys: trunks and hat (Baggy shorts or long shorts are not permitted to be worn).

Items including a towel should be put in a separate bag.

St Michael's Homework Policy – Guidance for Students and Parents

Homework is an integral part of the curriculum offered at St. Michael's.

Purpose of homework:

- To practise numeracy and reading skills
- To develop independent learning

Homework should be valued by the child as an opportunity to practise new skills and boost confidence. During the early years adults need to oversee the child's work. A sense of fun and a feeling of achievement should be fostered.

In Years 5 and 6 s/he should be able to work for a sustained period of time without adult supervision. Occasionally, there will be additional topic related work for these pupils.

Parents and carers should:

- Provide a reasonably peaceful, suitable place in which to do their homework
- Make it clear to pupils that they value homework and support the school in explaining how it can help their learning
- Encourage pupils and praise them when they have completed homework

Your child has worked hard at school and we wish homework to be another opportunity to practise skills and improve their learning. It should be completed to a high standard and within the time limits mentioned below.

Homework will not be given if a child is absent from school because s/he is sick. We assume that s/he is too ill to work. A teacher, in consultation with the parent, will provide work for a child who is able to complete work at home but needs to remain there because of a broken limb etc. Teachers will give further details about homework at the beginning of each academic year.

Year 6

Total time – 30 minutes each evening

Year 5

Total time – 25 minutes each evening – 5 times a week

Year 4

Total time – 20 minutes each evening – 4 times a week

Year 3

Total time – 20 minutes each evening – 4 times a week

Year 2

Total time – 15 minutes – 4 times a week

Reception and Year 1

Total time – 10 minutes daily

