

St Michael's Parent Handbook



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Prolonging childhood...



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Introduction





Head's Welcome

MR HENRY MARSHALL

It is a great privilege to be Head of this wonderful school and to introduce you to all it has to offer. As you browse these pages, you will glimpse some of the vast and enriching opportunities available to the children here. Ultimately, however, to really understand the warm and welcoming atmosphere that makes St Michael's special, you have to experience it in person.

At St Michael's, we are intent on prolonging childhood, ensuring children are nurtured, as we give them the opportunities to explore their talents and deepen their learning. We firmly believe that every child is brilliant and our mission is to provide opportunities and experiences in all areas of school life.

The children of St Michael's are encouraged to discover their own unique skills and interests and develop into curious and passionate learners, fully prepared for the next steps in their education and beyond.

A dedicated and talented team of staff are here to support and encourage all pupils. By embedding the School's values and endorsing the school's motto, "Facta non verba", we are ensuring that pupils of St Michael's School are considerate, curious, challenge themselves and are outward-looking.



School's Values and Ethos

We aim to create an environment that inspires children, enabling them to discover and develop the best versions of themselves. Childhood is a precious time, and we believe all children should have ample opportunities for play, fun, and laughter. Since our children stay with us until age 14, they can continue to enjoy the joys of childhood in a nurturing, child-centred environment well into their early teenage years.

Throughout the school we promote and celebrate our core values:

CONSIDERATION

We strive to demonstrate care, courtesy and kindness. We respect the feelings and differences of others, actively listen to diverse viewpoints, and show understanding and compassion.

CURIOSITY

We possess a strong desire and drive to explore, learn and understand the world. We ask questions, seek new knowledge and embrace creativity.

CHALLENGE

We relish tackling difficult tasks, learning perseverance, developing problem-solving skills and building confidence and resilience.



COMMUNITY

We build a sense of belonging and collaboration in a cohesive environment where everyone feels valued and included.

THE BEST VERSION OF OURSELVES

School Timetable

The Nursery day is divided into two sessions:

- **Mornings: 08:30 - 12:20** - we promote preschool aged children to complete five mornings a week for continuity and key learning development.
- **There is an optional supervised lunch (12:30 - 13:30)** at an additional cost. This can either be a school hot lunch or a packed lunch option.
- **Afternoons: 13:30 - 15:30** - the afternoon session is a more play based session as the main learning will have taken part during the morning sessions.
- **The Nest 15:30 - 17:00** - parents are able to sign up to the after school provision, The Nest, on a termly basis.

We want to make settling into Nursery as smooth and enjoyable as possible for both you and your child. All sessions are arranged in consultation with the Head of Nursery and will be discussed during your home visit before your child joins. While sessions can gradually increase to a maximum of five full days, this will be decided in partnership with the Head of Nursery to ensure it's the best fit for your child.

Since little ones can tire easily, a gradual increase in hours often helps them to adjust comfortably before starting Reception. Any changes to sessions need to be made before the start of each term.

To help the Nursery day run smoothly, please follow the agreed hours and aim to be on time for both drop-off and pick-up. If you're running late, just give us a call to let us know. At the end of the day, we recommend collecting your youngest child first, as they're usually the most tired by home time.

Nursery School Day - An example of a typical day. Children move seamlessly between the inside and outside environments throughout the Nursery day.	
08:30	Children arrive and are individually greeted by a member of staff. Children choose freely from all the activities available in the Nursery.
09:00	Check-in and registration. Daily calendar and singing time.
09:15	Focused groups where children engage in specific adult-led activities to enhance their skills, followed by Continuous Provision activities.
10:00	Snack café open. Children register in the snack area and learn to make their own snacks, supervised by a member of staff. This will consist of fruit and water with either rice cakes, toast or crackers. This is a time where new foods may be tried throughout the year that link into the learning taking place in the provision. (It is for this reason that it is important that allergies are noted.)
10:45	Continuous Provision, including adult-led activities, continues.
12:00	Tidy-up time. We follow the principle that it is not 'tidying up' but 'putting things back where they belong'. Keeping things tidy and placing things where they belong is an important life skill and something we teach from the onset.
12:10	Story, singing or poetry time.
12:15	Preparation for lunch - and morning children go home.
13:30	The afternoon is more play-based, with plenty of child-led learning. Learning through play is available inside and outside. Occasionally, focused teacher-led activities may also take place, however this will depend on the individuals present, as some children can be fairly tired by this time of the day.
14:45	Afternoon snack - prepared once again by the children.
15:30	Pick up time.
15:30	The Nest (if signed up to).

School Timetable

The School Day - Reception

Reception School Day - An example of a typical day.

Children move seamlessly between the inside and outside environments throughout the Reception day.

08:30	Children arrive and are individually greeted by a member of staff. Children choose freely from all the activities available in the Reception area.
08:45	Carpet time and registration. Large group activities including calendar – daily phonics session following the 'Read Write Inc' phonics programme.
09:15	Focused groups, where children engage in specific adult-led activities to enhance their skills, followed by Continuous Provision activities. Children are also free to continue their learning in the outside environment.
10:45	Snack time and break.
11:05	Continuous Provision, including adult-led activities, continues.
12:00	Tidy-up time. We follow the principle that it is not 'tidying up' but 'putting things back where they belong'. Keeping things tidy and placing things where they belong is an important life skill and something we teach from the onset.
12:15	Lunch
13:30	The afternoon curriculum follows areas of learning based on Knowledge and Understanding of the World and Creative Arts. Sports sessions may also take place in the afternoons such as swimming lessons. A continuous provision approach is taken in the classrooms with plenty of child-led learning.
15:30	Pick up time.
15:30	The Nest (if signed up to).

***Throughout the EYFS Department, specialist teachers will take the children for timetabled activities such as Swimming. Music and Physical Development.**

School Timetable

The School Day - Pre-Prep (Years 1 and 2)

Pre-Prep (Years 1 and 2) School Day - An example of a typical day.	
Timings	Curriculum / Focus
08:15 - 08:30 08:15 - 08:40	Children in Years 1 and 2 are accompanied to the Jubilee building by parents and encouraged to say goodbye at the steps and enter the Year Group classrooms independently. The children are greeted by a member of staff and welcomed into the classroom before organising their belongings, changing their reading books and completing a Maths fluency activity. Once completed, a selection of activities are available to play with their friends.
08:40	Registration: If your child arrives late, they should always report to the School Office with a parent or carer to sign in.
08:45 - 9:30	Read, Write, Inc phonics and reading programme.
9:30 - 10:45	As per your child's timetable on the Portal including a brain break / snack.
10:45 - 11:05	Morning playtime.
11:05 - 12:15	As per your child's timetable on the Portal.
12:15 - 13:30	Your child will have lunch from 12:15 to 12:50. Children will then have playtime from 12:50 - 13:30.
13:30 - 14:40	As per your child's timetable on the Portal.
14:40 - 14:55	Afternoon playtime.
14:55 - 15:30	As per your child's timetable on the Portal. Pick up is at 15:30 from your child's Form Room.
15:30 - 16:05	Snack and play - if your child is staying for an after school activity, they will be provided with a sandwich snack and free play outside (as weather permits). Children with siblings in Year 3 and above are able to stay for a 'biscuit and play' session which then enables parents to pick up all their children at 16:05.
16:05 - 17:05	A selection of optional after-school activities are available for your child including Pre-Prep Club (please see further description in this handbook).

***Throughout the Pre-Prep Department, specialist teachers will take the children for timetabled activities such as Swimming. Music and Physical Development.**

School Timetable

The School Day - Juniors and Seniors (Years 3 to Shell).

Timings	Event	Additional details
08:15 - 8:30	Drop off	Pupils in Year 3 - Shell should make their own way to their Form Rooms.
08:15 - 9:00	Form period / Assembly	Your child should always report to Form once they arrive in school. If your child arrives late, they should always report to the School Office with a parent or carer to sign in.
09:00 - 9:35	Period 1	As per timetable.
09:35 - 10:10	Period 2	
10:10 - 10:45	Period 3	
10:45 - 11:05	Morning Break	Please provide a healthy snack for your child to eat during this time. Under no circumstances should nuts, chocolate or sweets be brought into school.
11:05 - 11:40	Period 4	As per timetable.
11:40 - 12:15	Period 5	
12:15 - 13:30	Lunch time	Years 3 and 4 pupils eat lunch at 12:15. Years 5 to Shell pupils will play from 12:15 to 12:50. There will then be a short 10 minute assembly to give any notices to pupils. Pupils will have lunch at 13:00.
13:30 - 14:05	Period 6	As per timetable.
14:05 - 14:40	Period 7	
14:40 - 14:55	Afternoon Break	Pupils may be provided with a healthy snack if they are staying for an activity.
14:55 - 15:30	Period 8	As per timetable. Pick up is from the top car park.
15:30 - 16:05	Period 9	
16:05 - 17:05	Early Activity / Prep	As per activity signed up for by parents.
17:05 - 17:20	Tea	Years 5 to Shell provided with a light tea if staying for late activity / Prep.
17:20 - 18:20	Late Activity / Prep (Seniors Only)	As per activity signed up for by parents.

***Throughout the Junior Department, specialist teachers will take the children for timetabled activities such as Drama, Swimming, Music, Physical Education, Reasoning, French, Engineering and Art.**

Drop Off and Pick Up



2.1 In the morning

The school gate is open from 08:15 to 08:40 each morning and staff are on duty from 08:15 every morning to ensure safe crossing for pupils. Children arriving before this time are the responsibility of parents. We expect children to be in classrooms promptly at 08:40.

Morning registration takes place at 08:40. The School gates are locked outside of these times. Please ring the intercom to speak with the School Office team to gain entry.

- **Nursery and Reception:** To start the day in a calm and positive way, we ask that your child arrives by 08:30 for Nursery and Reception. The day begins with a free flow approach, allowing your child to settle into the provision in a way that feels most comfortable to them. We ask that Nursery children are dropped off in our 'quiet room' entrance. This helps to provide a smoother transition for the children and helps to settle them a little easier. Reception children are dropped off at the Reception entrance. We encourage parents to say goodbye to their children in this area to support independence and a smoother transition.
- **Pre-Prep (Years 1 and 2):** Children should be accompanied to the entrance of the Jubilee building by parents and are encouraged to enter their classrooms independently.
- **Juniors and Seniors (Years 3 to Shell):** Pupils should make their own way to their Form Rooms.

If your child arrives late (after 08:40), they must report to the School Office with a parent or carer to sign in.

2.2 At the end of the day

If your child is to be collected from school by a different person from usual one day, please ensure that the form teacher is informed or the School Office is emailed in good time. Please send a photo to the Nursery and Reception staff so they know the face of the person collecting. If there is a late alteration to arrangements, please telephone the School Office.

Nursery and Pre-Prep are collected from their classrooms at either 15:30 or 17:00, if staying for activities.

Pupils in Years 3 and 4 make their way to the top car park at 16:05 or 17:05, after a chosen activity.

Pupils in Year 5 and above make their way to the top car park for collection either at 16:05, 17:05 or 18:20.

Staff are on duty every afternoon at 15:30, 16:05, 17:05 and 18:20 to ensure safe crossing for pupils.

2.3 Car park

Staff, parents and visitors all park in the top car park, accessed via the ramp on the right hand side of the road.

Please ensure that you do not park across any of the marked zebra crossing areas as this hinders safe passage for children crossing from one area of the car park to another.

If you intend to leave your vehicle for any period of time, please use the specific parking areas and not the Drop off / Pick up bays.

Please note that the entry ramp into the car park is one way and so you should not attempt to drive down the ramp to enable a quicker departure. Equally, please remember that the road running past school is a one way lane and so you should not attempt to drive back down the lane.

The lay-by area at the bottom of the ramp is for emergency purposes only, so please refrain from parking there unless absolutely necessary.

Please ensure that you keep speed at or below the specified limit.

Lastly, the ramp has two lanes, so if you are turning left into the Drop off / Pick up area you should use the left lane. If you are heading to the parking areas on the right then please use the right hand lane.

Children are encouraged to walk down the steps with parents and to stop to check for vehicles at the crossing.

2.4 Morning Minibus

A minibus service operated by Signature Coaches runs each morning from the western and northern parishes and is available to pupils in Years 3 and above. Places are limited and interested parents should contact the Admissions Secretary to check on availability: admissions@stmichaels.je.

There is a termly charge for this service, and half a term's written notice is required if a pupil no longer wishes to use the service.

The route picks up from the following stops:

The Gunsite
Woodbine Stores (nearby)
Car park opposite Waitrose, Red Houses
St Peter's Country Inn
St Mary's School
St John's Village
Trinity Arms Bus Stop

Children must be supervised at the various stops and seen onto the bus by a parent or responsible adult. A month's written notice is required to discontinue using the bus service.

2.5 Cycling

Pupils are allowed to cycle to school from Year 7 onwards. Parents are asked to inform the School Office via email if their child will be cycling. All pupils must wear a helmet when cycling, and bikes should be stored next to Courthouse.

2.6 Playground equipment

These are for the enjoyment of pupils during their lessons, break times and after-school activities. Pupils are asked to not use them in the morning before school, or after EYFS and Pre-Prep pick up at 15:30, as older children are still in academic lessons.

2.7 Procedure for late collection

School finishes at 15:30 for EYFS and Pre-Prep, and at 16:05 for Juniors and Seniors. If you anticipate being late to collect your child, whether at the end of the school day or from activities, please inform the School Office as soon as possible. If a child is not collected from either their classroom or the car park, they will be brought to the Boardroom, and a member of staff will contact parents if prior notice has not been received.



The School Day



3.1 Break / Playtimes

Weather permitting, all pupils spend their morning and lunch breaks outside where they are supervised by staff. In wet weather, under the supervision of staff, pupils remain in their classrooms and play with indoor games.

3.2 Morning Break Snacks

The Nursery children have a snack provided, so please only provide a water bottle that can stay in Nursery for the whole term.

Children from Reception to Shell should bring a snack to enjoy.

In line with our Healthy Eating Policy, could we please ask that your child / children come to school with a named water bottle (not glass) and a nut-free healthy snack each day, for example:

A small sandwich with a healthy filling

Fresh / dried fruit

Vegetables

Oatcakes / crackers and cheese

Unsweetened popcorn

Pot of cheese

Bread sticks

We understand that some pupils may have larger appetites and require a slightly bigger snack. By following the provided examples, we also hope to reduce the amount of non-recyclable waste created daily from packaged snacks. Please ensure that all snack containers are clearly named. There are water fountains situated in various locations around the school site.

We have children in school with extremely serious nut allergies, so we ask that all snacks are completely nut-free.

Under no circumstances should chocolate or other sweet products be brought in, as we focus on providing nutritious foods that support our learning.

3.3 Lunches

Children can either have a hot lunch, served in a family service style, or bring a packed lunch.

There are two lunch sittings:

12:15 for EYFS, Pre-Prep, and Years 3 and 4

13:00 for Years 5 to Shell inclusive.

Nursery children eat their lunch in the Nursery, while all other children eat in the Bistro rooms or the La Houquette building.

The menu is created by our in-house Chef and follows a four-week rotation, starting with Week 1 at the beginning of each term. Our Chef and School Nurse maintain an allergy and dietary requirements register and work closely with parents to ensure that any necessary menu alternatives are provided to meet individual needs. During the school year, if there are any changes to a child's dietary requirements, allergies or medical information parents should email office@stmichaels.je

Places for school hot lunch are allocated on a first come, first served basis. Once lunch places are allocated, we assume that pupils will continue to have school lunch for the remainder of their time at the school. If you wish to withdraw your child from school lunch, a half-term's notice is required in email to: office@stmichaels.je. Payment for lunches is made in advance along with fees. Pupils who choose to bring a packed lunch sit with those having a hot lunch.



3.4 Assemblies

Reception, Year 1 and Year 2 have a special Assembly each week with the Head of Pre-Prep and the Head. These gatherings are a wonderful opportunity to reinforce our school values, celebrate the children's achievements—both in and out of school—and, of course, make a fuss over their birthdays!

The Head leads weekly assemblies for Juniors and Seniors, covering a wide range of topics, including current events. We're also lucky to welcome guest speakers who share their knowledge and experiences with the children. Pupils are encouraged to bring in medals, certificates or other awards from their out-of-school activities so we can celebrate their achievements together. At St Michael's, we love recognising successes beyond the classroom and celebrating the importance of extra-curricular activities.

The Head of Upper School and Head of Middle School hold a short 10-minute lunchtime Assembly daily to relay messages to the pupils.

3.5 After School Activities

Activities refer to the provision of Prep sessions, clubs, extra-academic provision, sporting pursuits and performing arts rehearsals, scheduled to take place beyond the timetabled curriculum.

The opportunity to sign up for activities will be available via the SOCS app during the penultimate week of each term, and released in time for the end of term. Some activities, like sports teams or performing arts ensembles, will be pre-populated based on prior selections. Please make sure to carefully review and choose the appropriate activities for your child.

Nursery and Reception - The Nest

Monday - Thursday, 15:30-17:00
(15:30 collection time every Friday)

The Nest provides after school care for Nursery and Reception children in a warm and relaxing environment, both indoors and out, following a full day of learning in the EYFS Department. We will provide a happy, relaxing and safe setting where the children will be able to play in a homely environment. We want the children to feel secure and therefore provide staff they are familiar with from the EYFS Department. There is a daily charge for The Nest that is billed in arrears.



Pre-Prep Club and Activities

Monday - Thursday, 15:30-17:00 (15:30 collection time every Friday)

Children staying for Pre-Prep club will be provided with a snack and drink once their day of learning has finished and are then offered a choice of activities according to their current interests. There will always be a specific art and crafts and ICT / coding activity, as well as puzzles, board games, role play and free play. We will also take the children outside (weather permitting) for free play, as well as teacher-led team games. The activities offered in Pre-Prep Club encourage the children to take turns, build teamwork skills and forge new friendships across the Pre-Prep Department.

Pre-Prep are also offered a range of other activities, generally including Brazilian Soccer School, Chirpy's Cricket, Coding, Forest School, Swimming and Lego. Please note some of these activities incur an additional charge.

Biscuit and Play Club is available for those children in Years 1 and 2 who have siblings in Year 3 and above who are collected at 16:05.

Junior Activities

Juniors can sign up to one activity every day, finishing at 17:05.

A variety of activities are offered every term and can include options such as Martial Arts, Coding, Swimming, Language Classes, Jewellery, Astronomy, Cooking, Forest School, Breakdancing and a variety of Sports Activities. Please note some of these activities incur an additional charge.

Senior Activities

Prep (regarded as an Activity) and Activity sessions (clubs, sporting pursuits, performing arts rehearsals etc) are available every day for pupils in Years 5 to Shell. Senior pupils may therefore be collected from school at the following times:

16:05 (end of curriculum taught lessons)

17:05 (end of first Activity)

18:20 (end of second Activity)

In the case of two Activity slots being selected on a day: one of them must be Prep.

If attending only the first activity slot, this can be Prep or any other available Activity.

If pupils are staying for 2 Activity slots, pupils will be given tea (sandwiches and a homemade sweet treat) from 17:05 to 17:20.

All pupils in Years 5 to Shell will have a reading book with them during Prep (and with them at all times).

Prep will be handed in to the Form Teacher the following morning (whether this is completed at home or in school).

On Friday, there is an extra prep session available for 'incomplete' Prep received during the week. Pupils will be asked to attend and the parents informed of this.

There is no 2nd Activity slot on a Friday. All pupils must be picked up at 16:05 or 17:05.

Participation in the school's activities provision is optional. However, if Prep is not completed at school, we expect the same high standards of work when it is handed in the following day.



3.6 Peripatetic Music Lessons

Children are invited to take up a musical instrument from Year 2 onwards, after consultation with the Head of Music. This may happen at any time throughout their time at St Michael's, depending on their own musical development. Please email the Head of Music via office@stmichaels.je to enquire about music lessons.

Please note, the school requires a minimum notice of a Half Term for pupils stopping individual music lessons. Please email the Head of Music via office@stmichaels.je. Children who learn an individual instrument are sometimes invited to take part in the half termly Informal Music Concerts and parents are invited to these.

Curriculum



Parents from Reception to Shell are provided with termly Long Term Plans which give an overview of the curriculum coverage. Our curriculum aligns with the National Curriculum, Jersey Curriculum and ISEB syllabuses, preparing students for the ISEB Pre-Test, Common Entrance and scholarships to prestigious schools.

4.1 EYFS

The Early Years Foundation Stage (EYFS) is a period of learning in which a range of skills are developed within both Nursery and Reception classes. During this stage, your child's learning is divided into 7 different areas (3 Prime Areas and 4 Specific Areas).

Prime Areas

Communication and Language
Physical Development
Personal, Social Development

Specific Areas

Literacy
Mathematics
Understanding the World
Expressive Arts and Design

All areas of learning and development are important and interconnected. These seven areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships, and thrive as confident lifelong learners. Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside. For further information on our curriculum, please refer to our Nursery and Reception Handbooks. Parents also have access to their child's learning journey via the online platform 'Tapestry'.



4.2 Pre-Prep

In Years 1 and 2, we build on the joy of learning developed in Nursery and Reception, with an emphasis on providing a broad, balanced education. Literacy and numeracy are central to our curriculum, with these key areas integrated throughout all other subjects to strengthen connections. PE, Swimming, Games and Music are all taught by specialist teachers. We use a variety of approaches and resources to inspire and engage pupils while aiming to develop essential skills and create a solid academic foundation for future learning. The Pre-Prep team work with the children as individuals, in a group and as a whole class, to build their self-esteem and their confidence to have a go and work more independently, whilst also building positive relationships and appreciating the impact our own actions and words have on others, both inside and outside our learning environment.

4.3 Juniors

In the Juniors, learning is built upon a strong foundation in English, Maths, and Science, further enriched by a broad curriculum that includes Humanities, French, ICT, Drama, Music, and more. We foster a stimulating and creative learning environment that nurtures intellectual curiosity, motivation and responsibility. Pupils are encouraged to work both independently and collaboratively, with a focus on developing a lifelong passion for learning. Juniors follow the Pre-Prep timetable but join the Senior School for various events, including assemblies, House Meetings, Sports Day, Festival of Lessons and Carols, and the Summer Concert. Juniors are also assigned two Preps a week, along with daily expectations for reading, spelling and quick recall of number bonds and times tables. From Year 3, pupils begin learning French, with Spanish introduced in Year 5.

4.4 Seniors

In the Seniors, we continue to build on the strong foundations established in earlier years. Core subjects such as English, Maths and Science are allocated ample curriculum time, with a focus on preparing students for the Common Entrance Exam or Academic Scholarship in Year 8. English and Maths are taught by subject specialists from Year 5, and Science becomes increasingly focused, as students advance, with practical and theoretical learning taking place in our dedicated Science laboratory.

Both French and Spanish are taught by native speakers, offering an immersive learning experience. Our Humanities curriculum, including Geography, History and Religious Studies, provides pupils with opportunities to explore the world around them, culminating in internal exams and assessments in Year 8.

Art and Engineering are integral parts of our curriculum, with pupils encouraged to express their creativity through various mediums. From Year 4, pupils are taught Art by a specialist in our dedicated Art Room. Engineering is taught from Year 3 onwards, helping pupils develop critical problem-solving skills.

Our broad and balanced approach ensures that children are well-prepared for their educational journey, developing a range of skills and knowledge that will help them succeed in the future.

4.5 Shell

In Shell, the academic programme is designed to ensure a smooth transition into Hautlieu and other schools for Year 10 entry. Pupils continue to access a wide range of subjects while being introduced to the foundations of the GCSE syllabuses and assessment methods. This early exposure helps build familiarity with the expectations of the next stage of education, ensuring that pupils are well-equipped with the skills and knowledge necessary for success in more advanced studies.

4.6 Prep Expectations

Homework (also known as Prep) is viewed as an important tool of the assessment of our pupils and the tracking of their progression within a subject. It is intended to be a piece of independently completed work designed to reinforce in-class learning.

Homework in the Pre-Prep and Juniors is at the discretion of the class teachers and is in addition to daily reading and practise of weekly spellings. Homework is designed to reinforce work completed in class.

Homework in Reception - when each child is ready, they are expected to read with an adult on a daily basis. Prior to books being sent home, they will have phonics sounds to learn daily until fully secure with the pure sounds needed for blending and segmenting. In addition to this, 'family challenges' will be sent home via Tapestry.

Homework in Years 1 and 2 - each child is expected to read with an adult, practise their spellings and number facts each day. Google Classroom is used to share our curriculum with parents each week so you can discuss your child's learning, and further Prep is set in the form of a home-learning project.

Homework in Years 3 and 4 is set twice a week, along with expected daily practise of reading, spellings and maths facts.

Homework in Year 5 is set every night. Pupils are set a 30-minute homework and are expected to read for 30 minutes.

Homework in Years 6 to Shell constitutes two Preps a night from Monday to Friday. This can be completed at home and should last no longer than 60 minutes for both subjects.

Pupils in Years 5 to Shell have an option to complete their Prep at home, or within allotted activity times at the end of the school day. Whether completed at home or at school, St Michael's has high expectations of the quantity and quality of homework.

Where work is considered below the expected level of the child, it may be required for the work to be repeated.

Behaviour



5.1 Behaviour around school

We are very proud of St Michael's pupils and we have high expectations of their behaviour. Consideration is one of the School Values and, through positive reinforcement, we expect that our pupils are polite, courteous and respectful.

5.2 Rewards and Sanctions

Rewards

An effective behavioural policy should be built primarily on a foundation of positive reinforcement, as this is the most effective way to promote the good behaviour that St Michael's strives for. As a school, we emphasise our core values and actively reward children for making positive choices that reflect these values, both through their own actions and the example set by our staff.

Praise and recognition play a crucial role in encouraging good behaviour, often taking place through informal conversations with pupils—moments that, though small, can have a significant impact. In addition, we celebrate achievements in weekly assemblies and form time, ensuring that positive contributions are acknowledged within the school community. More formally, students are recognised in achievement assemblies and award evenings, highlighting their dedication and accomplishments.

We are committed to keeping parents informed of their children's achievements, efforts, and demonstrations of our values as often as possible, allowing these successes to be celebrated at home as well. Through this collaborative approach, we aim to create a supportive and encouraging environment where all pupils feel valued and motivated to thrive.

House Points are awarded for high standards of academic achievement, both in class and for homework. Participation points are also earned through involvement in various events and a wide range of House group competitions held throughout the year.



Sanctions

Our School Rules are designed to foster a positive and supportive environment where good behaviour and self-discipline are encouraged and celebrated. Our goal is to recognise and reward positive actions, helping pupils develop a strong sense of responsibility and respect for others. When challenges arise, clear boundaries provide guidance and support, ensuring that every pupil has the opportunity to learn and grow in a safe and respectful community. By signing the Registration Form, parents and guardians commit to working in partnership with the school to uphold these values, ensuring fairness and consistency in their application.

The Head is dedicated to applying any necessary measures thoughtfully and fairly, following appropriate investigation when required.

Our approach to guidance and correction is designed to be constructive, evolving as needed while always maintaining respect for every pupil's dignity. Form Teachers play a key role in helping children understand and internalise the school rules, ensuring that any consequences are appropriate and proportionate. In many cases, a simple conversation or reminder is all that is needed to guide a child back on track. By working together, we create a nurturing and respectful school environment where everyone can thrive. We follow a tiered approach when it comes to sanctions.

The Behaviour Pathway for each section of the school are set out on the following pages.



Behaviour Pathway (Y3 - Shell)

1

Conversation

- An opportunity to be reminded of our values

2

Verbal Warning

- An explanation about exactly how a pupil is falling short of St Michael's expectations
- This Verbal Warning will be shared with the pupil's Form Tutor through the Portal (Seniors)
- A repeat of the behaviour will result in a Formal Warning

3

Formal Warning

- Recorded on the Portal and parents informed
- Pupils can go straight to a Formal Warning if the behaviour warrants it
- -4 House Points
- Three Formal Warnings in a Half-Term will result in a Saturday Detention

4

Friday SLT Detention

- Given alongside a Warning for an incident of exceptionally poor behaviour
- May also be given as a reset at the end of a week if a pupil is falling short of expectations across the board

5

Stripe

- For major incidents, a system of 'Stripes' are used. All Stripes are recorded in the Daybook and parents will be informed
- Stripe detentions take place on Saturday mornings, usually with the Head
- -12 House Points

6

Time away from school

- Suspension is for a fixed period of exclusion and likely to be for a period of 3, 5 or 7 days, depending on the seriousness of the behaviour
- An automatic exclusion may occur for extremely serious lapses of good behaviour



Behaviour Pathway (R12)

1

Step 1

- Your teacher will talk to you about your behaviour and remind you about the choices you make

“This is a reminder to make a good choice with your behaviour.”

2

Step 2

- Your teacher will talk to you again because the same behaviour has been repeated

“This is your second and final reminder to make a good choice with your behaviour.”

3

Step 3

- Your teacher will discuss with your parents the choices you are making
- Consequence - missing playtime and staying in the classroom
- You have moved straight to Step 3 because you have hurt someone physically with your behaviour

“You have had two reminders to make a good choice. We now need to share this with your parents.”

“The consequence of your behaviour is (insert consequence).”

“Let’s talk about how we can make better choices.”

4

Step 4

- You will need to talk to Miss Mackay or Mrs Green about your behaviour because it has not changed
- Your teacher will discuss with your parents the choices you are making

“You will now have to speak to Miss Mackay or Mrs Green because you have chosen not to change it. The consequence of this choice is staying with Miss Mackay or Mrs Green during playtime.”

5

Step 5

- You will need to discuss your behaviour choices with Mr Green or Mrs Clayton. You need the choice you are making and how we can move forward.
- Mr Green or Mrs Clayton will check in with you to see how you have made a positive change and taken action to change your behaviour
- Miss Mackay or Mrs Green will discuss your choices with your parents and class teacher

6

Step 6

- Mr Marshall will need to discuss the behaviour with your parents, Miss Mackay or Mrs Green and your class teacher
- You will need to discuss with Mr Marshall your behaviour choices. He will discuss your choices and how we can move forward
- Mr Marshall will check in with you to see the positive changes you have made and your actions going forward

In EYFS and Pre-Prep, the wrong choice or minor indiscipline in class or around school can be dealt with immediately by the teacher in charge through discussion with the pupil(s) involved, and are also reported to the pupil's class teacher who will follow up. In the majority of cases this is all that is needed.

Class teachers must also always recognise that there is meaning behind behaviour and to monitor patterns of behaviour / choices being exhibited. Parents will be informed of actions of indiscipline depending on its level, and conversations about the correct choices needed can be followed up at home. We are continuing to educate the children on what to do if they are unhappy with someone's behaviour towards them. In the first instance, children are told to say 'Stop. I do not like it' and report it to the teacher either in the classroom or on duty (who will then inform the Form Teacher).

Behaviour issues are logged and reviewed in our weekly department meeting. We also reinforce positive behaviour throughout the day, in PSHE lessons and Assemblies. Our staffing levels allow us to closely monitor how the pupils are interacting and provide support as and when necessary. Young children also benefit from modelling by older children and as such we will have prefects available to support and model playtime games. On some occasions behaviour needs to be reported to and dealt with further by the Head of Department and further sanctions may be given. The Behaviour pathway for Reception, Year 1 and 2 above will be discussed with the children as part of our class contract at the beginning of the year and regularly throughout the year.

5.3 Use of Computers / Chromebooks / Internet

From Year 5 onwards, pupils are allocated a new Chromebook for use in lessons and Prep. Each pupil signs a Student Pledge in accordance with the School's IT Acceptable Use Policy. Teachers are able to monitor the use of Chromebooks, and pupils are taught the importance of e-safety from an early age. Pupils are expected to take good care of their Chromebook; any damages must be reported promptly, and parents may be billed for repair or replacement costs.

To ensure a safe and secure online experience, the school uses Lightspeed to filter internet traffic. This system not only provides robust content filtering within the school environment but also allows the school to 'tunnel' internet traffic when pupils use their Chromebooks at home. This ensures that, whether in school or at home, students remain within a protected online space when using school devices or accessing the school domain.

5.4 Mobile phones

Mobile phones are not allowed into school, unless special permission is given, e.g. a pupil is travelling between parent houses during the week. All mobile phones should be handed into the School Office each morning and collected at the end of the day. If pupils are given phones, we recommend a simple phone to make calls and receive messages, rather than a smartphone.



School Life



6.1 Houses

St Michael's has four Houses: Matthew, Mark, Luke, and John – with pupils being allocated to a House upon entering Reception.

The House colours are as follows:

Matthew – **Yellow**

Mark – **Red**

Luke – **Green**

John – **Blue**

A variety of events contribute to the House system, including Assessments, Stars and Stripes, House Music, and various House sporting fixtures.

Siblings are placed in the same House, and if either parent is an Old Boy or Old Girl, their children will also be allocated to the same House.

House staff coordinate a House charity initiative once a year, working closely with their House pupils to plan and participate in meaningful fundraising or volunteer efforts. This encourages a sense of community and compassion, while allowing students to make a positive impact on those in need.



6.2 Pupil Voice

At St Michael's we want pupils' voices to be heard and we encourage pupil participation in all aspects of school life. Our Pupil Voice team includes representatives from across the school. We provide time, space and resources for pupils to discuss issues that are important to them, or to gather their views. The members represent their peers at regular meetings and share their findings with the Senior Leadership Team so that change can be made. It is their school after all!

6.3 Prefects

In Year 8, all pupils are initially granted prefect status, with the opportunity to apply for 'Senior Prefect' positions later in the year. The final years at St. Michael's offer a balanced environment where children can continue to enjoy their childhood while developing into responsible, independent learners and empathetic young people. Year 8 pupils are invited to apply for the role of prefect and participate in an interview with the Senior Leadership Team to share their ideas and aspirations. Mr. Marshall and his team carefully review all applications, selecting those who will take on the role and wear the distinctive pink tie. Prefects assume various responsibilities and play an active role in school life, including attending a weekly meeting with Mr. Marshall to discuss ongoing initiatives and projects.

6.4 Form Groups and class sizes

The school aims to have a maximum of 18 pupils in a class (36 in a year group) and up to 24 children in Nursery. Exceptions to this policy are made in the following circumstances and therefore class size may increase to 19 pupils:

Admission of a sibling

Admission of a child of a member of staff

Pupil repeating a year

Teachers spend considerable time creating form groups for the upcoming year, speaking with the children to understand their needs and dynamics. The mixing of forms is undertaken with sensitivity as the staff know the pupils very well and they will be with some friends they already have an affinity with. Unfortunately, we are unable to accommodate parent requests when organising these groups.

Parents are always welcome to discuss any concerns or issues regarding their child's education. The first point of contact should be your child's form tutor. Please keep in mind that many staff members teach throughout the day, often have evening activity duties, and do not have secretarial support. We aim to respond to all parent emails within 48 hours.

Pupils are encouraged to speak to their Form Teacher if they have any worries or difficulties at school. There is close communication between Form Teachers, subject teachers, and other staff members through weekly departmental meetings. For children in EYFS and Pre-Prep, parents can speak with their child's teacher when they collect them from the classroom. Please note that teachers may request an appointment, as the end of the day can be a busy time.

6.5 Educational visits

During the course of the year, classes may be involved in school trips. These visits are usually linked to the curriculum. We may invite guest speakers into school also. Please notify the school immediately if you do not wish your child to participate in any activities, parents are notified via the parent Portal of all upcoming trips and visits. The children's learning is enhanced through visits to locations within the island and these are supervised by staff and usually taken in the school minibuses, which are fitted with seatbelts. Parents are asked to sign a consent form to travel in the school minibuses when a child joins the school.

6.6 Future Schools

Parents are encouraged to schedule a meeting with Mr. Gareth Green or Mr. Henry Marshall from Year 4 onwards to begin discussions regarding future schools. St. Michael's also hosts a bi-annual Senior Schools Fair during the Michaelmas term, where local and UK-based schools are invited to attend and engage with parents and pupils.

6.7 Activity Week Trinity Term

An organised activity week takes place in the Trinity Term for Years 5 - 9, which take place both on island, in the UK and France. Years 3 and 4 children enjoy two days of water-based activities on the island. All Activities Week trips in and out of the Island are chargeable.

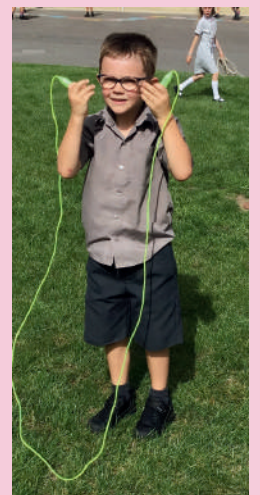


Parents' Association and Birthdays



7.1 St Michael's Parent Association (SMPA)

There is a Committee made up of a Chairman, Secretary, representatives from each Year Group and the Head. The SMPA provide and / or coordinate practical support for the School's activities; arrange or assist in arranging fundraising and social events and promote and foster good relations between parents; parents and staff; and parents and the School. An annual Christmas Sale is the main fundraising occasion and additional events are also organised.



7.2 Birthday treats

At St. Michael's, we recognise that birthdays are special occasions. However, to ensure the safety and wellbeing of all pupils, particularly in regard to allergies and health needs, the practice of bringing in birthday cakes has been discontinued. Instead, in Nursery, Pre-Prep, and Juniors, we invite children to bring in or donate a favourite book to their class library in celebration. Parents are also welcome to visit and read the book to the class, creating a memorable and enjoyable experience for all.

Communication



Prior to joining the school, should parents have any queries, they should contact the Admissions Secretary or the School Office who will be happy to assist. During term time, there is an open door policy. It is always possible for parents to see Form Teachers, members of academic teaching staff, Heads of Section and the Head at any stage during the term. In the first instance, parents should contact their child's Form Teacher. Please be aware that, as per school policy, non-urgent email communication will be responded to within two working days.

8.1 Parent Portal

Parents are invited to register for the St. Michael's School Parent Portal, where they can access a range of useful information. Mr. Marshall posts a weekly Bulletin, along with permission letters and details of upcoming events. Through the portal, parents can also access the Activity booking system, sign up for parents' evenings, and view their child's attendance, reports, House points, and day book (which includes first aid records, rewards, and sanctions). For any Portal issues, please contact the School Office.

8.2 Role of the Form Tutor

Parents are always welcome to discuss any concerns or issues regarding their child's education. The first point of contact should be your child's form tutor. Please keep in mind that many staff members teach throughout the day, often have evening activity duties, and do not have secretarial support. We aim to respond to all parent emails within 48 hours.

Pupils are encouraged to speak to their Form Teacher if they have any worries or difficulties at school. There is close communication between Form Teachers, subject teachers, and other staff members through weekly departmental meetings. For children in EYFS and Pre-Prep, parents can speak with their child's teacher when they collect them from the classroom. Please note that teachers may request an appointment, as the end of the day can be a busy time.

8.3 SOCS - School Calendar

Parents are encouraged to regularly check the online school calendar accessed via SOCS for all upcoming events and fixtures. Further information on all events is sent to parents via the Parent Portal. The School actively takes part in charity events, including BBC Children in Need, Red Nose Day and Odd Socks Day.

Michaelmas Term

Port Regis Sports Tour: The 1st XI teams for football and hockey are invited for an off island sports tour hosted by at Port Regis.

Christmas Sale: A Christmas Sale is held in aid of charity, the charities to benefit are chosen by the SMPA / children. This forms part of the fundraising events for charity which are carried out by St Michael's School throughout the year.

For the Sale, the children are encouraged to bring in unwanted toys, games and books and the parents and children are invited to make craft items and cakes.

On the day of the Christmas Sale, the children in Nursery to Year 4 are collected at 13:30 and taken to the sale by their parents or another adult. From 14:00 onwards, children in Years 5 and above will be taken to the sale by their form teachers where parents join them. The sale closes at 16:00, and all pupils should leave school with their parents by this time.

Christmas Lunch and Christmas Jumper Day:

Our Catering Team prepares a wonderful Christmas feast for pupils and staff, combined with Christmas Jumper Day!

Festival of Lessons and Carols: This takes place at the end of the Michaelmas Term. Years 3 to 6 are all involved in the Choirs, and select pupils from Years 7 to Shell are in the Chamber Choir. Any pupils in Years 7 to Shell not in a Choir will sit with their Form Teachers. Children in Reception to Year 2 may attend with their parents.



Lent Term

Ski Trip: Pupils in Year 5 and above are eligible to join the annual ski-trip which takes place in the Lent half term. Application forms and information are sent out the preceding year and places are allocated on a first-come-first-served basis.

Trinity Term

Sports Day: This takes place during the Trinity Term and the dates are shown on the SOCS School Calendar. A separate day is held for Pre-Prep and Juniors/Seniors.

Meet the Teacher: A 'Meet the Teacher' meeting for all Reception to Year 9 parents is held in July, when there is an opportunity to meet the staff and other parents and hear about the curriculum and opportunities for your child in their new Year Group. The date will be shown in the school calendar and further information will be sent in the bulletin and on the portal. If your child is starting into Nursery, the Head of EYFS will conduct a home visit in Trinity term.

Prize Giving: This takes place at the end of Trinity Term commencing at 10:30. Children in Year 3 - Shell sit together. Pre-Prep children sit with their parents. Pre-Prep finish the day before and do not attend Prize Giving (unless attending with parents). The more formal proceedings take place in the Sports Hall and we usually invite a Headmaster or Headmistress from a senior school in the UK to be our Speaker. Prizes are given out only for Years 3 - Shell and this ceremony usually takes just over the hour. We understand that the formal proceedings may be tiring for some of the Pre-Prep children and you are welcome to bring them along after the speeches. All children should wear school uniform and boys in Years 3 to 8 inclusive are expected to wear long-sleeved white shirts to this event.

8.4 Use of Email and WhatsApp

At St Michael's, we value open communication between parents and the school, and we encourage the use of email for most communications. This allows us to respond efficiently and ensure that all information is documented. All staff will aim to respond to emails within 48 working hours. However, we ask that parents avoid using WhatsApp or other messaging platforms for school-related communication. For urgent matters, please contact the school office directly. We appreciate your understanding and cooperation in helping us maintain clear, organised communication.

8.5 Parents' Evenings

Parents' Evenings take place over two evenings during the Michaelmas and Lent Terms and are by appointment. Details of these evenings are given in the school calendar, bulletin and portal. Parents meetings in Nursery are an opt-in appointment, and details are sent by the Head of Nursery.

8.6 Reports and Assessment

At St. Michael's, we provide regular updates on your child's progress through various forms of assessment. School reports are issued at the end of the Trinity Term and are available on the Parent Portal. The Early Years Foundation Stage Profile is also completed at this time for our youngest learners.

In the EYFS and Pre-Prep, assessment is ongoing and informal, helping to guide the planning of each child's learning. Formal assessments in Year 1 and 2 are shared with parents at parent evenings and through the Parent Portal.

In the Juniors and Seniors, pupils receive quarter term assessments, focusing on effort and, at half term, both attainment and effort grades, supported by a half termly Form Tutor's comment. These are published on the Parent Portal.

In addition, Island-wide Cognitive Ability Tests (CAT4s) are administered to Year 3-Shell pupils each September. These are supported by Progress Tests in Maths, English and Science at the beginning and start of each year. Formal school examinations take place in the Trinity Term from Year 6.



Attendance



9.1 Attendance

At St Michael's, we are committed to maximising our pupils' potential and ensuring they don't miss out on their education due to poor attendance. Form tutors and class teachers are responsible for monitoring and reviewing the attendance records of the pupils in their care. Any concerns regarding attendance should be raised with the Assistant Head Pastoral. Poor attendance, noticeable patterns, or sudden unexplained absences must be followed up by the school.

An electronic register is taken to monitor attendance both in the morning and afternoon and parents are able to view their child's attendance record by logging into their parent portal.

Medical and Dental Appointments: Routine appointments, such as dentist or optician visits, should ideally be scheduled during school holidays or outside of school hours whenever possible to minimise disruption to a child's learning.

Bereavement: In the event of a family bereavement, we kindly ask that parents inform the school so we can offer the appropriate support to the pupil. Absence due to bereavement will be marked as 'Authorised' on the school register.

Religious Observance: Absence may be authorised for a day set aside for religious observance by the religious body to which the pupil's parents belong.

Special Occasions: Exceptional occasions, such as a sibling's graduation or a family wedding, may be authorised if requested in writing to the Head. However, events such as attending sports fixtures or concerts will not be considered valid reasons for authorised absence.

Senior School Visits: Senior School visits will be authorised under 'Absent (Approved - Educational Activity)'. Parents must inform the school in advance of the dates to ensure the absence is properly recorded.

Interviews: Pupils must attend Senior School interviews at the times and dates set by the institutions. It is essential that the school is informed of these dates in advance. These absences will be authorised under 'Absent (Approved - Educational Activity)'.

Sports Fixtures for Out-of-School Teams: Sports fixtures that take place away from school premises, where the pupil is representing the school, the Island, Channel Islands, County, or International team, will be recorded as 'Absent (Approved - Educational Activity)'.

Holiday: The school does not support taking time off for family holidays during term time. Pupils should not be removed from school for holidays unless there are exceptional circumstances, and prior authorisation is granted by the Head. Requests for time off should be made at least two weeks in advance. These requests will be considered on a case-by-case basis, and leave will only be granted for exceptional or extenuating circumstances, such as a family crisis requiring time together. The number of days authorised will be at the Head's discretion. Absences due to holidays will be marked as 'Unauthorised' on the school register.

9.2 When to keep a child at home

An important aspect of infection control at St. Michael's is ensuring that children who are ill and potentially infectious do not attend school. To help reduce the spread of illness, parents are asked to keep children at home if they are displaying any of the following symptoms: fever, persistent chesty cough, rash, diarrhoea, or vomiting.

In the case of diarrhoea or vomiting, children must remain at home for a minimum of 48 hours after the symptoms have subsided. If a parent feels their child is not well enough to participate in Games, it is likely that they are not well enough to be in school. This policy helps to protect the health of all our pupils and staff.

9.3 Reporting absence

If a child is absent from school due to illness, or will be late because of a medical appointment, parents are requested to please telephone or email the School Office (01534 856904, office@stmichaels.je) as early as possible on the day and a message will be passed to the Form Teacher. We also wish to know if normal arrangements for children leaving school are changed.

Children who leave school during the day for appointments should be signed out / in (via the School Office). Permission for prolonged absence during term time should be sought from the Head.

9.4 Term dates

Terms are known as Michaelmas (Autumn), Lent (Spring) and Trinity (Summer). At half-term school will generally finish at the usual time for all year groups. There will be no after school activities, so School will finish at 16:05 for Years 3 - Shell. **School will close at 12 noon on the last day of each term.** There are no PE lessons taking place on the last day of term and all children should come to school in school uniform. Please refer to the school website for term dates.

Pastoral Care and Safeguarding



10.1 Safeguarding

St Michael's is dedicated to safeguarding and promoting the welfare of children and young people, expecting all staff, volunteers and visitors to uphold this commitment. We handle our safeguarding responsibilities with the utmost seriousness, ensuring any concerns are addressed promptly and effectively. Our Designated Safeguarding Lead can be contacted via office@stmichaels.je or by calling the School Office on: 01534 856904. If our Lead is not available, please ask to speak to one of the Deputy Safeguarding Leads. Our full Safeguarding and Child Protection Policy can be found under our key policies page on the school website: www.stmichaels.je

10.2 Additional Support

The aim of pupil support is to remove barriers to learning and build a growth-mindset approach in all that our children do. All young people learn differently and we work closely with pupils, parents and teachers to ensure that each individual achieves their full potential, through tailoring learning to individual need, interest and aptitude.

Our pastoral, academic and learning support systems are interwoven, ensuring the right individualised support is given to pupils on their learning journey.

Teaching and learning strategies are matched closely to the individual's needs and are designed to build confidence and self-esteem. Support can be given in a variety of ways throughout the school, including on a one-to-one basis, in a small group and most importantly, within the classroom.

The Department is staffed by experienced, specialist teachers and teaching assistants, who all hold additional qualifications to cater for pupils with a range of needs. We ensure that needs are monitored and support is adapted as the child moves through the school.

We also work closely with outside agencies and ensure that children have the necessary access arrangements in place. Please note that some SEND interventions are chargeable.

Please email the School Office for more details about Learning Support.

10.3 Signing in to school

All visitors and parents must sign in at the School Office upon arrival and receive an appropriate lanyard. Upon departure, please return the lanyard to the Office, where sign-out will be completed. Please note, parents are requested to refrain from entering the school changing rooms. If the need occurs, e.g. to collect a sports bag, please ask the Office staff who will arrange for a staff member to assist.

10.4 Photo permissions

Your child's name and image may appear in school publications, provided this is not against their interests. Parents who object to this should inform the School in writing or complete the Photo Permissions form upon admission. The School will not include children's names with photographs on our website or social media platforms.





Health and Safety



11.1 Nut-free school

As part of our commitment to the safety and well-being of all students, St Michael's is a nut-free school. This policy is in place due to the presence of several students with severe anaphylactic allergies to nuts. We kindly ask that parents ensure no nuts or nut-based products are brought onto the school premises.

11.2 Fire drills

The School conducts termly fire alarm drills for all pupils. Children are reminded of the importance of remaining calm, quiet, and following the instructions given by staff. The School has a number of trained fire marshals to ensure safety and the smooth execution of these drills.

11.3 School Nurse

St Michael's pupils and staff are excellently cared for by our on-site School Nurse. All pupils have access to the medical room throughout the day. Our School Nurse provides first aid to any pupils who become unwell or are injured during the day. She also supports pupils with long-term medical needs, such as those living with severe allergies, asthma, or diabetes. She is present at sporting fixtures and school events to ensure the health and safety of all involved. She is also available to discuss any problems or anxieties pupils may have, and she works closely with Form Tutors, Heads of Year, and the Designated Safeguarding Lead to support pastoral care.

11.4 First Aid

Minor first aid incidents are recorded on the Parent Portal by the School Nurse or First Aider, and parents are notified. For incidents requiring further medical treatment, parents will be contacted. We are fortunate to have two defibrillators on site, located in the main office and the Pavilion building.

11.5 EYFS

All staff in EYFS are paediatric first aid trained. Nursery staff will only administer prescription medications once children have completed the first 24 hours of medication at home. If the child develops a temperature, Calpol and other medicines will not be given to children during the school day without calling parents first. Parents will be expected to collect unwell children. Please do not send your child to school if they have needed Calpol in the morning.

11.6 Medicine

If a pupil requires medication during school hours, parents are asked to bring in the medication in its original packaging (clearly labelled with the child's full name and within the expiry date), and sign a medical consent form. The School Nurse works directly with parents to manage any medication kept on site (such as auto-injector pens or inhalers) and completes an individual healthcare plan for each pupil who requires ongoing support.

11.7 Head lice

The most effective way to control head lice is through regular checks at home. We recommend checking your child's hair frequently with a metal fine-tooth comb, ideally on wet hair after applying conditioner. If head lice are detected during the school day, parents will be contacted by the Nurse and asked to administer treatment that same day to prevent further spread. Your cooperation in this matter is greatly appreciated to help maintain a lice-free environment at school.

11.8 CCTV and Data Protection

The school uses CCTV surveillance around the premises to ensure the safety and security of our students, staff and visitors. The cameras are positioned in public areas and monitored in accordance with relevant data protection laws. CCTV footage may be reviewed in the event of incidents or emergencies, and the recordings are stored securely. Please note that the footage is not used for any other purpose and access is restricted to authorised personnel only. If you have any concerns or questions about the CCTV system, please contact a member of the Senior Leadership Team.

The information you provide to the School will be processed for educational purposes in accordance with the Data Protection (Jersey) Law 2018, which includes the General Data Protection Regulations (GDPR), ensuring confidentiality and privacy. On occasion, information may be disclosed and used outside of St Michael's School if it is considered to be in the best interests of the pupil. The School's Privacy Policy is available on our website or on request.



Important Reminders



No dogs are to be brought on to the school grounds (apart from the car park, and they must be kept on a lead).

If pupils are taken out of school during the day, they must be signed out at the office, and back in if necessary.

Mobile phones are not to be brought into school.

If special permission has been granted by the Form Teacher or one of the Senior Leadership Team, the phone must be taken to the School Office on arrival at School and only collected at the time of leaving School.

All uniform and equipment brought into school must be clearly named.

No valuable items should be brought into school.

All parents coming into the school outside of pick up times MUST sign in at the School Office on arrival.

What to do if...



If your child is ill

If a child is absent from school due to illness, or will be late because of a medical appointment, parents are requested to please telephone or email the School Office (01534 856904, office@stmichaels.je) as early as possible on the day.

Your child arrives to school late

If your child arrives late, they must report to the School Office with a parent or carer to sign in.

Your child will be collected by someone else as a one-off

If your child is to be collected from school by a different person from usual one day, please ensure that the form teacher is informed in writing or the School Office is emailed in good time. If there is a late alteration to arrangements, please telephone the School Office.

You are running late to collect your child

If you anticipate being late to collect your child, whether at the end of the school day or from activities, please inform the school office as soon as possible. If a child is not collected from either their classroom or the car park, they will be brought to the Boardroom, and the office staff will contact parents if they have not received prior notice.

**You want to book your child in for after school activities**

Please email the school office who will be able to advise on activities and availability

Your contact details or address changes

Please email the school office who will action any amendments

You have a query or concern

In the first instance, please contact your child's Form Teacher or email the School Office. If your concern is related to safeguarding please email the Assistant Head Pastoral who is the Designated Safeguarding Lead

Uniform and Equipment



14.1 Uniform Lists

Children are expected to arrive at and leave School wearing full school uniform, with the exception of some Pre-Prep children who, on certain days, will arrive and / or leave in PE kit. There is a special choir uniform for children in Years 3 to 8 and you will receive details of this if your child is invited to join the School Choir. At special events, such as Prizegiving, performances, and trips out of the Island, boys in Years 3 to Shell are normally expected to wear white shirts. Please make sure that all your children's clothing is named.

In cold weather, if your child wears a vest, this should be plain white only. All clothing, including underwear and footwear, must be clearly marked.

Contact Details for Lyndale Uniform Shop

Lyndale, Rue du Grand Jardin, Augres, Trinity, JE3 5FJ

Directions: Travel North up the A8 (La Grande Route De La Trinité, Trinity Hill). Take the second turning on the left after the Red Rose Restaurant and follow the directional signs from there. Telephone : 01534 862411 Email: myra@lyndalesports.je

Nursery Uniform and General Clothing Requirements

Nursery plain white polo shirt
Nursery sweatshirt (logo)
Nursery plain black joggers
Nursery black shorts for summer months (logo)
School tracksuit top (optional)
Trainers (any supplier and colour, but correctly fitted)
Socks (any supplier and colour)
Non-slip slippers (from any supplier) - to remain in school at all times (optional)
Wellington boots (any supplier) - to remain in school at all times
Waterproof puddlesuit for outside play (any supplier) - to remain in school at all times



We would like your child to enjoy all the activities on offer in the Nursery and, despite aprons and dungarees being provided to protect clothing, inadvertently children may get wet and/or dirty and need to change their clothes. **Therefore, please provide a full change of spare clothes in a named bag. These do not need to be uniform but should be similar in style (black joggers and white t-shirt).** Please remember to include a number of changes of underwear and socks. Accidents can and do happen and if children have their own change of underwear it does make changing easier for them.

Swimming

Swimming costume / trunks (these do not need to be school regulation)

Swimming hat (fabric swim hats are best as softer to put on)

<https://www.amazon.co.uk/Gogokids-Swimming-Children-Protection-Breathable>

Swimming Goggles (Aqua Sphere goggles are great)

<https://www.amazon.co.uk/Aqua-Sphere-Seal-Swimming-Goggles/>

Weather Requirements

Coat (suitable for wet and/or cold weather) - plus a spare to remain in school

Hat and gloves (winter months)

Sunhat (summer months)

Suncream (SPF 30 or higher) - to be applied at home before school and roll-on stick (labelled) to remain in school for the children to apply themselves (with guidance)

Please label all items of clothing, including underwear and footwear.

Reception, Years 1 and 2

BOYS' UNIFORM

All Terms

School blazer with braid
School V-neck sweater with pink stripe
School grey shorts (no turn-ups)
School book bag or Pre-Prep rucksack

Winter Term (winter uniform may be worn until the end of May only)

Grey long-sleeved shirt
School tie
School socks (long grey with pink stripe)
Black shoes (flat, preferably velcro, rubber soles, not slip-on)
School cold-weather jacket
School winter hat
School scarf
Grey gloves

Summer Term (summer uniform may be worn until Michaelmas half-term only)

Grey short-sleeved shirt
Grey ankle socks
Black shoes (any supplier - flat, preferably velcro, rubber soles, not slip-on)
School sunhat
Suncream (SPF 30 or higher)

Sportswear

All Terms

School tracksuit
School grey sweatshirt (optional)
School black shorts
School House Colour top
School polo shirt
School short white sport socks
Black undershirt / under shorts / under leggings for cold weather (optional)
Trainers (any supplier but fitted correctly) - preferably with velcro fastening - no lights and not black
Towel (any supplier and any colour)
Black swimming trunks
Swimming cap (House Colour)
Swimming goggles (any supplier and any colour)
Swimming Bag

GIRLS' UNIFORM

All Terms

School blazer with braid
School V-neck sweater with pink stripe
School book bag or Pre-Prep rucksack

Winter Term (winter uniform may be worn until the end of May only)

Charcoal grey, box-pleated pinafore dress with knee-length hem
Pink blouse
School tie
Plain grey tights or knee-length grey socks
Black shoes (flat, preferably velcro, rubber soles, not slip-on)
School cold-weather jacket
School winter hat
School scarf
Grey gloves

Summer Term (summer uniform may be worn until Michaelmas half-term only)

School summer dress with knee-length hem
Plain white ankle socks
Black shoes (any supplier - flat, preferably velcro, rubber soles, not slip-on)
School sunhat
Sun Cream (SPF 30 or higher)

Sportswear

All Terms

School tracksuit
School grey sweatshirt (optional)
School black shorts
School House Colour top
School polo shirt
School short white sport socks
Trainers (any supplier but fitted correctly) - preferably with velcro fastening - no lights and not black
Towel (any supplier and any colour)
Black swimming costume
Swimming cap (House Colour)
Swimming goggles (any supplier and any colour)
Swimming Bag

Please label all items of clothing and equipment.

Years 3 to Shell

BOYS' UNIFORM

All Terms

School Junior Rucksack (with logo) (Years 3 and 4 only)
School Senior Backpack (with logo) (Years 5 to Shell only)
School blazer with braid
School tie
School jumper with pink stripe
School grey shorts (no turn-ups) (Years 3 to 6 only) OR
School charcoal grey long trousers (no turn-ups) (Years 5 to Shell only)
White, long-sleeved shirt for special occasions (any supplier)

Winter Term (winter uniform may be worn until the end of May only)

Grey long-sleeved shirt
Plain dark grey ankle socks to be worn with long trousers (Years 5 to Shell only)
School socks (long grey with pink stripe) worn with shorts (Years 3 to 6 only)
Black shoes (any supplier - rubber soles, not slip-on)
School scarf
School cold-weather jacket (optional for Years 5 to Shell, but no other coat may be worn)
School grey gloves

Summer Term (summer uniform may be worn until Michaelmas half-term only)

Grey short-sleeved shirt
Grey ankle socks
Black shoes (any supplier - rubber soles, not slip-on)
School sunhat
Suncream (SPF 30 or higher)

Sportswear

All Terms

School PE holdall (with logo)
School tracksuit
School grey sweatshirt
Black undershirt / under shorts / under leggings for cold weather (optional)
School House Colour top
School white polo shirt
School black shorts
General-purpose trainers with non-marking soles (any supplier, but fitted correctly, not black and not running trainers)
School short, white games socks with black bands
White sports socks
Black swimming trunks (two pairs in kit bag)
Towel with loop at centre of long side (any supplier and any colour)
Swimming cap (House Colour)
Swimming goggles (any supplier and any colour)

Winter Term

Reversible School rugby shirt - needs to be long-sleeved
Black base layers (long-sleeved top - no need if wearing long-sleeved rugby shirt - and bottoms)
Extra pair of School black shorts (i.e. two pairs in kit bag)
Long black games socks
Football boots with name label on inside of tongue (any supplier and any colour)
Football shin pads (any supplier and any colour)
Gum shield for rugby / hockey (not 'boil and bite' style)

If you have any queries about sports footwear, please consult the Sports staff.



Years 3 to Shell

GIRLS' UNIFORM

All Terms

School black Prep folder (with logo) (Years 3 and 4)
School black backpack (with logo) (Years 5 to 8)
School blazer with braid
School sweater with pink stripe

Winter Term (winter uniform may be worn until the end of May only.)

School grey tunic (Years 3 and 4 only)
School grey skirt (Years 5, 6, 7 and 8 only)
School pink shirt
School tie
School scarf
School cold-weather jacket (optional for Years 5 to Shell)

Knee-length, plain grey socks or grey ribbed tights
Black shoes (flat, rubber-soles, not slip-on)
Grey gloves

Summer Term (Summer uniform may be worn until Michaelmas Half-Term only.)

School summer dress
School sunhat
Plain white ankle socks
Black shoes (flat, rubber-soles, not slip-on)
Suncream (SPF 30 or higher)

Sportswear - All Terms

School PE holdall (with logo)
School tracksuit
School grey sweatshirt
School House Colour top
School polo shirt
School black shorts
School skort (with logo) (Years 5 to 8 only)
School short, white games socks with pink bands
General-purpose trainers with non-marking soles (any supplier, but fitted correctly, not black and not running trainers)
Black leotard
Black swimming costume
Towel (with loop at centre of long side)
Swimming cap (House Colour)
Swimming goggles

Winter Term

School (reversible) rugby shirt
Black long-sleeved base layer (to wear under rugby shirt)
Football boots (needed for Years 3 to 6 - Michaelmas term for football, and Lent Term for cross-country - please ensure they are named on inside of tongue)
Long black games socks
Shin pads
Gum shield for hockey (not 'boil and bite' style)

If you have a query about sports footwear, please consult the Sports staff.



Stationery Requirements (Years 5 to Shell)

From any supplier:

- Pencil case
- 2 pencils
- Colouring pencils / crayons
- Coloured felt tip pens
- 30cm ruler
- Rubber
- Pencil sharpener
- Fountain pen (with appropriate washable blue cartridges) or Friction Pen
- Ink eradicator (pen-style - not brush / liquid type e.g. Tippex)
- Pritt stick
- Children's scissors

**Please
ensure that
all items are
clearly
named!**

For Mathematics:

- Compasses
- 180 degree protractor
- 360 degree protractor
- Set square (optional)
- Scientific calculator (any of the Casio FX range)

Mathematics Sets, including a calculator, are available to purchase from School. Please enquire via the School Office: office@stmichaels.je



14.2 Summer / winter uniform

Summer uniform may be worn until the Michaelmas half-term, and winter uniform until the end of the Lent Term. Most new children join in September wearing winter uniform. All uniform can be purchased from Lyndale Uniform Shop.

14.3 Hair and accessories

Pupils' hair should be conventionally styled and kept off the face using a band, or clip if cut in a short style. Long hair that reaches below the child's shoulders should be tied up at all times. Hair accessories should be plain and either black, white, pink or grey. Hard 'Alice-bands' may not be worn for PE, due to risk of the 'teeth' pressing into the child's head.

14.4 Jewellery and watches

No jewellery is allowed except for pierced ears. This should only be one pair of small plain studs.

14.5 Blazers, shirts and ties

Children are expected to come to school looking neat, wearing the correct school uniform that is clearly named. Form staff will be checking the children first thing in the morning and all staff will be looking for smart appearance in lessons and around School. These should be in good repair with all buttons in place and pockets correctly attached. They should be worn with the collars correctly turned down, pockets should not be bulging, and adornments other than authorised school badges are not allowed. Top buttons should be fastened and the tie should be neatly tied and pulled up to the collar. Ties are an expectation from Reception in the winter uniform. From Year 3, ties are an expectation throughout the School Year.

14.6 School shoes

These should be suitable for both indoor and outdoor wear at school. They should give support to growing feet and should be weatherproof. Please do not send your child to School wearing flat, ballet-style shoes or black trainers, which are not suitable.

14.7 Games Kit

The children have timetabled PE each day and the complete kit for the current term should be brought in on Mondays and taken home on Fridays for washing. Children are encouraged to gain independence by learning to change themselves before / after swimming lessons and it will be helpful if they can deal with their own buttons and ties. Please be assured staff are on hand to help where necessary. School has in place an arrangement with a local dental technician to visit school in early September to measure and supply gum shields if you so wish. Information is sent to parents during the Trinity Term.

14.8 Lost property

Pupils are encouraged to respect the property of others and are reminded to not 'borrow' others' belongings. They are also encouraged to look after their own possessions and take responsibility for them. Parents are asked to clearly name all items. Any lost property is placed in the shelving unit outside the Medical Room.

14.9 Second hand uniform

The second hand shop is open Monday mornings from 08:15 to 09:00 (term-time only).



Fees



COMPLEX CALCULATIONS

A1 Evaluate $\frac{5.2 \times 3.9}{7.3 - 3.6}$
Give your answer correct to
3 significant figures

5.

B1 Evaluate

$\frac{14.5}{7.2 - 5.9} - 7.3^2$
Give your answer correct to
2 significant figures

C1 Evaluate

$\sqrt{6.3}$

15.1 Fee Information

Fees must be paid in full on or before the first day of term, unless the School's Standing Order scheme or another arrangement has been agreed with the School. The School reserves the right to charge interest on all overdue fees. If fees remain outstanding for more than 30 days after the start of term, the School may exclude the pupil, and the pupil will be deemed to have been withdrawn if fees are not paid in full within 30 days of exclusion. Additionally, the School is obligated to inform any other school to which you propose to send your child of any outstanding fees. Parents who experience difficulty paying fees due to unforeseen circumstances are strongly encouraged to discuss their situation with the Head or Bursar at an early stage. Termly invoices are posted to the Parent Portal by the Bursar.

Sibling discounts are offered to parents who send more than one child to the same school.
The following discounts are available:

First child - 0% discount

Second child - 5% discount on first and second child

Third child - 7.5% discount

Fourth child - 10% discount



15.2 Bursary Scheme

St Michael's recognises that some parents may face difficulty paying the full fees, but their child could benefit from the education the school provides. The Governors understand that, as a charity, the school must remain accessible to families who may not be able to afford the fees. To support this, the school offers bursaries and sibling discounts. However, the school currently does not offer any scholarships. Bursaries may be awarded to new pupils or, in exceptional cases, to existing pupils if their parents are experiencing financial hardship. Additionally, the St Michael's School Fund can assist parents dealing with short-term financial difficulties. In all cases, any award is subject to means testing. Please address all bursary enquiries to the Head.

15.3 Insurance

The School does not accept responsibility for pupils' accidental injury or loss of property unless it has been shown to be negligent. The School undertakes to maintain all other necessary insurances. All other insurances are the responsibility of parents including insurance of the pupil's personal property (e.g. laptop computers when authorised, musical instruments) whilst at school or on the way to or from school or on any school sponsored activity away from the School. Pupils' belongings whilst on school trips are insured to a certain value under the School's travel insurance. The School makes available to parents a number of insurance schemes. Details of these policies are available from the Bursar.

Staffing and Governance



16.1 Staff

Information regarding current staff can be found on our website: www.artscentre.je

16.2 Governors

The Governing Body aims to ensure an appropriate leadership and governing structure is in place and developed to maintain the School traditions and reputation. The body consists of current and retired professionals and experts in their field, from both on and off the Island. More information on all of the School Governors can be found on the school website. Correspondence can be emailed to: chairofgovs@stmichaels.je

16.3 School Policies

The School has formulated a number of policies to deal with the safety and wellbeing of children in its care and their education. Copies of the policies may be found on the School Website or can be requested from the School Office.

16.4 Alumni

All pupils leaving the School will automatically become members of the Old Boys' and Girls' Association and may be contacted in the future concerning events at school. A small one-off charge to cover membership will be added to the final bill.





ST MICHAEL'S

PREPARATORY SCHOOL

LA RUE DE LA HOUGUETTE, ST SAVIOUR, JERSEY, JE2 7UG