





ST MICHAEL'S CEP PRIMARY SCHOOL

Sharing, Caring and Learning Together

PROSPECTUS 2021 - 2022

Welcome to St Michael's Church

St Michael's is a happy, successful and very popular, over-subscribed primary school with a Nursery, which offers education for children from two to eleven years. It is an outstanding Church of England Primary School serving the local community (SIAMS inspection grade). It is a very special place for children to learn and develop together.

The school is located in the Great Lever area of Bolton. Although we are not far from the town centre, our school is surrounded by trees and we even have our own woodland, wildlife area and pond!

The school was originally built in the 1800's and moved to its current location in 1968. It has grown in size significantly over the last twelve years due the demand for places from our local community.

Our friendly school is based on traditional Christian values. Each child is cared for as an individual and nurtured to reach their personal potential.

Since the start of the Covid-19 pandemic, the strength of our school unity, support and collaboration has been inspirational. Without doubt, it has been a challenging time for everyone, but together we have got through it. At the end of the Olympics in August 2021 the message from the Olympic President, Thomas Bach, very much reflected our school experience during Covid "The Olympic Games of hope, solidarity and peace.....We did it – together."

We enjoy, and benefit from, strong links with Church and community. Members of the clergy regularly lead collective worship.



"Pupils, parents and carers, staff and governors are proud of their school. The school's motto 'Sharing, Caring and Learning Together', threads through all aspects of school life. Leaders have high aspirations for pupils. They provide a curriculum which meets the needs of pupils."

(Ofsted November 2019)



ch of England Primary School

Our school is at the heart of the local community. There is a 'family feel' and our children flourish in our safe and secure environment.

St Michael's CEP children are happy, motivated, eager and excited about learning. Their behaviour and manners are excellent and they are enabled to become active and responsible citizens by developing their 'voice', as well as engaging with and being committed to their school and community in meaningful ways. They are supported to become resilient, to adapt and adjust to life in creative ways and to learn from their experiences.



When children leave our school they are well prepared for the next stage of their education, confident and full of self-belief and personal aspiration.

At St Michael's we focus on ensuring that each child makes sustained progress by knowing more and remembering more day by day, week by week and year

by year. This is approached in an imaginative, developmental way –

education at St Michael's not just about filling children with information but more about lighting their fire and desire to learn in a life-long way. Despite the many challenges since early 2020 due to the Covid-19 pandemic, our teaching and learning has continued to develop and adapt to reflect the need to learn in different ways, including online.

The school staff team are approachable, caring, knowledgeable and committed to enabling strong progress from each child's entry and starting points.

Excellent teaching and learning takes place through challenging and enjoyable activities.

This prospectus is designed to give you a feel for our school and to provide you with information that you will find helpful.



'St Michael's CEP School has a remarkable capacity to generate goodwill and excellent practice. Not only has the School adopted all the good practice sometimes seen, in part, in other schools, it has introduced some original practice not previously seen by this assessor e.g. the Perseverance Award for Year 6 children. The oral evidence from governors, staff, children and – especially – parents displayed some real strengths of the School, which are the relationships it has nurtured and the loyalty it has inspired.'

(Wellbeing Award for Schools July 2021)

Our school website at

www.st-michaels.bolton.sch.uk provides further information. We also have a Facebook Page @stmichaels.Bolton and an Instagram account @st.michaels_bolton and also a school sport Twitter account StMichsCEPSport that you are able to follow to share our achievements.

During 2021-2022, in addition to our usual activities and events, we will be celebrating the 170th anniversary of the opening of St Michael's Church. As part of our teaching and learning, in September all classes from Reception to Year 6 will take part in lessons and workshops linked to the Victorian era when the church was built. There will also be 'street parties' for each year group along with visits to the church for our older children to learn about the history of the church and the local area.

Following on from our own church celebrations, in 2022 we will be joining in with the national celebrations for the Queen's Platinum Jubilee. Hopefully by 2022 we will be able to invite parents into school to share these celebrations with us.

As a Church of England Primary School we support those of the Christian faith, those of other faiths and those of no faith in order to experience 'life in all its fullness'.

We focus on providing an excellent education first and foremost whilst also developing positive relationships and building a strong school and local community. Our 'World Café', held at St Michael's Church, usually takes place each Monday morning during term time (if no Covid restrictions are in place) and is lovely weekly occasion for friendships to be made between children, parents, staff, church members and local residents.

Our school was inspected by Ofsted in November 2019. The excellent report can be seen in full on our website along with the outstanding report from our last SIAMS inspection.



"Pupils work hard in lessons. They enjoy learning and they value their education. Pupils are respectful towards each other, staff and visitors. They report that they feel lucky to be able to attend their school. They are happy and feel safe because staff look after them."

(Ofsted November 2019)



St Michael's CEP Nursery

We have a well-established, popular and successful Nursery which caters for children from two years old. Our Early Years provision has been recognised as Outstanding by Ofsted. Places are very much in demand.

Children are usually admitted to the Nursery in date of birth order.

We have separate morning and afternoon classes to enable children to attend for 15 hours weekly (children in our 30 hour provision attend both morning and afternoon)



Two year old nursery places

(15 hours weekly during term time)

Our 'Sunflowers' Nursery class, located at the front of school in 'The Dell', is specifically for two year old children. These places are for either a morning or afternoon session for children who meet specific government eligibility criteria. Two Year Old eligibility criteria can be checked online

www.bolton.gov.uk/fundedchildcare.

Please come and put your child's name down in the school office if you are interested in a two year old place and if preferred we can check eligibility for you.

Three year old nursery places

(15 hours weekly during term time)

Children who are not part of our 2 year old provision are usually admitted in the term after their third birthday. If we have places available we may admit children after their third birthday.

Full-time nursery places for children aged 3+ years

(30 hours weekly during term time)

There are also a limited number of full time places (30 hours) available for children aged 3+ years whose parents meeting the DfE Working Families criteria.

If you would like to check your eligibility for a 30 hour nursery place please go to www.childcarechoices.gov.uk.

If the check confirms you are eligible please make a note of the code you will be given online and contact Mrs Tierney our School Business Manager straight away.

Please see our separate Nursery prospectus for more information about St Michael's CEP School Nursery.



"The early years is a strength of the school. Children get off to an excellent start in their learning and make strong progress. Children's learning, both inside and outside, is impressive. The learning environment is vibrant and well-resourced. Many children attend the school's Nursery. They settle quickly into school life."

(Ofsted November 2019)

"The installation of 'The Dell', which has been resourced and staffed for the two year old provision, has had a huge impact with progress from starting points being strong."

(Inclusion Quality Mark Centre of Excellence Review May 2020)



Our Vision

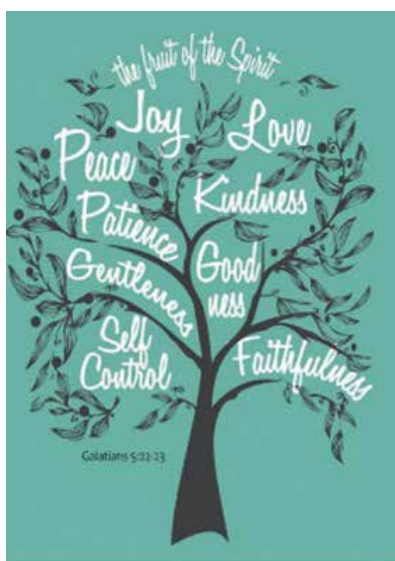
‘Sharing, Caring and Learning Together’

At St Michael’s CEP, as we share, care and learn together, we are building a loving, caring, inclusive community to provide every child with a high quality learning and personal development experience.

We support all, celebrating achievements and providing our children with a foundation of faith, hope and aspiration in an ever-changing world.

We place the Christian values of Love, Peace, Joy, Faithfulness, Goodness, Self-Control, Forgiveness, Gentleness, Kindness and Respect at the centre of all we do. These values, which are also important to other faiths and those of no faith, reflect the importance of humanity and our treatment of each other and our world.

We do this so that all children, parents, staff and governors can work together in partnership to enable all children to realise their full potential and provide pupils with every opportunity to flourish and grow academically and personally whilst also developing their skills and talents as individuals.



Our Mission Statement

At St Michael’s our Christian foundations shine brightly for all to see, guiding us spiritually, morally, socially and intellectually to become confident, successful and aspirational throughout our lives.

We share, care and learn together as one family, mindful of our Creator, caring for, respecting and valuing each other within our school, our community, our country and around the world.

Our Aims

- To provide a happy, inclusive, well-ordered and caring school family environment in which everyone feels safe, cared for and respected
- To inspire a love of learning
- To provide a broad and balanced curriculum for all children that is creative and imaginative
- To develop children’s confidence, self-belief and self-worth
- To treat everyone equally and with respect
- To promote empathy, compassion and caring
- To promote enthusiasm, laughter and fun
- To celebrate achievement
- To encourage our children to search for truth and purpose in life by providing opportunities to develop and grow in a faith or belief by which to live
- To maintain and develop links with the parish, families, other represented faith groups and the community to promote understanding and harmonious relationships

We aim for children:

- To respect and value themselves, others, property and the law
- To be reflective in their learning, of themselves and of their behaviour
- To be imaginative and creative
- To be tolerant and patient
- To be resilient and able to take risks
- To be prepared for the next stage of life and become a well-adjusted, responsible member of society, able to make a positive contribution
- To understand the value of words and be confident in interacting and debating with others and have the ability to use words calmly and positively to resolve issues
- To understand the importance of the core values of Love, Peace, Joy, Faithfulness, Goodness, Self-Control, Forgiveness, Gentleness, Kindness and Respect in our daily lives.

We believe that our school vision statement, mission statement and aims promote the fundamental British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

9 Good Ways to Produce a Great Crop

1. Plant seeds of love.
2. Plant seeds of joy.
3. Plant seeds of peace.
4. Plant seeds of patience.
5. Plant seeds of kindness.
6. Plant seeds of goodness.
7. Plant seeds of faithfulness.
8. Plant seeds of gentleness.
9. Plant seeds of self-control.



Our school bible verse for 2021 is based on Ephesians 4 verse 32 and our bible verse for 2022 will focus on the importance of love.

These verses are directly linked to our school vision, mission statement and aims.

2021



2022



“Leaders and governors are determined that pupils will leave the school as well-rounded, caring citizens of the future. The school is a diverse and inclusive community and has achieved many awards to celebrate this fact.”

(Ofsted November 2019)

**PEACE
HOPE LOVE**



“In classes and around school, pupils are kind and considerate to others. Their behaviour is good and disruption to learning is rare.”

(Ofsted November 2019)



St Michael's CEP Primary School became two form entry in September 2011 with 60 children admitted into the Reception cohort, with this year group size moving through the building year by year. All year groups are full every year with a waiting list for each year group and regular appeals for places. Our school is very popular!

The Reception cohort has capacity for 60 children who are split into two classes of 30 pupils. Children are allocated to a Reception class and usually remain in this class throughout their Reception year.

In subsequent school years there may be some movement of children between the two year group classes if this is felt appropriate to maximize development opportunities and progress for pupils within our school provision.

Arrangements for children joining our Reception classes are managed by the Admissions Team at Bolton Council.

In the Autumn of the year before your child is due to start school, you will receive an application form from the council.

You MUST complete the application form and return it to Bolton Council, even if your child already attends our Nursery.

It is strongly recommended that you put St Michael's CEP as your first preference if you wish your child to attend our school.

Please contact school if you would like help completing your school application form, we are happy to be of assistance.

You MUST return your application form to Bolton Council by the date given – without this they cannot allocate a school place for your child.

Around Easter-time you will receive a letter from Bolton Council telling you which school your child has been offered a Reception class place at.



The current Covid 19 Pandemic has posed considerable challenges for all schools in that parents and visitors have not been on site for activities as they were previously. However, it is evident that St Michaels has risen to the challenge and enabled parental engagement to flourish by enhancing communication methods in line with needs. There has been a positive impact in (amongst others) the following areas:

- **Development of extended forms of communication e.g. Microsoft Teams, e-mail and increased telephone contact.**
- **Home learning with positive feedback in relation to numbers engaging and that parents have information at their fingertips e.g. Instagram**
- **ESOL courses (pre covid) supported the engagement of families where language had been a barrier.**
- **An enhanced picture of family learning and engagement due to systems put in place during the pandemic.**

(Leading Parent Partnership Award reassessment July 2021)



Meet the Staff

Many people work at St Michael's CEP Primary School. We all share the same goal: to provide the highest quality care, education and development opportunities for all of the children attending our school.

For 2021-22, the school is organised as follows. Now that many restrictions linked to Covid-19 have lifted, we intend to work in our usual way. Should it be required, we will revert to year group 'bubbles' as were in place during 2020-2021.

Head Teacher:	Mrs A Hart
Deputy Head Teacher:	Mr M Worden
Assistant Head Teacher:	Mr A Begg
Assistant Head Teacher:	Mrs R Dawber
SENCOs (Special Educational Needs Co-ordinators):	Mrs A Hart Mr M Worden

The Designated Safeguarding staff are Mrs A Hart, Mrs M Moulton, Mr M Worden, Mr A Begg and Mrs R Dawber.

The staff with each class and year group (whilst in year group bubbles) are as follows:

Nursery 2's (Sunflowers)

Teachers:	Miss E Walkden Mrs J Begg
Teaching Assistants:	Mrs J Simpson Mrs N Djambi Mr S Day

Nursery 3's (Snowdrops)

Teachers:	Miss R Smith Mrs J Begg
Teaching Assistants:	Mrs K Berry Miss S Bhikha

Reception (Buttercups)

Teachers:	Mrs B Davey Mrs E Joyce
Teaching Assistants:	Miss R Amla Mrs A Khan (from early 2022)

Reception (Daises)

Teachers:	Mrs R Dawber Mrs E Joyce
Teaching Assistants:	Mrs M Orzechowska Mrs A Khan (from early 2022)

Year One (Daffodils)

Teachers:	Mrs S Prior Miss Manning
Teaching Assistants:	Mrs N Arshad Mrs Rahman Mrs L Foster

Year One (Poppies)

Teachers:	Mrs R Abbott Miss Manning
Teaching Assistants:	Mrs A Speakman

Year Two (Bluebells)

Teacher:	Miss J Bergin Miss J Lowe Miss H Considine
Teaching Assistants:	Miss R Samuels Mrs J Howard

Year Two (Primroses)

Teacher:	Miss S Bottomley Miss J Lowe Miss H Considine
Teaching Assistants:	Mrs J Fleming Mrs J Howard

Year Three (Horse-Chestnuts)

Teacher:	Mr P Cunningham Mr Wood
Teaching Assistants:	Mrs E McGrath Mrs L Alshatri

Year Three (Willows)

Teachers:	Miss B Barnes Mr Wood
Teaching Assistants:	Mrs H Hodson Mrs N Yasin Mr L Foster

Year Four (Birch)

Teacher:	Mrs H Jarvis Mr Wood
Teaching Assistants:	Mrs R Kousaar Mrs S Kapasi Mrs L Ashatri

Year Four (Sycamore)

Teacher:	Mr D Bottari Mr Wood
Teaching Assistants:	Mrs Y Hunt Mrs L Alshatri

Year Five (Beech)

Teachers:	Miss L Hassall Mr A Begg
Teaching Assistants:	Mrs J Uwera

Year Five (Elms)

Teachers:	Mrs S Henthorne Mr A Begg
Teaching Assistants:	Miss L Green Mrs N Mughal

Year Six (Oaks)

Teachers:	Mr P Bracegirdle Mr S Spencer Mr C Cutler
Teaching Assistants:	Mrs S Shah Miss S Hussain

Year Six (Teaks)

Teachers:	Mr M Hulton Mr S Spencer Mr C Cutler
Teaching Assistants:	Mrs S Mehmood Miss S Hussain

Learning Mentor	Mrs M Moulton
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Lunchtime Assistants

We have a large team of Lunchtime Assistants who support the children during the lunch break. Each class has an allocated Lunchtime Assistant with further members of staff working with our children during the lunch break.

Office Staff

School Business Manager:	Mrs J Tierney
Senior Administrator:	Mrs C Jones
Administrator:	Mrs C Beckinsale

Site Maintenance Staff

Our Site Manager is Mr M McVeigh and our Caretaker is Mr C Williams.

Cleaning and Catering

Our cleaning team and school catering teams are employed via Bolton Council.

Meet the Governors

The governors meet regularly to discuss all aspects of school leadership and management. The Chair of Governors can be contacted through the school office.

Miss M Brockie	Chair of Governors (Foundation Governor)
Rev M Cowling	(Foundation Governor - Ex-Officio)
Mrs M Moulton	(Foundation Governor)
Mr G Cutler	(Foundation Governor)
Mrs H Butler	(Foundation Governor)
Mrs V Workman	(Foundation Governor)
Mr I Butler	(Foundation Governor)
Mrs R Kousar	(Elected Parent Governor)
Mrs S Shah	(Elected Parent Governor)
Mrs H Jones	(Local Authority Governor)
Mrs A Hart	Headteacher- (Ex-Officio Governor)
Mr M Worden	Deputy Headteacher (Staff Governor)
Mrs C Brooks	Clerk to the Governors (Bolton Council-Governor Support)



"Staff enjoy working at the school. They work well as a team and are keen to continually improve the education that pupils receive."

(Ofsted November 2019)



Our Curriculum

At St Michael's CEP we know that it is hugely important that our children enjoy the curriculum to foster a love of education, learning and life.

We teach an exciting, topic-based curriculum from Nursery right through to Year Six. This is taught in many different ways to appeal to all kinds of learners.

We try to get out and about in our local area and use our school outdoor areas whenever possible. Our school mini-bus enables class or group trips to support and enhance the teaching and learning taking place in the classroom.

Visitors are invited to our school for a range of reasons - from fire and water safety talks to artists, musicians, theatre companies and farm visits who help to both teach and inspire.

Our children perform in school and also out in the local community to demonstrate their learning and share their enthusiasm.

St Michael's CEP excels at sport and competition and we regularly enter local and regional tournaments including cricket, athletics, football, rugby, hockey, cross-country and netball. Both boys and girls take part in our sport teams.

"Leaders have high aspirations for all pupils. They provide a curriculum which meets the needs of pupils."

(Ofsted November 2019)



"Pupils are confident, resilient and want to achieve. They report that the school inspires them to be the best that they can be. They have high career aspirations, for example becoming barristers, doctors or professional sports people."

(Ofsted November 2019)



"You have firmly embedded a genuine commitment to internationalism and global learning into the whole school curriculum. This has been highlighted by OFSTED. Despite Covid-19 lockdowns and Brexit the teaching and learning of global and international issues has remained at the forefront "

(International Schools award re-assessment September 2021)

"Leaders have reviewed the curriculum and made it clear what they would like pupils to achieve in every subject. The curriculum aims to help pupils in a logical way. It offers pupils the opportunity to explore a suitable range of academic subjects. It also provide many activities and experiences beyond the academic subjects."

(Ofsted November 2019)

For several years our Year 5 and Year 6 cohorts have been taught in separate ability groups each morning for English and Maths lessons. They therefore spend time each week working with a range of different children and staff in preparation for their transition to secondary school when they will be taught by a range of teachers for each subject area.

From September 2021 this approach has been developed further, as part of the school strategy related to 'catch-up' and 'recovery' due to the impact of the educational disruptions due to the Covid-19 pandemic. The priority of our governors and our staff is to maximise opportunities for pupils to make strong and sustained progress from their starting points.

During 2021-2022, children in all year groups from Reception to Year 6 will have additional teachers within each week and there will also be additional teaching assistant support in each key stage.

This strategy will be reviewed regularly to ensure that children are working in the right groups with the required support, guidance and bespoke teaching specific to their learning needs



'What a wonderful atmosphere throughout the school. The children are a delight and everyone has been so friendly and so hard-working.

St Michael's CEP richly deserves the award of School of Sanctuary.'

**School of Sanctuary Assessor
feedback July 2019**



English

English skills are developed throughout the curriculum, covering all elements of speaking, listening, reading and writing.

Our school provides an environment which is rich in language – both verbal and written.

Children are encouraged to develop their spoken English skills using a range of strategies which then feed directly into their written work and responses.

An enjoyment and love of reading is promoted throughout school with daily teaching, reading opportunities and activities, class reading areas and visits to our school library.

Reading is an essential skill that all children need to master quickly and your support at home to develop a love of books and confident reading is vital



“Leaders have put reading at the heart of the curriculum. Leaders and staff make sure that pupils learn to read and enjoy listening to stories as soon as they start in Nursery. Pupils across the school make strong progress in reading by the end of Year 6. In every classroom there are well-resourced reading areas which children use daily.”

(Ofsted November 2019)

“The teaching of phonics is effective. Staff have strong subject knowledge and meet the needs of pupils well. Books that pupils read are linked to the sounds that they are learning. Pupils’ progress in phonics is checked well and extra help is given to pupils who need to catch up. Most pupils reach the expected standard in the Year 1 phonics screening check.”

(Ofsted November 2019)

Maths

Daily Maths teaching and learning is focused on demonstrating to our children that Maths is meaningful and has a purpose in their everyday lives - from telling the time to spending money in a shop.

Children are taught to engage with numbers and develop confidence when completing calculations and when solving problems.

Mathematical skills are applied throughout the day and across the curriculum using problems and challenges that the children need to find answers to.

We use a range of online Maths tuition programs that children can access both in school and at home. Please do encourage your child to access these valuable online teaching and consolidation resources.

“Pupils make strong progress in reading and writing.”

(Ofsted November 2019)

“Pupils make strong progress in mathematics.”

(Ofsted November 2019)



Religious Education

St Michael's is a Church of England Primary School and as such we teach Religious Education using a combination of the Bolton LA and Manchester Diocese Agreed Syllabus for RE. The syllabus is broadly Christian, but also promotes learning and understanding about other major world religions, including Islam, Judaism and Hinduism.

We believe that Religious Education is an excellent subject for learning about the values and practices of people all around the world. It teaches about diversity, belief and culture, and fosters tolerance, respect and empathy.

Due to the nature of our thematic learning, elements of RE often take place above and beyond specific RE lessons. We have a designated RE days throughout school each year. This is a key feature of our school and is underpinned by our school vision and mission statements.

Our aim is to enable children to be confident and comfortable in their own faith (or none) and knowledgeable and respectful of other faiths.

We work with the children in class, at breaks and during lunchtimes to develop respect, tolerance and patience for others. A strong emphasis is placed on understanding and fairness to enable our children to grow in their relationships with others and to appreciate the importance of personal choice and relationships being positive.

Any parent with queries relating to RE and/or Worship are advised to speak to the Head teacher in the first instance.

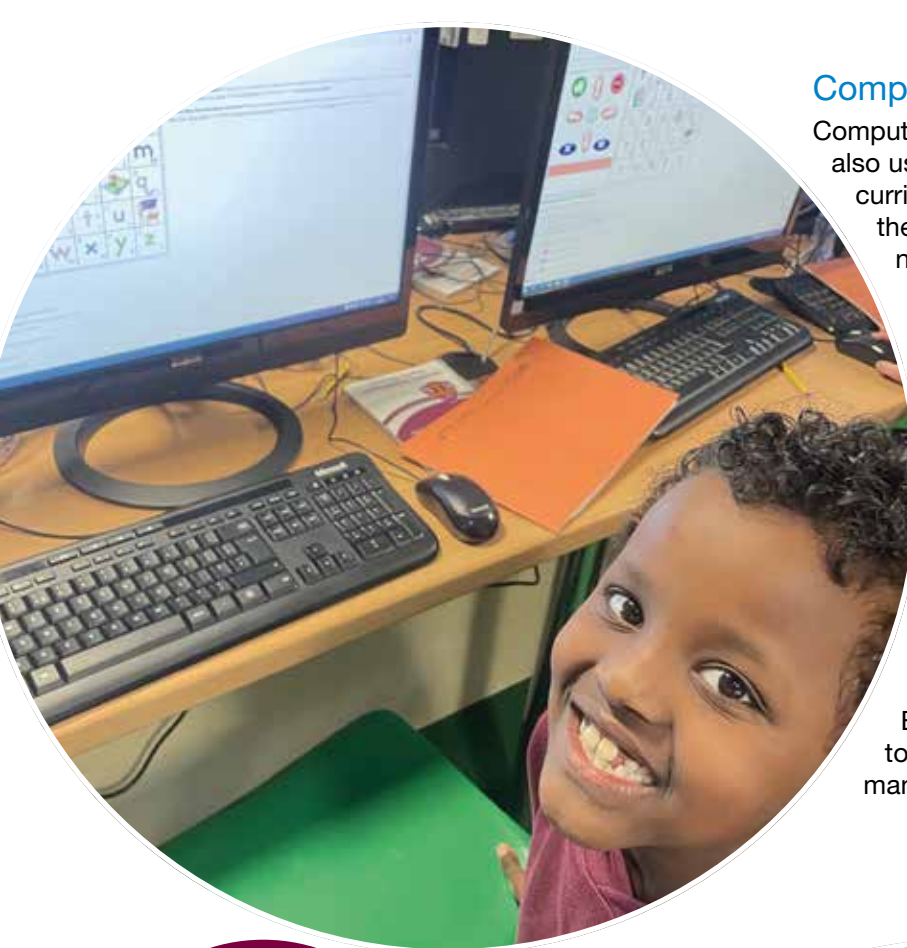
**"Pupils are respectful towards each other, staff and visitors."
(Ofsted November 2019)**

**"Pupils enjoy learning about what is means to be a good citizen. Their teachers make sure that they know what is happening in the world."
(Ofsted November 2019)**

**'Understanding of and respect for other cultures and faiths is diligently fostered by visits to different places of worship and excellent teaching in RE.'
(National Society Inspection 2015)**

**'The outstanding teaching of Christian values and world faiths makes a very strong contribution to spiritual understanding across the curriculum.'
(National Society Inspection 2015)**





Computing

Computing is taught as a discrete subject and is also used as a tool to enhance learning across the curriculum. The importance of computing and having the skills to access online learning and provision has never been more vital – as we all found out during 2020-2021!

Our children begin using computers and programmable toys in Nursery and progress to producing their own power point presentations and digital story telling sessions in Key Stage Two.

As our children become competent using computers they are encouraged to use the internet to research and gather information. School staff only use internet sites protected by Bolton Local Authority but older children will obviously be capable of accessing other sites. E-Safety is essential and school and home need to work together to guide and teach children to manage risk and be safe when using the internet.

“Pupils spoken with during the inspection know how to stay safe when online

(Ofsted November 2019)

“Pupils are excellent ambassadors for their school.”

(Ofsted November 2019)



Creative Arts

Bolton Music Service visit school weekly to provide specialist music lessons for classes from Nursery to Year 6.

Year 4 children also take part in djembe drumming sessions during the year led by Bolton Music Service with a further group of identified gifted and talented musicians from Year 5 and Year 6 accessing weekly woodwind lessons, also with Bolton Music Service.

Our school provision related to Art and Design is being enhanced to develop this key area of learning and as part of our Artsmark Award journey. We now have a bespoke Creative Studio within the school for children from Year 1 to Year 6 to use.

'The use of arts and cultural practitioners and organisations to work with your pupils to support in the delivery of quality provision is providing your pupils with new and exciting learning opportunities.'

(Artsmark Silver Award September 2021)



'Your range of offer is providing your pupils with arts and cultural experiences which are valued by pupils and their parents. As a result of children becoming increasingly more confident in the Arts, they are now better able to verbalise their learning in art.'

(Artsmark Silver Award September 2021)

PE and Sporting Activities

All classes take part in physical activity every day with allocated PE lessons also planned weekly.

The PE coaches and class staff work alongside the children during PE lessons and within our extra-curricular activities to promote specific skills related to physical development, sportsmanship, team spirit and personal determination.

Physical Education lessons enable pupils to develop a wide variety of skills in situations suitable for their stage of development.

Our school teams take part in a broad range of sporting activities during the year, both during school time and beyond the school day. Their success is renowned within Bolton and beyond! During the last fourteen years we have been highly successful in athletic, cricket and hockey competitions in particular and have won events at local and regional level.

"Pupils make strong progress in physical education (PE)."

(Ofsted November 2019)

A comprehensive range of out-of-school activities enable pupils to develop their skills across a range of sports including: football, cricket, athletics, dodge-ball, netball, rounders and tag-rugby.

Unfortunately, due to Covid-19, during 2020-2021

we were not able to offer our extensive out of school clubs, with year group clubs only being possible for the final half term in the summer. For 2021-2022 we are very hopeful that our usual extensive clubs will be able to resume. Parents will be kept updated.

"Pupils regularly take part in extra-curricular sporting activities. Pupils represent their school in tournaments. Their strong skills in different sports have led to success in many competitions. The entrance corridor celebrates the wide range of trophies and awards that pupils have achieved."

(Ofsted November 2019)



Swimming

During 2021-2022 all children in Year 4, Year 5 and Year 6 will have a two week intensive block of swimming lessons. These are being fully funded by the school.

Being able to swim is an important life-skill.

In Year 6 children are expected to meet the National Curriculum requirements for swimming and water safety:

- swim competently, confidently and proficiently over a distance of at least 25 metres
- use a range of strokes effectively
- perform safe self-rescue in different water-based situations

In order to meet these requirements there is an expectation that parents will support the school funded swimming lessons by taking their children for swimming lessons outside of school.

Outdoor Learning

We use our extensive outdoor areas in addition to local country parks to enable outdoor activities to develop skills, health and well-being and enable children to fulfil their potential as well as engaging with their community and experiencing and learning about caring for the environment.

These outdoor activities (both during the school day and as part of our out of school hours provision) have been even more crucial than ever, given the impact of the two national lockdown periods during 2020 and early 2021.

Through taking a holistic approach to the curriculum, to ensure it is broad and balanced in every sense, we are embracing new opportunities to take education beyond the traditional curriculum and school day. This also promotes an appreciation and understanding of the benefits of spending time outdoors and the importance of respecting and caring for our planet.

Nature

**Nature is everywhere
Inside and out
From blooming flowers
To me and you
We aren't man made
Totally the opposite
The problem is
We are getting destroyed
Plastic pollution and global warming**

**By Rameen Year 3 2021
St Michael's CEP**



Extra-Curricular Activities

Due to Covid-19 during the school year 2020-2021 we were not able to offer our extensive out of school clubs, with year group clubs only being possible for the final half term in the summer. For 2021-2022 our usual extensive clubs resume (unless Covid restrictions are required). Parents will be kept updated.

We have a Breakfast Club each morning between 8.15 and 8.45am for a small charge for children from Reception to Year 6.

Children who are registered for free school meals are able to attend Breakfast Club free of charge.

Please note: Children must arrive by 8.25am in order to have time to eat their food.

We offer a range of lunchtime and after-school activities throughout the year.

Our teachers lead these clubs voluntarily with the support of teaching assistants. These clubs are all **free of charge** and include:

- Multi- Skills
- Football
- Art + Craft
- Maths Whizz
- School Council
(pupil nominated children from Year 2- Year 6 classes)
- Cookery
- Cricket
- Dance
- Mindfulness
- Dodge-ball
- Tag-rugby
- Library
- Choir
- Faith Group
- Earth Group

Please be aware that it is essential that children are collected promptly at 4.00pm from after school clubs to avoid losing their place.

Homework

Children's learning is most effective when it is supported at home with activities that reinforce and extend the learning taking place in class. It is essential that our pupils are supported and encouraged at home to complete their homework.

This is the type of 'homework' that is usually provided:

Nursery: Book sharing

Reception: Home reading and phonic (letter sound) activities

Year 1 and Year 2: Home reading, maths activities and spelling

Years 3-6: Home reading, maths work, comprehensions, spellings and independent research (linked to the class theme/topic)

Obviously, homework may change from time to time and children might be set a specific activity, such as a writing or a creative challenge. We will also continue to use the vast range of online teaching and learning resources that have so successfully been used previously, and enhanced during 2020-2021, due to the increase in online and virtual provision linked to Covid-19.

The importance of school and home working together cannot be underestimated and family support in ensuring that homework is completed and returned is vital.

In the event of children not being able to attend school due to the pandemic, we will continue to provide work to pupils. The education of our pupils must continue, regardless of the Covid-19 situation.



Assessment: Pupil progress and outcomes

As children move through the school their progress will be measured in the following ways:-

- Teachers use on-going assessment each week to help plan further work for the children and to check their progress.
- There are national tests known as 'standard assessment tasks' (SAT's). These tests are taken by pupils in Year 2 and Year 6 during May each year.
- The school also uses written assessment tests in Years 1, 3, 4 & 5.
- The Phonic Screening Test in Year 1 (and also in Year 2 for those children who do not reach the expected level during Year 1) takes place during June each year. All children in Year 2 in 2021-2022 will be required to take the phonic screening test in Autumn term 2021 due to it not being possible in June (when in Year 1) due to the Covid-19 pandemic and statutory tests being cancelled.
- Pupil achievements are recorded and tracked to inform staff and enable each child to reach his or her potential through daily provision, strategies and intervention where appropriate.
- Parents receive termly information relating to their child's progress (R-6) and there is an opportunity to discuss this termly information with your child's teacher(s).
- In the Spring term each year parents are sent an annual school report regarding their child's progress followed by an opportunity to meet with the class teacher(s) to discuss the report.
- There are also two Parents' Evenings (Autumn and Summer terms) to enable you to meet with the teacher about your child. These meetings may take place either in school, in your child's classroom, or may take place online via Teams. You will be informed in advance of each Parents' Evening.



'Parents felt that their feedback was listened to and acted upon.'

(Leading Parent Partnership re-assessment July 2021)

Family Learning & Parental Contact

At St Michael's CEP we recognise that as parents you have the biggest and most important role to play in nurturing your children, so we want to work in tandem with you to help your children to grow, learn and flourish.

Due to Covid-19 parental access to classrooms during 2020-2021 was not possible. We are hopeful that during 2021-2022 this access will increase but it will be very much dependent on Covid safety guidance.

Our staff and the Head teacher are available to speak with daily. Parents can liaise at drop off and at home time (for children in Nursery, Reception and Year 1) and at home time for children in Year 2, Year 3, Year 4, Year 5 and Year 6. Please do speak to your child's teacher if you have any queries or concerns. Nothing is too minor, please speak straight away before leaving the school site.

Assuming Covid restrictions do not prevent it, parents will be invited to 'Stay and Play' sessions in Nursery and Reception and classes, and from Year 1 to Year 6 may arrange open sessions during the year to enable you to visit your child's class to see his/her work or may be linked to a specific focus eg reading comprehension skills.

Each summer term we also host class assemblies for parents and friends to share and celebrate the breadth of the work that has taken place over the school year. For the school year 2020-2021, due to Covid-19, these assemblies were prepared in school and posted online for parents and families. These proved exceptionally successful with parental feedback indicating that many actually preferred the assemblies online so that they could share and celebrate them with family members and friends and also keep watching them over and over again!

Where possible we also offer parent sessions or courses using our links with external providers. If there is a particular area where you feel a course for parents may be beneficial please speak to Mrs Begg or Mrs Prior our Parental Engagement Co-ordinators.

'Communication with parents is very good and systems are in place to enable parents to access information by relevant means'

(Leading Parent Partnership re-assessment July 2021)



'Face to face interactions have been much appreciated, especially during this particular time of pandemic.'

(Leading Parent Partnership re-assessment July 2021)

School Day Timings

Please bring your children to school on time and collect them promptly at the end of the day/session.

Nursery

Nursery Morning Class	8.45am – 11.45am (collect from 11.30am)
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Nursery Afternoon Class	12.30pm – 3.30pm (collect from 3.15pm)
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Nursery full time places (for children aged 3+ years) (collect from 3.15pm)	8.45am – 3.30pm
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School (Reception to Y6)

Doors Open	8.45am
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Registration	8.55am
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Reception Lunchtime	11.55am – 12.55pm
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Year 1 & Year 2 Lunchtime	11.55am – 12.55pm
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Year 3 - 6 Lunchtime	12.15pm – 1.15pm
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School Finishes	3.15pm
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School finishes at 3.15pm. Classes will begin to be dismissed from 3.10pm to try to reduce congestion on the school exit routes. Please remain aware of social distancing and be patient as you collect your child and leave the school grounds. The one way system will remain in place until further notice.

If the weather is wet please bring an umbrella to protect yourself as you drop off/collect your children as it is not possible for parents to take shelter inside the school building, although we do have limited space available under the trees in the front playground and the rain canopy outside the Nursery 3's entrance.

Attendance

Good attendance is directly linked to progress and achievement. Children who have poor attendance or arrive late, miss out on lessons (full or in part) and do not therefore have the same opportunity to make progress or achieve the best outcomes.

The staff and governors at St Michael's CEP School constantly promote educational success by ensuring our provision is exciting, varied and motivating.

The head teacher has a responsibility to ensure that every pupil has the highest attendance possible in order to enable every child to flourish and achieve his/her potential.

Please help us by ensuring your child is in school every day, unless they are genuinely ill or there are significant circumstances. If your child is not in school please ring the school office to explain his/her absence.

The school has a proactive approach to monitoring and improving attendance. We liaise with the Early Interventions Team at Bolton Council to make sure that

persistent and unexplained absences are investigated and addressed, with legal action taken if needed.

To enable families to plan holidays and visits, the term and holiday dates for the school year are published on the school website at the start of each summer term, with paper copies also sent to parents for clarification.

Term and Holiday Dates 2021/22

Autumn term 2021

Children return:	Tuesday 7th September
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Half term:	Monday 25th October - Friday 29th October
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School re-opens:	Monday 1st November
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School closes:	Thursday 16th December 2.00pm
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Christmas break:	Friday 17th December- Monday 3rd January 2022
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Spring term 2022

School re-opens:	Tuesday 4th January
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Half term:	Monday 14th February- Friday 18th February
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School re-opens:	Monday 21st February
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School closes for Easter:	Friday 1st April 2.00pm
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Easter break:	Monday 4th April- Monday 18th April
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Summer term 2022

School re-opens:	Tuesday 19th April
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Extended Bank Holiday:	Monday 2nd May - Tuesday 3rd of May
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School re-opens:	Wednesday 4th May
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Half term:	Monday 30th May - Friday 3rd June
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School re-opens:	Monday 6th June
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School closes:	Friday 22nd July 2.00pm
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Important Department for Education information (Attendance Regulations)

Holidays during term time ARE **NOT** an entitlement.

Head teachers may **NOT** grant leave of absence during term time unless there are exceptional circumstances.

Please arrange holidays/visits during the times when the school is closed.

Appointments during the school day

Children are not allowed to leave school during the day unless a request is made from the parent.

Parents must collect their children for appointments and return them to school immediately following the appointment. Evidence of appointments may be requested.

It is helpful if appointments are made at the end of the school day rather than early morning.

No child will be allowed to leave the school unless a request has been made and proper arrangements are in place for the child to be collected.

Holidays

School holiday dates are arranged by the school in conjunction with Bolton Council. All parents are provided with a copy of these dates, which are also included in this booklet and displayed in our Parents' Notice Boards on the front playground. Further copies can be obtained from the school office and also on the school website

www.st-michaels.bolton.sch.uk

Our Attendance Policy can be seen on the school website.

Requests to take children out of school for leave or holidays during term time are **NOT** an entitlement. The school will **NOT** be authorising any such absences in line with attendance regulations from the Department for Education.

Thank you for your support by ensuring all visits and holidays are arranged during holiday periods.



School Uniform

Our school uniform is extremely smart and demonstrates our commitment to high standards.

All children who are new to the school (Reception class upwards) receive a free sweatshirt on admission along with a free high-visibility jacket. **It is important your child wears their high-visibility jacket each day to make them very clear to road users.**

Sweatshirts, cardigans, book bags and PE kits with our school badge and logo on can all be purchased from the school office.

All Children

- Maroon sweatshirt or cardigan (available from the school office)
- White polo shirt
- Grey trousers, skirt or pinafore (NOT black please)
- Grey or white socks
- Sensible black shoes – **no trainers or canvas shoes please**
- High visibility jacket (provided free of charge on admission) to be worn to travel to and from school each day (available from the school office if lost)
- Girls may opt to wear a head-scarf for faith reasons. This must be either white or maroon (NOT black please)

Summertime

Summertime uniform options can be worn throughout the year if preferred (although sandals in wet weather would not be recommended):

- Red gingham dresses
- Grey school shorts with a white polo shirt (dresses, shorts and polo shirts are available from the nearby Asda or other supermarkets.)
- Sensible, flat sandals may be worn (with or without socks)

At the start of the Autumn term we provide an opportunity for parents to get good quality second hand uniform. This has been handed in by parents, for which we are extremely grateful. There is no charge for these items but we do request that for each item selected a donation is made to Derian House Children's Hospice.

PE Kit

- Maroon shorts or track suit bottoms, white t-shirt and black slip-on or velcro fastening pumps
- Draw-string bag

We sell St Michael's CEP School PE kits in the school office if you would like to have a full set with a draw-string bag. Alternatively you can purchase PE kit from local shops.

Please write your child's name in all their clothing and on all bags.

Jewellery

Jewellery is discouraged in school as it can be dangerous and can cause upset if it becomes broken or lost. Jewellery **MUST NOT** be worn during PE for safety reasons.

Please remove ear-rings at home ready for PE days.

Breakfast Club, Snacks and School Meals

Breakfast Club

Assuming Covid restrictions do not prevent it, Breakfast Club will be open each day for children from Reception to Year 6 from 8.15am to 8.45am from Monday

Please note: children must arrive no later than 8.25am for Breakfast Club in order to have time to eat their food.

There is a weekly cost per child of £2.00 or a daily cost of 50p.

Children who are registered as eligible for Free School Meals do not have to pay to attend Breakfast Club – please do check to see if you qualify for Free School Meals.

Snacks

All children from Reception to Year 6 are provided with a water bottle that is kept in class for them to access throughout the day. Nursery children can access water or milk throughout each session.

Milk is available every day to all of our children in the Nursery and Reception classes. This is funded by school.

Nursery, Reception, Year 1 and Year 2 children receive snack each day for a weekly cost of £1.00 (paid to the class staff each Monday morning).

We also offer a daily piece of free fruit to all of our children to help foster awareness of healthy eating from an early age.

Children in Year 3- Year 6 are also able to buy toast at morning break for a weekly cost of £1.00 (paid to the class staff)

(Please note: For the weekly bread order and finance collection that take place each Monday morning, KS2 morning toast must be ordered and paid for first thing on Monday morning).

School Meals

We have our own school kitchen at St Michael's, where the meals are cooked on-site by staff employed by Bolton Council catering department. We offer a nutritious menu (with halal and vegetarian options daily) which uses fresh produce and ingredients whenever possible.

Dinner money is payable every Monday morning. Please send the money in a named envelope to your child's class staff.

For 2021-2022 the government initiative of providing a free school meal for all children in Reception, Year 1 and Year 2 will continue.

Please be aware: families who are eligible for free school meals (regardless of the above government initiative) MUST continue to apply to ensure that school receives the correct funding. If you feel that your child is eligible for free school meals, you should contact the school office or Bolton Council for further information.

Linked to the Covid-19 pandemic, children who are registered with Bolton Council as eligible for free school meals have received supermarket vouchers during all school holiday periods during 2020-2021. Should this initiative continue, these vouchers cannot be provided if children are not registered as eligible.

Packed Lunches

If you prefer to provide your child with a packed lunch each day, please send them with their lunch and drink in a suitable, named bag. If the weather is warm please ensure you include a cooler pack within the packed lunch box/bag. Please be aware that staff are not able to warm food for children with a packed lunch.

As a Healthy School we encourage children to eat a balanced diet and request that you do not provide sweets, chocolate bars or fizzy drinks in your child's packed lunch. **Items or spreads that contain nuts must not be included in packed-lunches due to the risk to children in school with a nut allergy.**



Medicine in School

The school aims to provide all children with medical conditions the same opportunities as others at school.

If your child requires regular medicines, we ask that you inform the school office as soon as possible, and complete the appropriate medical forms. This may include inhalers for asthma or Epi-pens for allergies.

Whilst supervised throughout the school day, due to the nature of children, there may be occasions when your child has a bump, trip or fall in school. Our First Aid trained staff will deal with any such accidents (unless children do not tell staff that they have fallen over etc!) and you will be notified if felt necessary.

'The school lavishes love and care on the children and their families.'

(National Society Inspection 2015)

"Pupils report that they are happy and feel safe because staff look after them. Parents agree that their children are safe and happy at school. "

(Ofsted November 2019)



Parents' Evenings and Termly Pupil Progress Information

Autumn Term

Our first Parents' Evening takes place in the Autumn term.

This first Parents' Evening is a chance to find out how your child has settled into their class and an opportunity for you to get to know your child's teacher. It is also an information sharing time, allowing you to find out about topics that will be taught during the year and expectations of standards, routines, and rules.

Parents have a 5 minute appointment time during the late afternoon or early evening.

Later in the Autumn term all parents receive an summary update on their child's progress during the term. This can be discussed with the class teacher(s) during an informal session that is arranged after school.

Spring Term

All children receive a written report during the Spring term with progress comments on all Early Years or National Curriculum subjects and assessment guidance to highlight areas of strength and areas for further development.

There is an opportunity for you to come into school to speak to the teacher about the report if you need further information.

Summer Term

Our second Parents' Evening takes place towards the end of the Summer term and is an opportunity for you to talk individually to the teacher about your child and their progress over the year.

Parents have a 5 minute appointment time during the late afternoon or early evening.



Safeguarding and Child Protection

Because of our day to day contact with children, school staff may observe changes in behaviour and attitude, and emotional and physical signs that could indicate there is a problem.

All adults working in school report any concerns to one of the designated Child Protection staff: Mrs A Hart, Mrs M Moulton, Mr M Worden, Mr A Begg, Mrs R Dawber

Where it appears that a child's safety or well-being may be at risk, the school is required to immediately report the concern to Social Care to take further advice.



“Leaders have effective relationships with other professionals. They act quickly to make sure that vulnerable pupils and their families get the help that they need.”

(Ofsted November 2019)

“Leaders make sure that keeping children safe is a priority across the school. They know the community well and have strong relationships with families. Staff are trained well. This helps them to carry out their roles effectively. They are vigilant and know what to do if they think a child may be at risk. Arrangements for safeguarding are checked regularly by the school's safeguarding governor.”

(Ofsted November 2019)

“Teachers make sure that disadvantaged pupils and those with special educational needs and/or disabilities are supported well. They learn alongside their classmates and included in all aspects of school life.”

(Ofsted November 2019)

“The school was nominated as Bolton Primary School of the Year in Autumn 2019 and was only the second school in Bolton to be awarded School of Sanctuary status. This demonstrates the school's commitment to being a safe and welcoming place for all.”

(Inclusion Quality Mark Centre of Excellence annual review May 2020)

Inclusion

At St Michael's we are committed to meeting the needs of all our pupils in an inclusive and positive environment. We have been awarded the Inclusion Quality Mark and are a national Centre of Excellence for Inclusion and also hold Inclusion Quality Mark Flagship status.

We believe that all children are entitled to a broad and balanced curriculum and as such ensure that all our children take part in our wide range of activities.

Working in partnership with parents we aim to quickly identify and reduce any barriers to learning and participation, including those that may be caused by a child's special educational need or disability.

“Pupils report that staff always have time for them for a chat. If they have any worries, they know that staff will help them. Pupils stated that bullying does not happen at St Michael's. Parents agree that their children are safe and happy at school.”

(Ofsted November 2019)

Educational Visits and Enrichment

From Nursery to Year 6, regular educational visits or visitors to class are planned to bring classroom topics and learning to life and to teach our children about the world around them. Throughout the year we usually have a range of visiting theatre companies, performances and productions

Our school Governors allocate funding each year to cover the cost of visitors to school and to subsidise trips to keep suggested contributions from families to a minimum.

Risk assessments are completed for all trips and health and safety guidelines are adhered to at all times. When transport is required we always use coach or mini-bus companies which provide fitted seat belts. Whenever possible we use our own school mini-bus.

Parents may be requested by class staff to assist on school trips, particularly for our younger children, to ensure there are good numbers of adults supporting the children. This voluntary support is very much appreciated. Parent volunteers are supervised throughout visits. Please do let your child's teacher know if you would be interested in helping out with a class visit.

Road Safety

Parents are responsible for their children's safety travelling to and from school.

All St Michael's CEP pupils have been provided with a free high visibility jacket to wear as they travel to school. The high visibility jackets are part of our school uniform and should be worn each day by ALL pupils. Replacement jackets can be purchased from the school office if needed.

The example set by adults when bringing and collecting children from school is vital. Please therefore

always cross Green Lane on the zebra crossing with the Lollipop Patrol and do not cross further up or in between vehicles waiting for the traffic lights.

If a child sees an adult crossing in such a way it can lead to them doing the same



Car Parking

Traffic congestion on and around Green Lane can be a problem, especially at the beginning and end of the school day. It is recommended that children and parents walk to school, if this is possible, to ease the congestion and to keep our children active.

The main parking and drop-off zone is beyond the school site, further up Green Lane.

If it is absolutely necessary to travel to school in a car, the entrance to the access drive-way into school must always be kept clear at all times for deliveries and emergency vehicles.

The school car park is for staff only. There is no access for parents to the school drive-way – either for personal vehicles or for taxis.

The car park at the private nursery (Bright Futures) at the bottom of Green Lane is NOT to be used by parents dropping off or collecting children from St Michael's CEP.

Unfortunately we are no longer able to use the Railway Club car park on Green Lane.

Please do not park in or across the entrance to either of these private car parks.

Thank you for your support with parking safely for the maximum safety of our pupils and families and respectfully for our neighbours and other road users.

Complaints Procedure

Should you have any concerns or complaints regarding school, please contact us as soon as possible. If the concern is about your child's progress or about classroom matters, it will usually be appropriate first of all to discuss the matter with your child's class teacher. If you have a more serious concern or complaint you should contact the school office and ask for an appointment with the head teacher to discuss the matter. We would always hope to agree on how to resolve any concern at this stage. However, if your complaint is not resolved, the next stage is to approach the governing body of the school. The Chair of Governors can be contacted in writing via the school office. A full copy of the complaints procedure is available on our website'



Information from Home to School

There will be times when we need to contact you and times when we might be concerned about your child for example if he/she is unwell. Please help us by providing us with up to date information, including:

- A home, mobile and emergency contact number
- Your current address
- Changes in family circumstances
- Reasons for absence
- Your child's illnesses and allergies
- If your child needs glasses/medicine in school
- If someone different is collecting your child from school

We also use a text to parents system to enable quick communications to take place. **If your correct mobile number is not on our school system you will not receive these texts.**

In line with the General Data Protection Regulations, all parents are requested to sign a written consent document. If at any time you wish to withdraw your consent please contact Mrs A Hart to arrange to meet to do so.



'Sharing, Caring and Learning Together'

A final note...

We hope this prospectus has provided helpful information about our school.

Our pupils' and their well-being, happiness, progress and achievements from their starting points are at the centre of all that we do.

If you would like to find out more about St Michael's CEP School, I would encourage you to visit us. You will be made very welcome.

Mrs Alison Hart

Head teacher

