



S T. MICHAEL'S CHURCH OF ENGLAND  
PRIMARY SCHOOL

PROSPECTUS



# Our Vision

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Whoever you are, wherever you're from,  
whatever you believe, we welcome you  
into our loving, learning community.

This is a place that nurtures everyone  
with the wisdom and resilience to face  
all that life brings.

Each and every person has the  
opportunity to flourish here and achieve  
their God-given potential.

*Proverbs 22:6*



Start children off on the way  
they should go and even  
when they are old,  
they will not turn from it.

St Michael's Church of England Primary (CEP) School is situated in the beautiful Wealden village of St Michael's just on the outskirts of Tenterden.

The original building is over 150 years old, and although other buildings have been added to it over the years, it still retains that quintessential Victorian village school feel. Standing proudly next to the church of St Michael's and All Angels, together they form part of the thriving community that makes St Michael's so unique.

Our School is a Church of England voluntary controlled School, which means the School is owned by the Church; the Church appoints some of our governors, but there is no Church majority on the governing body. We are part of the Tenterden Schools Trust (TST) which also funds repairs and capital projects within the School.

Our Christian values help children and staff to learn together in a caring, supportive and Christian environment. We start the week with a

service in the church led by Lindsay (our Vicar) or one of his team and end the week with a special service to celebrate all the achievements, both academic and personal, that have been witnessed by members of the School community. Special church festivals are also celebrated in church e.g. Harvest, a candlelit service by KS2 at Christmas time and an Easter service.

We believe that all children are precious and so take safeguarding and promoting their welfare extremely seriously. Everyone that works at the School, whether paid or voluntary, undergoes stringent checks to ensure they are safe to work with children. We continually review our recruitment policy in line with any recent Child Protection recommendations.

I have come that they may have life,  
and have it to the full.

JOHN 10:10

## Our School Curriculum

Our aim is to deliver a creative curriculum that inspires and enthuses adults and children alike, so that they develop a lifelong love of learning.

We want awe and wonder to be tangible as you enter a classroom. We learn that mistakes are a fantastic way to find out more, that adults do not know everything but that together we can question and explore a multitude of concepts continually pushing ourselves to our limits and beyond. At St Michael's CEP School we believe all children are special. They are complex human beings with differing physical, emotional, intellectual and spiritual needs and so the School curriculum is broadly based to cater for the full development of each child, and organised in such a way as to promote all aspects of their potential. It is really important that we cater for individual differences in personality, intellectual ability, emotional development and social and cultural diversity.

Teachers carefully plan teaching and learning to ensure that each child is helped and encouraged to do their very best. We believe that high self-esteem is the key to success; every child has their own individual learning style that is recognised and nurtured. Children are encouraged to take an active part in assessing their own and others' work with the support of teachers to aid them on their learning journey.

We have a carefully sequenced curriculum designed to build on our children's knowledge, skills & vocabulary as they progress from Year R to Year 6. We love books and encourage parents to share as many stories as they can with their children. We believe that continuity is also important so that children are clear what is expected of them, e.g.: the presentation of their work, handwriting, etc.

# Starting School

Starting school can be a very emotional experience not only for the children but for the parents/carers as well. New routines, social situations and experiences can be exhausting for very young children and early nights are recommended.

Our job is to ensure that the transition to school is as smooth and enjoyable as possible. In the summer term, prior to starting school, all children due to come to us are invited to a minimum of six weekly transition sessions. Children who attend St Michael's Pre-School start their transition from May of the year they start school. The Pre-School is part of the Trust. The excellent communication between us enables a smooth transition for the children.

Children are normally admitted into the Reception Class at the beginning of the academic year in which their fifth birthday falls, this phase is called The Foundation Stage. At the end of their first year they progress to Year 1, which is also the start of Key Stage 1 (KS1). KS1 lasts until the end of Year 2 when they move up to Year 3 – the beginning of Key Stage 2 (KS2). KS2 continues until they complete Year 6 and then leave us to move onto either Grammar or Secondary schools.

We actively encourage parents/carers and children to visit the School, as it is only when you walk through that front door, that you will know if it is the right place for your child. Just telephone 01580-763210 or call into the Office to arrange a convenient time.

Admission to the School is in accordance with the Local Authority Admissions Policy. You will be asked to complete a form from the Local Authority, which can be done either online or at the School Office.

You must submit one application per child, even if they already have a sibling at St Michael's. It is essential that this is returned by the date indicated.

Places will then be allocated according to the published criteria agreed by the Local Authority. Further information can be found on the website:

[www.kent.gov.uk/admissionscriteria](http://www.kent.gov.uk/admissionscriteria)

PHASE	CLASSES
Foundation Stage	Reception
Key Stage 1	Year 1
	Year 2
Key Stage 2	Year 3
	Year 4
	Year 5
	Year 6

Partnership between parents/carers and School is extremely important; therefore, once you have accepted a place in Foundation Stage (Year R), you will be offered a home visit. This is an opportunity for the Year R team to visit you and your child at home to start building those all-important links. Your child will also be given the chance to visit the Reception Class several times, often with their pre-school friends. There will be a transition period in Term 6, dates will be advised. This will help them get to know their new Class Teacher and experience learning in that class.



## Older Children



Children who join the School from other schools will also be offered the opportunity of a home visit and a Taster Day. We will work hard with the child's previous school to ensure a seamless transition.

## Timing of the School Day

The School day begins promptly and it is important that children are at school in time for the beginning of lessons. Arriving on time is a good habit to develop in life, children who are late for school are often anxious, embarrassed and miss very important parts of their education.

Children should not arrive at School earlier than 8.30am. There is no crossing warden on the busy road outside the School so children and parents/ carers are advised to use the pelican crossing in the village.

Morningschool:	8.30am - 12.00 noon. Year R have a separate entrance.
Playtime:	10.30 am - 10.45 am
Lunch:	12.00 noon- 12.45 pm
Afternoonschool:	12.45 pm - 3.00 pm

## General Data Protection Regulations (GDPR)

St Michael's follows the General Data Protection Regulations that came into force on 25th May 2018. For further information please see our Privacy Notice on our School website.

## Home School Links

We are a community at St Michael's and so welcome the interest and support of all parents/carers in all aspects of School life.

Parents/carers are encouraged to keep in regular contact with teaching staff through email, the Class Dojo app or by speaking to the teacher at the end of the day. As you will appreciate, mornings are busy times preparing for the day ahead, but this can be arranged if we are given prior notice.

It is very important that any changes that affect your child are known to us and, similarly, any medical conditions, emotional or physical difficulties are notified to staff as soon as possible.

We are fortunate to have a Family Liaison Officer (FLO) at St Michael's. Her role is to liaise between parents/ carers and School and to be a point of contact should you have any concerns, issues or worries that you may wish to discuss. She can be contacted either via the main School Office, at the School gate or via email: [sfunnell@stmcep.school](mailto:sfunnell@stmcep.school).

Our website and Class Dojo enable messages and news to be passed on to parents/carers quickly and effectively. You can also access our email link via the website:

[www.stmcep.school](http://www.stmcep.school)

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## Preparing for School

Children are encouraged to be independent at School and it will aid their confidence if they are able to:

- Go to the toilet unaided.
- Use a knife, fork and spoon
- Dress and undress
- Understand and obey simple verbal instructions

Do not worry if your child is having trouble mastering any of these skills. All children are different and we can work together to develop their skills further.

Parents will hand their children over to the teacher at the Reception Class gate, with their named book bag and a bottle of plain water. Research shows that children who drink plenty of

water are more able to concentrate at school. Children in Reception have a piece of fruit and a drink each morning as part of their curriculum time. They are entitled to free milk until they are 5 years old. After their 5th birthday this has to be ordered and paid for by parents/carers via [www.coolmilk.com](http://www.coolmilk.com). Children in KS1 also have a piece of fruit each morning.

Your child's Teacher will advise you of your PE Days. Your child will be expected to come to school in their PE Kits. (Please see uniform list) All items of clothing as well as their packed lunch box (if they are having packed lunches rather than a cooked School meal) must be clearly labelled.



## Governing Body

The Local Governing Board comprises eight members; a mix of staff, parents and members of the community including representation of the Church.

We have adopted the Circle Model of governance which requires us all to be familiar with all aspects of the educational, legal, financial and strategic imperatives relating to the TST and those pertaining to St Michael's CEP School particularly. We meet as a group each term.

## Volunteers

We welcome volunteer helpers in classes, so please contact the School Office if you have an hour or two to spare. They will ask you to complete a skills sheet so that we can maximise your expertise. We take safeguarding seriously so all volunteers will be asked to complete a DBS check.



## Additional Educational Needs

As a School we are committed to promoting achievement and raising standards in an environment which encourages all children to develop their talents and abilities to the full.

We aim to provide a rich education for pupils of all abilities and take pride in and celebrate their success.

All pupils, regardless of gender, disability, ethnicity, social, cultural or religious backgrounds, have equal access to the curriculum and the right to an environment which dispels ignorance, prejudice and stereotyping. We recognise that each member of society has different strengths and weaknesses, and that there are many ways to achieve a goal.

Our SENCO works with Class Teachers and parents / carers to ensure that children who have need of extra support are identified, and appropriate strategies put in place to ensure that their individual needs are met.

We work closely with the Specialist Teaching Service and other outside agencies (such as Speech and Language Therapists and Physiotherapists) to plan for and support children. We recognise that at some point in their education children may need extra support to help with challenging situations & have access to a Play Therapist. We also work closely with both pre-school settings and secondary schools to ensure that smooth transitions take place.

# Safeguarding

- It is essential that both pupils and staff at St Michael's CEP School feel safe and secure.
  - All staff receive annual safeguarding training as per Government Guidelines.
  - The following procedures are in place to ensure the safety of staff and children:
    - School security is maintained by adults manning the gates in the morning – no child will be allowed to leave the School grounds once they are in the building.
    - Entry to the school is via key fobs held by Staff, or via the locked front entrance that has a security camera to check identities prior to opening the door.
    - All visitors have to sign in and wear security badges.
    - All members of staff undergo an enhanced DBS (Disclosure Barring System) as do regular volunteer helpers in the classroom.
    - All members of the School community have the right to protection from insults, abuse and bullying of any kind.
  - Discrimination on the basis of colour, culture, origin, sexual orientation or ability is unacceptable at St Michael's. Pupils are encouraged to speak out against injustice and parents/carers are invited to contact the Headteacher directly if they have any concerns.
  - Fire practices are held once a term and the School is evacuated promptly and in silence.
  - Children are not released into the care of adults other than their parent/carer unless the School has been notified in advance by the parent/carer. Photographic ID will be required if the adult is not known to us. Any un-notified person attempting to collect a child will be checked with the parents/ carers.
  - In Year 6 children will be allowed to make their own way home. Permission for this must be given by parents/carers in writing.
  - Mobile phones – are to be handed to a member of staff at the school gate on entrance.
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## School Access for Disabled Pupils

The School is equipped to cater for pupils with physical disabilities; we have entry doors specifically for wheelchair users and a lavatory cubicle that has been converted to be fully accessible to disabled pupils.

Parents/carers of children with physical and/or sensory impairment are asked to notify the Headteacher at the time of enrolment.

Sometime other agencies need to be involved in ensuring that the building is adapted to meet the needs of individual pupils and sometimes staff need training in order to support the pupil adequately. We aim to provide a place for all local children whatever their needs or abilities but we do need advance notice to ensure that the needs of all children can be met.

# Home Learning

Home-learning is an important part of the partnership between parents/carers and School. It enables children to consolidate what has been learnt at School.

All children should be reading and learning their times tables and spellings each night.

Additional home-learning will be given at the discretion of the Class Teacher.

The Government guidance is as follows:

YEAR R	20 minutes per week
YEARS 1 & 2	1 hour per week
YEARS 3 & 4	1.5 hours per week
YEARS 5 & 6	30 minutes per day

There may be times when some children will be asked to complete work begun in class to ensure that they maintain optimum progress.

There is one Parental Consultation, giving parents/ carers the opportunity to discuss progress and any other concerns. In addition there are open afternoons for parents/carers to view their child's work. Every September there will be an opportunity for all parents/carers to 'Meet the Class Teacher'. During this session the Class Teacher will explain the work to be covered, what is expected of the children, the home learning for that year group and how parents/ carers can support their children's learning at home.



# Behaviour and Discipline

St Michael's CEP School is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same.

We use our school rules; Ready, Respectful, Safe as our mantra in all areas of learning, encouraging children and adults to uphold the eight chosen 'Fruits of the Spirit'. namely: love, joy, kindness, peace, faithfulness, self-control, wisdom and trust.

Engagement with learning is always the primary aim. For the vast majority of learners a gentle reminder or nudge in the right direction is all that is needed. Positive choices are praised. Occasionally a child will require a verbal caution. This is delivered privately to the child making them aware of their behaviour and how this is in conflict with our School values. It is made clear that there will be

consequences if they continue with the poor behaviour. The child has a choice to do the right thing. Children will be reminded of their previous good conduct to prove that they can make good choices. Should the poor behaviour continue, then the child is asked to speak privately to the teacher and is given a final opportunity to re-engage with the learning or to follow instructions. A short period of reflection will then take place. Children who upset or hurt others are given time to reflect upon their behaviour and spend time with a member of staff, who will support them in understanding how their behaviour has affected others.

A restorative conversation follows with the affronted child, to allow children to move on from the incident and for forgiveness to take place.

Children may have their behaviour monitored by staff to show progress towards agreed targets.

At St Michael's we make sure this is done discreetly.

## Exclusions

Excluding pupils is incredibly rare and only happens in the interests of the health and safety of either the child concerned or others within the School. In the unlikely event of a child being excluded, the parents of the child concerned will be notified in writing of the reason for the suspension or exclusion. All actions will follow the Kent County Council procedures.

## Rewards

We believe that children respond best when positive behaviour is recognised and rewarded. So, each child will be allocated a team when they join the school: Dover Castle (red), Hever Castle (yellow), Bodiam Castle (blue) and Leeds Castle (green). DOJO points will be given when the child has worked incredibly hard or mastered something that

they were finding difficult, also for good behaviour around the school and visible evidence of using the eight 'Fruits of the Spirit'. Headteacher awards/stickers will be given to children sent to the Headteacher by a member of staff for excellent effort as well as achievement.

# Complaints Procedure

If you have any concerns about your child's education or welfare, please contact the Class Teacher or the FLO in the first instance. If the matter is still unresolved then contact the Headteacher. We believe in working as a team to resolve any problems through discussion and agreed

actions, however if you are still not satisfied with the response to your complaint or the outcome, you should follow the guidance given in the TST Complaints Policy. This is available either on the website or from the School Office.

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## Accidents and Illness

If your child is unwell the last place they will want to be is at School, so please make sure that we have a current contact number in the School Office. If we are unable to contact you, the Headteacher, or a member of the SLT if she is not present, will act in loco parentis and take any action required in the interests of your child. All our staff are paediatric first aid trained.

If your child is not well enough to attend School, please inform us by telephone or email [office@stmcep.school](mailto:office@stmcep.school) on the first day of absence, followed by a letter or email explaining the cause of absence when your child returns. If your child vomits or has diarrhoea, please keep them at home for 48 hours to reduce the risk of passing on the illness.

It is imperative for the health of the other children that the School is informed immediately if your child contracts chickenpox, measles or any other infectious illness.

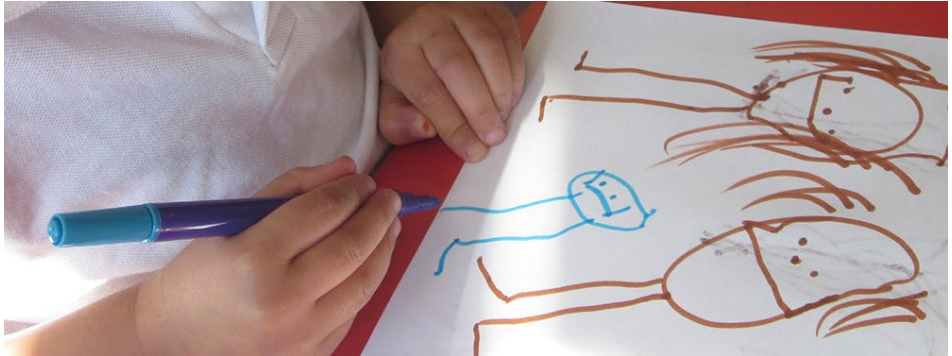
In exceptional circumstances medicines can be given in School. A form, available from the Office Manager, must be filled in and signed by a parent/ carer before any medication can be given by School staff. Medication should be clearly labelled with your child's name and the required dosage. All medicines must be handed into the School Office by a parent/carers. Please do not send any medicines to School with your child. The School does not accept responsibility for failure to administer the correct dosage at the correct time.

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## Headlice

Unfortunately this is an inescapable part of school life. Nits prefer clean hair. If your child catches them, please let the Office know so that a standard letter can be sent to parents/carers from your Child's class, so that all their children's hair can be checked too. The School Nurse is happy to advise parents about the current, most effective way to treat this child's class, so that all their children's hair can be checked too. The School Nurse is happy to advise parents about the current, most effective way to treat this problem - telephone number 0300 123 4496.

Long hair for both boys and girls must be tied back at all times.



## Absence

Pupils of school age must, by law, attend school regularly and on time, any absence during term-time can be extremely disruptive to a child's education. Illness, hospital appointments etc. are classified as authorised absence if we are notified by email to the School Office prior to the appointment. If no explanation is received for any absence it will be deemed unauthorised. All absences are recorded and monitored by our School Liaison Officer. Amendments to the Education (Pupil Registration) (England) Regulations 2006 mean that from 1st September 2013 the School has no longer been able to grant any leave unless there are exceptional circumstances. Amendments to the Education (Penalty Notices) Regulations set

out the procedures for issuing penalty notices (fines) to each parent/ carer who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 21 days or £120 within 28 days.

From 1st September 2013 there is no entitlement to take children on holiday during term time and you can be fined for doing so without consent. The amendment has come from the Department of Education and is unfortunately out of the control of individual schools.

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## Jewellery

The wearing of any jewellery in School will not be permitted except for watches and small stud earrings. These items must be removed for PE & Games.

If a child's ears are newly pierced, they should be taped for School until the studs can be removed. No child will be allowed to do PE if wearing earrings. We are not permitted to take out or replace earrings. Please consider this before making a decision regarding ear piercing.

# School Uniform

Autumn & Spring Term	Summer Term
Black skirt, pinafore, trousers or culottes White polo shirt Jade green school logo sweatshirt or cardigan Black or white socks or black tights Black low-heeled shoes Black coat	Black trousers (long or short) White polo shirt Black low-heeled shoes Jade green school logo sweatshirt Black coat Black or white socks Black low-heeled shoes

The school logo jumper/cardigan can be purchased from My Clothing ([myclothing.com](http://myclothing.com)) and the PTA. All other items of uniform are available at reasonable prices from high street stores.

\*Optional - children can wear slippers inside school, but must change into school shoes to go outside. Slippers must be enclosed i.e. covering both toe and heel.

PE clothing
Plain black shorts White t-shirt round neck Pair of plimsolls Pair of inexpensive trainers (KS2) Plain black tracksuit for cold weather (Key Stage 1 & 2) Swimming in Years 3 & 6 – swimming shorts or costume, optional goggles

*Optional* - school jade green book bag with logo.

Children with shoulder or longer hair should wear it tied back during the school day and for all sporting activities, with a black hairband or scrunchie. Only watches and small stud earrings are allowed to be worn. These items must be removed for PE and games. My Clothing is our main provider of the logo uniform and you may order uniform online at [www.myclothing.com](http://www.myclothing.com).

The P.T.A holds a limited stock of the embroidered uniform, as well as good quality second hand school uniform at School for sale. All other items of uniform are available at reasonable prices from High Street stores.

All children's property and clothing must be clearly marked with their name. Named clothing that has been mislaid will be returned when found. Un-named items of clothing will be placed in the lost property bench on the playground and disposed of at the end of each term.

Preloved uniform is available from the school office.





## Breakfast and After School Club

The School provides both Breakfast and After School Club for the children of working parents.

Breakfast Club runs from 7.30am - 8.30am, when pupils are taken to the classroom.

After School Club runs from 3.00pm - 5pm.

For further information and to download booking forms, please visit the School website.

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## School Meals

We are a nut free school. Please ensure all items of food brought into school do not contain nuts, e.g. chocolate spread, peanut butter. Please check all packaging before sending in to school. We encourage everyone to take responsibility for making good choices about food, and we actively promote the fruit and vegetable scheme. Break time snacks, if brought from home, must be a piece of fresh fruit or vegetable (e.g cucumber/carrot sticks, not smoothies).

We have a modern kitchen at St Michael's, so all our meals are cooked on site. All meals conform to the required healthy food

standards and are monitored regularly. School dinners are paid for via our online school meals payment system. Children are welcome to bring in a healthy and balanced packed lunch from home. Sweets, including chocolate bars, are not permitted in school lunchboxes. Neither are fizzy drinks. Just water please. Both snacks & drinks must be healthy, balanced & nutritious in order to promote both physical & oral health. Children in Years R, 1 and 2 are entitled to free school meals; the Class Teacher will record their request each morning in the register.

## School Visits

Many educational visits are arranged for the children throughout the School year, all aimed at enhancing their learning experiences.

All trips promote team building and problem solving. Some classes in KS2 will have an annual residential trip. Information will be sent to parents with full details of the visit and contributions requested towards the cost. If an educational visit is not sufficiently supported by parents then governors reserve the right to cancel the visit for all children.



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## Charging Policy

The School will ask for voluntary contributions from parents to enable some school activities to take place. No child will be excluded from any school activity because of financial difficulties or hardship.

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## Severe Weather

If it appears that severe weather conditions may prevent staff from reaching school, a message will be sent on Class Dojo. Local radio stations will be notified to broadcast information between 7.00am and 8.30am.

You should listen to Radio Kent (96.7 and 104.2FM) and Invicta Radio (102.8 and 103.1 FM). Information can also be found on [www.kentclosures.co.uk](http://www.kentclosures.co.uk)

If weather deteriorates during a School day and staff are advised by police to leave before 3.00pm, you will be asked to collect your child from the School. Parents may decide at any time to collect their children before the end of the School day in order to avoid adverse road conditions.



## Parent/Teacher Association (PTA)

We have a fabulous group of committed parents who help support the school, and raise valuable amounts of money for specific projects or purchases which directly benefit the children. They are always looking for more volunteers and your help at events will always be appreciated. They hold an Annual General

Meeting in the autumn term to plan the year's fund raising events and discuss the school improvement plan and pupil needs. If you are interested in volunteering, please contact the School Office who will put you in touch with one of the committee members.

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## School Clubs

The school offers a variety of extra-curricular clubs and activities both during and after school hours. Details of these activities can be found on the school website.



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## Pre-School

St Michael's Pre-School shares our site and is part of the Tenterden Schools Trust.

The Pre-School has its own entrance on the public footpath running from the A28 to Marshalls Land.

For more information on St Michael's Pre-School, please visit their website:  
[www.stmichaels-preschool.co.uk](http://www.stmichaels-preschool.co.uk)







## St. Michael's Church of England Primary School

Ashford Road, St. Michael's, Tenterden, Kent TN30 6PU

T: 01580 763210

E: [office@stmcep.school](mailto:office@stmcep.school)

W: [www.stmcep.school](http://www.stmcep.school)

St Michael's CEP School is a trading name of the Tenterden Schools Trust, a charitable company limited by guarantee registered in England and Wales (registered number 07736448).

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