



# St Michael at Bowes Church of England Junior School

*"An inclusive Christian community building on firm foundations for successful lives."*



# Welcome to our School

St. Michael at Bowes recognise and value the rich linguistic and cultural diversity in our school and the local community. The school endeavours to ensure that each child is able to excel in their achievements, and to have the skills, independence and initiative to become good citizens.



We value the link between home and school. We aim to work in partnership with you to ensure that the time your child spends with us is happy and worthwhile. This prospectus provides information about the school, its vision and aims as well as our curriculum. We hope you will find it useful.

Maria Jay, Headteacher

## About Us:

- St Michael at Bowes serves a culturally, religiously and socially diverse community
- There are approximately 48 different languages spoken
- In partnership with 11 schools through the Excellence in Learning Community (ELC)
- It has strong links with St Michael at Bowes Church and St Cuthbert's Church
- 'Outstanding' SIAMS Report (Statutory Inspection of Anglican and Methodist Schools)
- Is an inclusive school recognised by the Inclusion Quality Mark and the Sandwell Well-being Charter Mark
- Breakfast Club and After School Club facilities are available (7.45 a.m. – 5.45 p.m.)
- St Michael at Bowes a 'Good' 3-form entry Voluntary Aided school, which receives the majority of its intake from the community infant school next-door

# Our Mission Statement

- St Michael at Bowes is a Church of England school, reflecting Christian values.
- We believe that every child should have a happy, safe, secure and disciplined environment in order that all children may thrive and reach their full potential.
- We are committed towards an environment that reflects our Christian values, and provides equal opportunities for all members of the school community.
- We strive for continual progress and development with the purpose of improving standards, raising attainment and enhancing the quality of learning and teaching.



# Our Aims

- We believe that children should be happy, enjoy coming to school, take away with them happy memories and be able to make good friendships with others.
- To make sure our children always have good manners, behave well and have a smart appearance.
- To encourage our children to be more confident and believe in themselves and what they can achieve, so they can develop knowledge, skills and care for others.
- To help our children to become independent learners: always asking questions about the world around them.
- To teach our children to accept and show respect for other peoples' views, beliefs and cultures, to have respect for themselves and know they are important and special.
- To make sure parents, governors, staff and the community all work well together to give our children an environment in which each child can reach for the stars and achieve their targets.

A photograph showing the back of two children in school uniforms, wearing green backpacks, walking towards a school entrance. A staff member in a yellow shirt is visible in the background. The image is used as a background for the 'School Day Procedures' section.

# School Day Procedures

Gates to the grounds open at 8.35am, when children are allowed into the playground. The school doors open at 8.45am for the children to enter. Registration is at 8.45 am. Children arriving after this time should go to the office where they will be registered. It is important that your child arrives and is collected promptly each day. Late arrivals are upsetting for your child and disrupt the class.

Children are allowed to come into the playground 10 minutes before the official start of the school day. They can stay in the playground and then come into school when the first bell rings (5 minutes before the school day).

The school day finishes at 3.20pm every day. The children will be dismissed from their classrooms at the end of the school day. Please arrange to meet in the playground. Parents are asked not to enter the school. If they need to see a member of staff they will need to report to the main office. These arrangements will help to ensure the safety of all our children.

# School Meals

At St Michael at Bowes the children have a wide choice of healthy school meals prepared on site, which meet all the required nutritional standards. All meat supplied is Halal.

Your child will no longer qualify to receive a free school meal as part of the government's initiative for Reception, Year 1 and Year 2 pupils. If your child is eligible to receive free school meals (if you are in receipt of a qualifying benefit), then your child's meals will continue to be free. If you think you could be eligible for free school meals then please contact the school office or check [www.gov.uk/apply-free-school-meals](http://www.gov.uk/apply-free-school-meals).

Dinner money should be paid on the first teaching day of each week. Payment must be made using the online Parent Pay system with the username and password given to you on your child's first day of school. Alternatively, you can use a barcoded letter at any paypoint shop.

Children may bring a packed lunch to school. Please ensure that any drinks brought to school are in a suitable container. As we are a "Healthy School" we do not allow any fizzy drinks, sweets, crisps or chocolates within the packed lunches. We are a nut free school.

All lunch boxes (not plastic bags) should be clearly marked with your child's name.

We have lunchtime play leaders who look after the welfare of the children, both in the hall and out in the playground, for the whole of the lunch break. All of our supervisors have taken an Emergency First Aid course.

# School Uniform

- White polo shirt (no tie) or white shirt with a tie
- Dark green sweatshirt, cardigan or fleece embroidered with the school logo
- Black or dark grey tailored straight trousers - NO fashion trousers to be worn or pockets on the side
- Black shorts or dark green and white full checked gingham dress (summer)
- Dark green, black or grey skirt
- Plain black shoes (no boots, trainers or trainer type shoes)
- White, green, black or grey socks/tights
- In addition, a plain black fleece may be worn in the winter.

## PE Kit INDOOR (to be worn to school on the correct days)

- White T-shirt with or without the school logo
- Dark green shorts
- Plimsolls (Black)

## PE Kit OUTDOOR (to be worn to school on the correct day)

- Plain dark green/black tracksuit
- Trainers

## SWIMMING (Year 5 only)

- One piece swimsuit. Bikinis may not be worn
- Trunks/shorts. Bermudas/long sports shorts may not be worn
- Swimming hat for long hair
- Towel



School uniform supplier: Kenzie School Shop.

Contact no: 0208 889 6025. Website: [www.kenzieuniforms.co.uk](http://www.kenzieuniforms.co.uk)

Unit 27, The Mall, Wood Green, London N22 (opposite Iceland within the shopping Mall)

# The Curriculum

At St Michael at Bowes Church of England School, our meaningful and purposeful curriculum drives the quality of education, with the inclusion of higher attainers and those with special educational needs and disability (SEND) in accordance with the 2014 National Curriculum requirements.

Our school organises the National Curriculum into exciting and cross-curricular topic areas, focussing on high quality subject specific knowledge and skills as well as personal and global learning. When deciding on learning experiences, we make best use of our local area and the opportunities afforded to us by living in one of the most exciting and vibrant cities in the world.

These topics have been arranged into a curriculum map, which sets out what the children will learn each half term and we track the progress of our pupils' learning through a progression document that identifies the skills and knowledge each child needs to be a successful learner in each year group.

The children are provided with multiple opportunities to apply their skills and knowledge across a range of disciplines and for a range of audiences.

Our curriculum is driven by a desire that our pupils should be: life-long learners, strong and confident communicators, advocates for social justice, socially mobile and have the moral values and character they need to be positive citizens of the world.



## Religious Education

Our Christianity forms the core of what we uphold and teach, and believe it to be evident in the ethos of the school. At the same time, we acknowledge, and celebrate the multi-faith nature of our community and society.

St. Michael at Bowes aims to give its pupils an understanding of the Christian way of life. The school maintains close links with the parish churches of St. Michael at Bowes and St Cuthbert's. Our pupils participate in services there for some of the major Christian festivals, and on special occasions throughout the year. They also have opportunities to visit other places of worship.



## Collective Worship

At St Michael at Bowes Church of England Primary School collective worship is an important part of each school day. Acts of worship are Christian in nature with an opportunity for reflection on varied aspects of life for all children. We aim to reflect the cultural, ethnic and religious backgrounds of our school population. During the year we celebrate Christian festivals, as well as other multi-faith celebrations such as Eid il Fitr, Hanukkah and Diwali.

If any parent wishes to withdraw their child from all or some of our assemblies then please ensure that we are aware of your wishes by discussing it with the Headteacher.



## Relationship and Sex Education

All Relationship and Sex education is taught in the context of Christianity and is introduced through Health Education as part of the Science and PSHE curriculum. Some elements of the curriculum are taught separately within each year group.

Parents are advised that they have the right to withdraw their child from all or part of the Relationship and Sex education offered outside of the Science and PSHE curriculum. Please discuss this with the Headteacher in advance.

## Inclusion

We pride ourselves on being an inclusive, accessible school where equality of opportunity goes hand in hand with a meaningful and purposeful curriculum to develop each child's potential.

Our teachers are adept in recognising and planning for our higher attainers. Our Inclusion manager regularly supports and monitors the progress of those children who require extra help, whether it is academic or pastoral.

We receive guidance and support from various external agencies, including the Borough's Educational Psychologist. We have established close links with our partnership primary schools and feeder secondary schools, in order to ensure greater continuity in children's education.



## Home Learning

At St Michael at Bowes we recognise the partnership between home and school is vital in helping each child reach their full potential. By providing home learning we hope to involve not just the child but the parents/carers as well. It becomes a shared experience and allows parents/carers to monitor their child's progress. We believe that it provides children with the opportunity to practice skills taught in class, develop independent learning skills and begin to recognise that learning takes place beyond the classroom.



We do not refer to 'homework' at St Michael at Bowes, but 'home learning'. We teach our children to enjoy and relish learning. The word "work" can turn children away from learning so we try not to use it. Much of the learning is challenging and the children will have to make a great deal of effort to achieve it, we teach them how to overcome challenges to become successful. Each term, year groups send home a curriculum letter, which informs parents/carers of the term's curriculum and gives advice on how you could support your child. It also provides details concerning home learning tasks.



## Assessment

Assessment is a continuous process, which is integral to all our teaching. We assess children, within lessons by providing high quality oral feedback and formal testing, in order to ascertain what they have learnt, so that we can plan the next stages of their development. Much of the assessment is based on the teacher's professional judgement of the child's achievements, using evidence from the child's work.

Your child will also participate in the following formalised assessments:

- Standard Assessment Tests in Year 6 to assess their progress at the end of Key Stage 2
- Published test materials in Years 3, 4 and 5 are used to inform teaching assessment and allow us to anticipate additional support for the following year
- In addition, further detailed assessments are made for children with special needs



# Breakfast, After School Club and School Clubs



The children at St Michael at Bowes have the opportunity to participate in a range of after school activities. Many clubs are run by members of staff and some are free of charge. Outside agencies also provide activities ranging from football to multi-sports; these clubs require payment.

A breakfast club runs from 7.45am – 8.50am.

An after-school club is run by Super Star Sports at Tottenhall School. Children are collected from St Michael at Bowes playground at the end of the school day. It runs from 3.25pm – 5.45pm; for further information please speak to the school office staff.

# School Trips



Trips and visits outside of school are part of a child's experience and an important part of their education. We endeavour to ensure that all children have the opportunity to take part in educational visits.

Parents will be asked for voluntary contributions towards the cost of a school visit and will be advised of the amount needed to meet the cost of the trip. Whilst not contributing on a voluntary basis in no way diminishes the right of your child to take part in a school activity, insufficient contribution to cover the overall expenses of a trip, may result in cancellation. The financial situation of families is always considered and respected.

Parents will receive a letter well in advance of the visit giving details of the trip; cost and including a parental permission slip which must be completed in order for the children to take part.

# Behaviour

## Our school values are:

- Caring
- Cooperation
- Fairness
- Honesty
- Resilience
- Respect

At St Michael at Bowes, we believe that the most effective discipline is self-discipline and through our Behaviour Policy we have developed a framework to enable this to happen.

The school alone cannot instil a framework of discipline into children. It is therefore essential that parents work closely together with the school. Parents / carers and pupils all have a duty to play an active role in ensuring that the school maintains an atmosphere in which all feel proud of their work and conduct.

Through our Behaviour Policy we hope:

- To develop a positive atmosphere which is based on a sense of personal worth
- To provide a caring, friendly and safe environment where all pupils can learn in a relaxed and secure atmosphere
- To promote self-discipline, fostering self-respect, respect for others, and care for the school in the wider community and environment
- To provide a framework that recognises and supports the need for courteous and considerate behaviour from both children and adults
- To encourage the support and cooperation of parents / carers

**'Love your neighbour as you love yourself' Mathew 22:39**



# Rights Respecting School Council

We are very proud of our RRS Council and the important role it plays in the life and direction of the school.

Two elected members, who stand for one year, represent each of our classes. A member of staff chairs the RRS council. The meetings are minuted and the Senior Management Team of the school discusses the issues raised. Copies of the RRS Council minutes are displayed, along with photographs and information about each member and details of the council's activities.



## Child Protection

The school follows the Local Authority's child protection procedure. The procedures give clear instructions to all schools to immediately inform the Education Department and Social Services if there is an allegation of child abuse. It is the school's legal duty to follow these instructions. The parents of any child involved are, of course, informed as soon as possible thereafter. We have designated members of staff in the school responsible for Child Protection.



## Welfare and Medicines in School

We have staff who are qualified First Aiders who will attend to minor accidents. If your child is unwell or has an accident at school our designated first aider will contact you. Please inform us of any telephone number changes as well as a change of work place. We will of course make sure that your child is well looked after, if for any reason you cannot get to school immediately.

Regular and punctual attendance is necessary if your child is to gain the full benefit from school. If your child is absent from school please telephone us as soon as possible especially if your child normally comes to school alone. On their return to school your child should provide a written explanation for the absence to their class teacher.

# General Information

## Mobile Phones

We understand mobile phones are a part of 'everyday life' of children; but in general, children are not allowed to bring them onto the school premises or on trips.

Under exceptional circumstances permission may be granted. A parent/carer will need to put in writing, to the Headteacher, reasons why their child would need to bring a phone to school.

## Working with parents/carers

Parents are welcomed and valued in school. We recognise and value the huge contribution that parents make to the positive development of children. The Headteacher and the Deputy Headteacher are available to discuss any issue connected with your child or the school in general. Parents are always welcome to talk to class teachers, please arrange a mutually convenient time through the school office. Parent/teacher consultation evenings are held in the Autumn and Spring term. Written reports are sent home once a year.

We regard the help of parents in school as invaluable. If you have any time to spare and would like to join us to help in any way, please let your child's teacher know. There are also opportunities for parents to join celebrations and contribute to their child's learning within school time. Your interest in your child's education is greatly valued and we will ensure that you are kept well informed about the work done in school. Weekly newsletters are available on the school website, and at the beginning of each term, class teachers send an outline of the work they intend to cover using the Class Dojo.

## The Friends of Tottenhall Infants and St Michael at Bowes (FOTSA)

This is a joint Parents' Association with the Infant School next-door. All parents/carers are automatically members. We hope that you will be active members of The Friends and support as many events as possible.

## Maintenance Fund

As a Voluntary Aided Church School, the Governors of the school are responsible for the maintenance of the buildings which can often be very expensive. We are charged PER CHILD and we do ask ALL parents to share in this responsibility by contributing £39 for FOR EACH AND EVERY ACADEMIC YEAR your child attends.

## The School Governors

The governing board provides strategic leadership and accountability in schools. Our Governors take a positive role in ensuring that St Michael at Bowes School operates effectively, efficiently and happily. They work to balance the interests and needs of children, parents and staff.



## Complaints

We see the education of children as a partnership between home and school. We hope that most problems would be resolved. If you are concerned about any aspect of school life please contact, in the first instance, your child's class teacher who will hopefully resolve the matter for you. If this is not possible you are welcome to discuss the matter with the Deputy Head or the Headteacher.

The full complaints policy and procedures are available from the school office or the website.





**St Michael at Bowes CE Junior School**

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