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Chair of Governors: Mrs. Laura Pilgrim  
School Business Manager: Mrs. Alison Clarke  
Administration Officer: Mrs. Rachael Basson



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# Our **S.M.I.T.H** Vision



Here at St. Michaels we put our pupils at the centre of what we do. We are committed to providing **inclusive**, inspiration and innovational teaching, delivering a rich and broad-based curriculum that **motivates** our children to love learning. We want our pupils to feel **safe** and inspired to fulfil their true potential.



## Inclusion

All staff are committed to giving every child the opportunity to achieve. We have an inclusion policy, skilled staff, and an accessible learning environment that ensures that this happens for all our children in the school, regardless of their age, gender, ethnicity, attainment or background. We are proud to have been awarded the Liverpool Inclusion Charter again in 2014.

## Safeguarding

We are a safeguarding school and expect all in the community to share that commitment. School may contact social care where a real concern is raised about a child's safety and wellbeing.

We are  
**Safe, Motivational, Inclusive, a Team and Happy**

## Our **S.M.I.T.H** Values

### We are **SAFE**

Keeping our children safe is our number one priority and everyone at St. Michael in the Hamlet is committed to ensuring we achieve this.

### We are **MOTIVATIONAL**

At St. Michael in the Hamlet, we endeavour to instil in our pupils a desire to achieve their true, full potential.

### We are **INCLUSIVE**

Our aim is to provide equal access to a high quality education to ALL.

### We are a **TEAM**

Ensuring that all member of our school community feel appreciated and valued is fundamental to our vision.

### We are **HAPPY**

Throughout are school we promote happiness this is key to inspiring our pupils.



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# Our **S.M.I.T.H** School Day



## 8.45 a.m. to 8:55 a.m. Our school day begins

Children can walk into class from 8:45.

One teacher from each year group will be on hand to answer any questions or pass on any messages every morning. We also have additional staff on the gates each morning.

## 12:00 to 1:00 pm Our Lunch Hour

Our lunches are provided by 'Food for Thought' we have menus on our school website which rotate every three weeks. If your child has any dietary requirements please let the school office know immediately and they will be catered for.

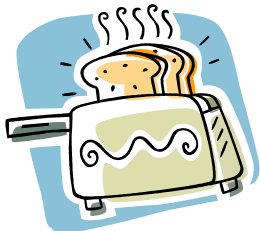
We split our lunch between two dining halls, Early Years Foundation Stage (EYFS) and Key Stage 1 eat in the infant hall and our juniors remain in the junior building. We also make use of the reception outdoor area and both the infant and junior yards during this time.

## 3.20 pm School Finishes

Children leave school from different exit points, the nearest to their classroom, and wait with their teacher until they are collected by yourself or another known adult. Foundation Stage children are collected from their classroom via the EYFS yard.

If for any reason you will be late collecting your child please let the school office know ASAP

## **S.M.I.T.H** Wrap Around Care



### Breakfast Club

We operate our own breakfast club from 7:45am during term time only at £1 a day (or 50p if your child is entitled to Free school meals), please enquire at the school office.

### After School Club - Haven

After School Care is run by Our Haven Team and operates from 3.20- 5.45 p.m. Monday to Friday during term time. For further details and a price list for sessions, please contact the junior office.

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## Our **S.M.I.T.H** Learning Journey

We offer a creative curriculum that will stimulate your child to acquire knowledge and develop their individual skills. It is a broad and balanced curriculum that provides for the academic, moral, physical, creative and social development of every child. All our children are important and staff work hard to provide the right learning opportunities to build on individuals' skills and overcome any difficulties.

Our learning environment is safe, happy and challenges children to think, make progress and become independent learners. Your child's progress will be monitored each term and their achievements celebrated with you.



### The Early Years Foundation Stage (3-5 years)

We have provision for 52 three year olds, and 60 four year olds in our bases, Nursery and Reception. Nursery children have five 3 hour sessions each week, either in the morning or afternoon. We also have a limited number of full time places for which there is a fee. In the September after their fourth birthday all children attend full time in the Reception class.

This is a key time in your child's learning and development. We have fantastic indoor and outdoor learning environments, and skilled teaching and support staff, so that we can offer a rich variety of experiences to develop key learning skills. We will work with you so that you can best support your child, and similarly like you to tell us about new skills or interests your child has shown at home.



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## Key Stage 1 (5-7 years) and Key Stage 2 (8-11 years)

Your child will be taught in mixed ability classes with children of the same age. There are two classes in each year group. Teaching is delivered by the class teacher, though we have a talented team of support staff and specialist teachers who may also work with your child during the week. Teaching will build on what your child can already do, and we carefully track their achievements to ensure every child makes progress. The creative curriculum we offer has, at its core, English, Maths, Science and Computing. It also includes all of the Foundation subjects; Art, Design Technology, Geography, History, Music, PE and RE. We enhance our curriculum development by also teaching: Personal, Social, Health and Citizenship education through Circle Time, SEAL, Fair trade, Philosophy sessions and following the Rights Respecting Schools' programme.



## Educational Visits and Visitors



These are an important and very enjoyable part of the curriculum, often used as a stimulus for a topic. They particularly help support the children's understanding of community and environment. Visits out of school vary from an hour in Priory woods, a morning at Speke hall or a day trip to Chester. We also offer residential trips for children in Years 6.

Visitors to school offer the children experiences that are difficult for staff to provide e.g. a theatre production group or a science road show.

## Religious Education and Assemblies

The R.E teaching follows the FOCUS scheme as well as the LA syllabus, which includes the study of other faiths. Assemblies are an important time to meet together as a school community, and are broadly Christian. Many of the themes taught in RE and in assembly include subjects that are implicit in all faiths, caring, friendship, sharing, looking after our world, love and respect of others.

**\*Parents have the right to withdraw their child from assembly. Let us know so we can make other arrangements.**

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## Extra –Curricular Activities

We have a wide variety of clubs that run throughout the year. They generally take place in the lunch break and after school.

|           |          |           |                           |           |
|-----------|----------|-----------|---------------------------|-----------|
| Choir     | Recorder | Football  | Athletics                 | Art       |
| Orchestra |          | Netball   | Cricket                   | Gardening |
| Reading   |          | Computer  | Peripatetic music lessons |           |
| Chess     | Cookery  | Glee Club | Science                   |           |
|           | Drama    | Lego      | Board Games               |           |

These are run by members of staff, parents and outside agencies. All our clubs are currently free to families. Children can collect credits for the Schools University.



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## Our **S.M.I.T.H.** code of conduct

This has been formulated with the safety and well-being of the children in mind, and to enable the school to function efficiently as a place of learning.

The wording has been chosen by the children so that they can take ownership of it.

**Respect yourself, respect each other and respect the environment.**

- Be a good listener
- Be kind and fair
- Show good manners
- Tell the truth
- Have a go and try your hardest

We emphasize positive behaviour and actively catch children being good.

There are a variety of rewards the children can receive from smiles and verbal praise to stickers and certificates. When we have to remind individuals of the rules this is done so appropriately to their age, and we support them to be able to correct their own behaviour and get back on task. Our behaviour policy ensures that our school is calm, safe and orderly, and is a place where children's self-esteem is nurtured. Where the behaviour of a child puts themselves or others or property at risk, staff may need to take steps to intervene physically. We have specific guidance on this in our Care and Control policy.

## House Teams

Everyone is put into one of our four house team:

**Aigburth**, **Dingle**, **Mersey** or **Sefton**.

Children work together to collect house points and the team with the most points each half term gets a small reward this could be juice and biscuits, a craft activity, we've even had a water fight. An overall tally is kept and winners for the academic year receive the house point trophy. This helps to promote positive behaviour in class and around school.

In year 6, children are given the opportunity to represent their team by being a house captain. They are selected by their peers and their role to reinforce positive behaviours.



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## Uniform

We have a simple uniform which we encourage the children to wear with pride as it shows they are part of our school community.

Children wear grey or black on their lower half and a white shirt or polo shirt on top.

Both our royal blue sweatshirts and polo shirts have the school logo on them.



Children must not wear any nail varnish or dye their hair.

Shoes should be appropriate for playing outside in, **no heels or trainers**, and socks should be plain white, grey or black.

In the summer girls may wear a blue and white checked dress.

## PE Kits

Our PE kit is black shorts and a plain white t-shirt with a pair of black plimsolls. It should be kept in school every day in a clearly named bag.

## Swimming Kits

From Year 3 your child will go swimming. They will need trunks or a one-piece costume, a towel and a swimming cap.

## Health and Safety

For Health & Safety reasons we only allow watches and small metal stud earrings, **which must be removed for PE and swimming**.

No other jewellery must be worn.

## Labelling Clothes



As you would expect, most children will mislay an item of clothing at some point. Please name all clothing so your child's missing items can be returned to them once found. We have lost property boxes in our junior foyer.

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## Welfare and Safety

The health and well-being of your child is our first priority. If your child becomes ill or has an accident in school we will contact you as soon as possible. It is vital that you complete a new family data form every year and that you keep us informed of any changes, particularly new mobile phone numbers.

We strive to keep our school a safe and secure environment. We have security fencing, CCTV, entry keypads on gates and intercom systems to screen site access.



Parents can help us by remembering the following:

- We are a smoke free site.
- We are a dog free site.
- There is no parking on the zigzag lines outside school, for any reason.
- Please use the bins for litter.
- All visitors into either school building should sign in and wear an identity sticker.



**We are a safeguarding school and as such we follow Liverpool authority's Child Protection procedures where there is a concern over children's safety.**

## Medicines

If your child is asthmatic, has allergies or any medical condition, you must let us know this can be done via the school office. If your child/children require any medicine including inhalers etc, we have certain school procedures to follow so please contact the school office.



## Sickness

We have a dedicated answer machine where you can leave a message should you need to keep your child off school. If your child still needs to take prescribed medication on their return to school you will need to fill in a medical form, these are available from the school office. Children who are collected from school for a medical/ health appointment must be signed out.

## Attendance

Good attendance is vital for children to make progress and to be happy at school. We have an Attendance Officer, Mrs. G. Larsen, who monitors attendance rigorously and actively promotes good attendance. Where a family is unable to support good attendance, we involve a number of agencies for the benefit of the child. From September 2015, in line with Government Policy, any child with an attendance below 90% is considered a Persistent Absentee and may be subject to a Fixed Penalty Notice from the Local Authority. Also, Holidays in Term time will **not** be authorised and will be subject to a Fixed Penalty Notice.



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## Lates

All children must be in school by 8.55 when the school day officially starts. Children arriving after this time will be marked as late. Being on-time and ready to learn are key habits for effective learning. We ask for your co-operation in ensuring that your child arrives at school on time. Letters are sent home if a child is persistently late for school and the school Educational Welfare Officer is informed. Attendance and punctuality records go with your child to his/her Secondary School.

## Photographs in School

We have a strict policy regarding anyone taking any images on school premises. This is to protect all the children on site. Only school employed staff may do so and only for classroom use or to display on the school website or twitter account. The child's full name is never recorded next to their picture and all photographs are checked to ensure that children who are on the child protection register or where there is another concern, cannot be identified. Celebratory events, such as the Christmas Show will be recorded by school staff, either as a DVD or photograph, and will be available to parents for a nominal fee.



## Our Staff

### Head Teacher

Mrs L Moreton

### Acting Deputy Head Teacher

Mrs C Jones

### Teaching Team

Ms J Millican

Mrs S Burch

Mrs V Sheffield

Miss A Bedford

Miss H Nelson

Mr J Cunliffe

Mr P Backstrom

Miss P Bennett

Miss J Tsai

Mrs M McLain

Mrs R Brackenridge

Miss B Powell

Mrs J Sayer

Mrs J Agis

Miss K Knutsen

Mrs K Horscroft

Miss J Norman

Miss M Fearon

### Hive Team

Mr B Tomlinson  
Hive Teacher

Miss H Whaley  
Support Assistant

Mr C Cowell  
HTLA

### Learning Assistant Team

Mrs J Roberts  
Deputy SENCO

Mrs S Owen  
Outdoor Learning

Mrs M Hobson  
HTLA

Mrs G Barratt  
LSA

Ms S Ambrose  
LSA

Ms S Fisher  
LSA

Mrs R Burchard  
LSA

Ms D Harker  
LSA

Mrs J. Langeveld  
LSA

Ms S Peers  
LSA

Mrs L Maddison  
LSA

Miss N Hamood  
LSA

Ms D Mitchell  
LSA

Mrs A Dodd  
LSA

Miss J Lawrence  
LSA

Mrs S Payne  
Nursery Key Worker

Mrs T Fortune  
Nursery Key Worker

Mrs G Larson  
Social Inclusion Officer

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## Office Team

Mrs Alison Clarke  
Business Manager

Mrs R Basson  
Office Manager

Ms H Testrow-Forrest  
Office Staff

## Haven Team

Miss T Hubbard  
Manager

Miss L Basson  
Play worker

Ms J Fortune  
Play worker

Ms E Fortune  
Play Worker

Miss K Burch  
Play worker

Miss L  
Play worker

## Catering Team

Mrs M Kelly  
Lunchtime Supervisor

Mrs V Edwards  
Lunchtime Supervisor

Mrs A Fay  
Catering Assistant

Mrs E Mooney  
Catering Assistant

Ms A Sullivan  
Catering Assistant

Mrs J Neary  
Catering Assistant

Mrs S Clarke  
Catering Assistant

Mrs S Wilkinson  
Catering Assistant

## Cleaning Team

Mrs J Jones  
Cleaning Assistant

Mrs L Fitzpatrick  
Cleaning Assistant

Mrs  
Cleaning Assistant

Mrs B Roscoe  
Cleaning Assistant

## Site Manger

Mr A Edwards

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## Our **S.M.I.T.H.** Governing Body

Our Governors are fully involved in school life. If you would like to contact the Chair of Governors for any reason, you can do so through the school.

### Miss Laura Moreton

Category: Head Teacher

Date Appointed 05.06.2018

Appointed by: Governing Body

Term of Notice: N/A

Roles: Head teacher, Resources, Standards



### Mrs Laura Pilgrim

Category: Co-opted

Date Appointed: 01.07.2020

Appointed by: Governing Body

Term of Notice: 4 years

Roles: Chair, Resources, Standards, Pay Review



### Mr Dave Patmore

Category: LA Governor

Date Appointed 14.10.2015

Appointed by: Local Authority

Term of Notice: 4 years

Roles: Vice Chair, LA Governor, Resources, Pay Review



### Mrs Rachael Brackenridge

Category: Staff Governor

Date Appointed: 01.11.2019

Appointed by: Staff

Term of Notice: 3 years

Roles: Staff Governor, Standards



### Miss Laura Yallop

Category: Co-opted

Date Appointed: 01.01.2019

Appointed by: Governing Body

Term of Notice: 4 Years

Roles: Co-opted, Resources, Standards



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[Mr Michael Nickeas](#)

Category: Co-opted

Date Appointed: 01.01.2019

Appointed by: Governing Body

Term of Notice: 4 Years

Roles: Co-opted, Resources, Standards



[Mrs Rona Lucas](#)

Category: Co-opted

Date Appointed: 21.09.2017

Appointed by: Governing Body

Term of Notice: 4 Years

Roles: Co-opted



[Mrs Nena Mitchell](#)

Category: Co-opted

Date Appointed: 21.09.2017

Appointed by: Governing Body

Term of Notice: 4 Years

Roles: Co-opted



[Mr Phil Watson](#)

Category: Co-opted

Date Appointed: 07.10.2020

Appointed by: Governing Body

Term of Notice: 4 years

Roles: Co-opted, SEND and HIVE

[Mr Phil Watson](#)

Category: Co-opted

Date Appointed: 07.10.2020

Appointed by: Governing Body

Term of Notice: 4 years

Roles: Co-opted, SEND and HIVE

[Revd. Keith Hitchman](#)

Category: Co-opted

Date Appointed: 09.10.2018

Appointed by: Governing Body

Term of Notice: 4 Years

Roles: Co-opted



[Mrs Oonagh Jaquest](#)

Category: Parent

Date Appointed: 01.01.2019

Appointed by: Parent Election

Term of Notice: 3 Years

Roles: Parent Governor



# Our S.M.I.T.H. Community

## Family Events



Throughout the academic year we have numerous events for our pupils, parents, staff and the local community. These events can be; to celebrate our pupils achievements, to share in a national event, to celebrate a festival or to raise money for school resources.



Every year we try to include a diverse array of activities for our parents these have previously included;



an Edi family picnic,  
a Rock Kidz Concert,  
a Meditation and Wellbeing session,  
a phonics taster,  
a STEM design and make sessions,  
as well as  
a Diwali dance workshop.

Annual we have our Christingle Service for Key Stage 2, in the local Church, St. Michael in the Hamlet. Our younger children do a nativity performance which takes place in our infant hall. At the end of the academic year we have sports days and our Summer Fair which is a brilliant way for our children to provide entertainment with their musical skills.



## St. Michael Sessions

Last year our local church raised over £1,500 pound for our school, by holding a music event for the local community. This event was attended by staff, parents and the members of the local community, we were so thankful and we hope to attend and support many more of these events in the future.

## PTA

We have recently setup a school PTA they have helped in many of our school events and have been planning some of their own.

If you would like more information on our school PTA, please ask in our junior office and they will pass on your details to the correct member of staff.



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# Communication

## Listening to Children

We want all our children to be happy, motivated and successful during their time with us. We listen to their ideas and opinions regularly, and try to show how this process can improve our school. The Head Teacher regularly meets with children from each year group to talk about their learning and the activities they are doing in class. We have a very active School Council who canvass the views of all the children on different topics as well as trying to solve their more general concerns. Our Pupil Advocates or 'Buddies' are trained to help solve any playground worries and know when to ask for adult help.

## Listening to Parents

Similarly, we listen to the views of our parents so we can be effective in our partnership with you. We hold a variety of social events during the year where you can chat informally with staff and Governors. There are also more formal invitations to come into school where you will have time to talk to key members of staff. Questionnaires are another way for school to find out what you think, sometimes theses will be general, and other times more specific. Please remember that your child's teacher will always have time to talk to you, either before or after school, if you have any concerns or questions.

## Communication



We regularly upload information onto our School Website, please visit <http://www.stmichaelinthehamletschool.com>



Please register with Parentmail, as we will keep you up to date via texts and emails.



We also have a school twitter account [@St\\_michael\\_ham](#) where class teachers post pupils work, videos and positive messages for our community.



If you need to contact school the email address: [ao@smhsch.co.uk](mailto:ao@smhsch.co.uk) these message will be answered promptly or forwarded to the relevant staff.

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