

St. Michael in the Hamlet Community Primary School Prospectus 2025/26

St Michael in the Hamlet Primary School
Neilson Road, Aigburth, Liverpool, L17 7BA



Head Teacher: Miss L Moreton
Chair of Governors: Ms A Patmore
School Business Manager: Mrs S Ellison
Admin Officers: Mrs R Basson and Miss H Testrow-Forrest



Telephone: 0151 727 3215
Website: www.stmichaelinthehamletschool.com
Email: ao@smhsch.co.uk

Welcome from the Head Teacher



On behalf of St Michael in the Hamlet Primary Community, I am delighted to welcome you.

This is a school and community with an extraordinary charm and an ethos that holds children at its heart. Here at St Michael in the Hamlet Primary School, (S.M.I.T.H) we are passionate about promoting and safeguarding the welfare of all our children and are committed to providing a welcoming, supportive, community atmosphere in which we can nurture the achievements of every child.

We put our pupils at the centre of everything we do. Our commitment is to create an educational environment that is not only inclusive but also inspirational and innovative. We understand that each child's journey is unique, and it is our mission to foster an atmosphere where every student is valued, motivated, and encouraged to achieve.

We are privileged to have a highly experienced, skilled and committed school team who strive for the upmost success for our children. Your children are the reason why we are all here. Firstly, and in my opinion most importantly, we will always try to ensure that your child is happy. As a parent myself, I fully understand that children's happiness, safety and wellbeing must always be the priority. We are honoured to work with you and your very special little people; we are on the journey of primary education together.

Visits are encouraged and welcomed. You can get a good flavour of what St Michael in the Hamlet is like by browsing our website and social media platforms. If there are any enquiries we can help with, please don't hesitate to phone the office or email us at ao@smhsch.co.uk

We look forward to welcoming you to our school very soon!

Miss L Moreton
Head Teacher

Our S.M.I.T.H Vision



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.

We proudly celebrate the achievements of our Year 1 to Year 6 pupils through the SMITH Values Awards, presented each half term to those who demonstrate these values. Pupils will be honoured in an assembly, where their hard work and dedication will be showcased. We warmly invite all parents to join us in this wonderful celebration of their children's success. It's a fantastic opportunity to share in the joy and pride of our young achievers!

Inclusion

Our inclusion policy underpins our values, ensuring that every student, irrespective of their age, gender, ethnicity, attainment, or background, is valued and provided with the necessary support to thrive. We have a team of skilled staff who are trained to recognise and address the individual needs of our pupils, fostering an accessible learning environment where all children can engage meaningfully with the curriculum.



In 2024, we were delighted to have achieved 'The Inclusion Quality Mark.' The followed an inspection into the inclusive ethos of our school. We are proud to say that the report details the fantastic work that staff, children and parents do every day to make SMITH a truly inclusive school.

Safeguarding

At our school, safeguarding is of paramount importance, and we are dedicated to creating a secure and nurturing environment for all our students. All staff members are committed to giving every child the opportunity to achieve their full potential. We firmly believe that every child has the right to a high-quality education and a supportive atmosphere that promotes their wellbeing and development.

It is our duty to provide a secure environment where children can flourish. In instances where genuine concerns arise regarding a child's safety or welfare, the school may take the necessary step to ensure their well-being. We firmly believe that safeguarding is a collective responsibility and urge all our stakeholders to collaborate in creating a safe and nurturing atmosphere for our pupils.

We continuously strive to uphold best practices in safeguarding, maintaining robust procedures designed to protect our students from harm. By cultivating an inclusive and safe educational setting, we empower our children to explore, learn, and grow, enabling them to embark on fulfilling journeys both academically and personally. Our commitment to safeguarding ensures that all students can enjoy their time at school with confidence and security.

The SMITH Safeguarding team

Miss L Moreton – Safeguarding Lead

Mrs C Jones – Deputy Safeguarding Lead

Mrs A O'Neill – Deputy Safeguarding Lead

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



8:45am - School day begins

The school gates open at 8:45am until 8:55am. 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.

Lunch Time

Our lunches are cooked fresh on site each day by 'Food for Thought'. We have menus on our school website that are provided each half term. 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.

3:15pm - 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. Children will only be dismissed to those listed on the pick up forms unless notified otherwise.

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

Breakfast Club - opens at 7:45am

We operate our own breakfast club from 7:45am during term time only at £3.00 a day (or £1.50 if your child is entitled to free school meals) Please book and pay in advance on iPAL. Breakfast Club is open to children from Nursery to Year 6. Mersey Mavericks also do basketball and multi-sports sessions twice a week with breakfast club for no extra charge.

After School Club (Haven) - open until 5:45pm

After School Care is run by our Haven team and operates Monday to Friday during term time. Each session is £11.00. (We accept Tax Free Childcare Vouchers.) Children are taken directly from class at 3:15pm to Haven and are provided with a snack. Please ensure your child is collected by 5:45pm at the latest as late fees can be applied after this time. Haven is open to children from Nursery to Year 6. Please book and pay in advance on iPAL



Our Learning Journey

We offer a broad and balanced curriculum that provides for the academic, moral, physical, creative and social development of every child. Our learning environments are; safe, happy and challenge children to think, make progress and become independent learners. Your child's progress will be monitored and their achievements celebrated with you.

We have a number of exciting additional opportunities available to children across the school with external companies providing a variety of activities such as:

MGL - computing and coding lessons in the juniors

Spanish Ana – Spanish lessons in EYFS, infants and The Hive

Resonate – Whole class brass lessons for Year 4

Front Row – Whole class ukulele lessons for Year 3

Mersey Mavericks – Basketball and multi-sports across the whole school

Admissions

SMITH is a two form entry primary school with a maximum capacity of 60 children per year group. As we are community primary school, we follow Liverpool City Council's admissions policy. This gives priority to children in the following order.

1. Children in the care of the local authority (LAC) This includes children who have been in the care of the local authority but have since been adopted/became subject to a child arrangements/special guardianship order.
2. Children with exceptional medical or social needs
3. Children who have a full/half/step sibling that lives at the same address when the child is due to start.
4. All other applicants.

If there are more applications than places, those children in section 4 will be allocated by distance to the school as the crow flies.

All applications must be made online to the local authority that you live in. For more information please see the full admissions policy on the school website or visit the admissions page on the Liverpool City Council website.

<https://liverpool.gov.uk/schools-and-learning/school-admissions/how-to-apply/>

In Year Applications

If you would like your child to join SMITH in another year group, you will need to complete an application form in the school office. If your child is not currently in another Liverpool school, you will also need to complete an 'In Year Transfer' form on the Liverpool City Council website. Please contact the school office to arrange a visit.

<https://liverpool.gov.uk/schools-and-learning/school-admissions/in-year-transfers/>

Early Years Foundation Stage

Nursery

Our Nursery provision is for 3 and 4 year olds. Children are able to start the term following their 3rd Birthday, with 3 intakes a year in September, January and April.

We offer morning sessions (8:45am – 11:45am) or full days (8:45am – 2:45pm) This can be funded using 15/30 free hours or paid via tax free childcare accounts or on parent pay if you aren't eligible. The prices are £20 per session (AM/PM). If you would like your child to stay until 3:15pm this is chargeable for everyone and is £5 per day. Nursery children are also able to access our Breakfast Club and Haven wrap around provision.

Children are provided with milk and fruit as a snack during the morning session for free. The children attending for the full day will need to bring a healthy packed lunch. Please note we are a nut free school.

At SMITH, Nursery follow the Statutory Framework for the Early Years Foundation Stage (EYFS). Our nursery curriculum, therefore, is fluid rather than fixed. We are led by the children's interests and needs to ensure every child's individual needs are met, reflecting the vision we have at St. Michael in the Hamlet

In Early Years, we have what is known as Continuous Provision. Continuous Provision means the children have access to resources that we have out throughout the whole school year. As we move through the school year, we add to these resources and develop them to enhance the children's learning of a new topic or to follow their interests. This can range from a café to a hospital to a travel agency!

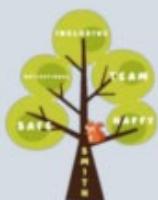
Reception

At SMITH we have two reception classes called Foxes and Owls. Both classes share a large open plan classroom but have their own separate teachers and teaching spaces.

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.

What can I expect in Reception at SMITH?

1. Make lots of new friends	9. Construct a model	17. Hunt for mini beasts
2. Splash in puddles	10. Cross a road safely	18. Set and achieve a goal
3. Challenge ourselves in the outdoors	11. Plant a seed and watch it grow	19. Dance like no-one is watching
4. Jump in autumnal leaves	12. Make some healthy treats for our friends	20. Post a letter to someone special
5. Try a variety of different foods	13. Build a den	21. Meet with special visitors
6. Perform to our friends and family	14. Show off your artistic flare	22. Make a delicious mud pie
7. Make a card for somebody	15. Go on a shadow hunt	23. Celebrate how much I've grown
8. Go on an Autumn welly walk	16. Create homes for minibeasts	24. Compete in our Smithy Olympics



Key Stage 1 and 2

Your child will be taught in a mixed ability class. 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.

From year 1 to year 6 we ensure that all children have access to a carefully planned bespoke curriculum which gives children the opportunities to achieve their full potential. We have designed our curriculum to build on children's prior learning over time, linking key concepts across subjects as well as developing a breadth of subject knowledge. Topics are designed to motivate children's natural curiosity and stimulate their creativity, in a safe and inclusive environment.

SEND

We fundamentally believe that all children deserve to access a high quality education in which they can thrive and become the leaders of tomorrow. We have the highest expectations and aims for all members of our school community. We aim that every child will have access to a broad, balanced and ambitious curriculum. As a team, we believe that children with special educational needs are best supported through quality teaching, impactful interventions and adjustments to remove barriers to learning. We recognise that all staff are teachers of SEND and we work together to make a meaningful impact through each and every interaction we have with our children. We strive to ensure all parents, children and staff have a voice that can help shape and refine our educational offer.

The SMITH SEND Team truly operates as a team.

Mr Norwood – Assistant Headteacher, SENDCo, Mental Health and Wellbeing Lead

Mrs Roberts – Deputy SENDCo

Miss Maddison – Pastoral Lead, EHAT Lead

If you would like to contact Mr Norwood or any member of the SEND Team please use the following email: send@smhsch.co.uk

Pastoral Support

We are very lucky at SMITH to have a member of our SEND team out of class delivering social, emotional, mental health interventions to many of our children. The Pastoral Lead supports those children that are struggling to access aspects of school and cannot gain support from external agencies. The role is being led by a wonderful professional that has vast experience of working with children with additional needs. If you would like any further information regarding our pastoral offer, please contact the SEND email.

We are delighted to have achieved the Bronze Award in Attachment and Trauma. Our staff have all participated in training relating to Attachment and Trauma. Our provision is tailored and amended to ensure that all that have experienced Adverse Childhood Experiences have the opportunity to thrive in their educational journey.

In addition to our fantastic Pastoral Lead, we also have behaviour and resilience support from MJ who works with small groups of children one day each week to help manage behaviour and build confidence. Susan Evans also provides counselling and mental health support to pupils one day each week.

Behaviour

All school staff use a consistent attachment based approach where relationships are central. All staff act as secondary care givers and recognise that all behaviour is communication. All staff consistently reinforce with children how to keep emotionally regulated and how to behave well in everyday social situations and in more challenging interactions.

At SMITH we understand that the use of any sanction is only effective if children are clear about why it has been given and that it is given after they have a chance to reflect on their behaviour when they are in a calm state. Reflection sessions take place and opportunities are offered for pupils to discuss their behaviour choices with an adult.

Our behaviour lead is Mr Norwood (Assistant Head Teacher)



Rewards

At our school, we celebrate achievements and promote positive behaviour through our carefully constructed reward systems. We believe in recognising and celebrating the hard work of our students! That's why we use Golden Time, a special reward that takes place every Friday afternoon. During this fun-filled session, children can choose from a variety of exciting activities, all while enjoying a relaxed atmosphere after a week of learning. It's a fantastic way to foster creativity and teamwork, allowing pupils to unwind and engage in something they love. We're proud to see our students look forward to their Golden Time each week, reinforcing positive behaviour and a sense of community in our school.

House points are awarded to students across the school, reinforcing our core values and encouraging collaboration and camaraderie among peers. The House system also fosters healthy competition, as students work together to earn collective rewards. Our Key Stage teams have the opportunity to earn half-termly prizes, which recognise the hard work and dedication of our students. These rewards serve as an incentive for students to strive for excellence in their academic pursuits and personal development.

Dojos are awarded for exemplary work and behaviour within the classroom, acknowledging individual efforts and encouraging a culture of positive reinforcement.

Learning Outside the Classroom

Day Trips

At SMITH, we recognise the paramount importance of day trips as an integral complement to our curriculum. These excursions provide unique opportunities for students to engage with the world beyond the classroom, allowing them to apply their learning in real-life contexts. By visiting historical sites, museums, and natural environments, children develop a deeper understanding of the subject matter, fostering enthusiasm for learning. Additionally, day trips encourage social interaction, teamwork, and critical thinking skills, contributing to the holistic development of our pupils. We believe that these enriching experiences are vital for nurturing well-rounded individuals prepared for future challenges.

Residential Visits

Our residential trips provide invaluable opportunities for children to engage in teamwork, develop crucial social skills, and enhance their learning experiences beyond the classroom. These trips are a great way for children to experience exciting, challenging, activities in a safe, environment guided by highly experienced leaders. Children can gain a great sense of achievement by tackling and overcoming new challenges, whether individually, or in teams. Residential trips are offered in year 5 and 6 to PGL.

Visitors

We recognise the key contributions that visitors make to enriching and enhancing our curriculum. Guest speakers, industry professionals, and cultural representatives provide students with real-world insights and diverse perspectives that cannot be replicated in the classroom. These interactions not only broaden students' understanding of various subjects but also inspire them to engage more deeply with their learning. We actively seek to integrate such experiences into our educational programme, fostering an environment where curiosity and creativity thrive.

Our School Grounds

In addition to our school yards with our fantastic new play equipment and our large school field here at SMITH, we are incredibly lucky to have our own wild garden. We use this space for relaxation, learning outdoors and other activities. Classes are able to access this area throughout the year to enhance their learning and see for themselves the changes that happen as the seasons roll over.

Attendance

Being in school every day is the key to successful learning. It helps your child establish friendships, feel included in their class 'team' and not feel like they are missing out.

In school, we reward good attendance in a number of ways. Each week the class with the highest percentage attendance (for the previous week) will receive a certificate to place in their classroom. We work with our School Councillors to decide on other rewards for classes with the best attendance.

Miss Moreton - Attendance Lead

Mrs Basson - Attendance Champion.

Lates



All children must be in school by 8:55am when the school day officially starts. Children arriving after this time will be marked as late. Children arriving more than 30 minutes late will receive an unauthorised absence for that session.

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 will be informed.

Sickness

We have a dedicated answer machine where you can leave a message should you need to keep your child off school. You can also report an absence via Parent App.

Children who are collected from school for medical appointments etc. must be signed out in the office.



Medication/Medical Conditions

Please ensure you keep school updated on your child's medical needs/allergies. If your child requires any medicine to be taken in school (inhalers etc) please complete a consent form in the school office.

If your child needs to take a short term prescribed medication on their return to school after an illness you will need to fill in a medical form, these are available from the school office.

Family Events

At SMITH, we are committed to fostering a supportive learning environment for families. We offer regular family learning events, covering a diverse range of subjects. These sessions are led by our dedicated teaching team, ensuring that all participants benefit from professional guidance and enriching educational experiences. Information on about these events can be found on our school dojo story.

Here at SMITH, 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 school trousers/skirts and a white polo shirt. Our royal blue cardigans and sweatshirts can be purchased from Kitted Out on Bleasdale Road. School shoes must be black and suitable for playing outside. No heels or trainers and socks should be plain white, grey or black.

<https://kittedoutschoolwear.co.uk/collections/st-michael-in-the-hamlet>

Summer Uniform



In the summer children may wear a blue and white checked dress, or grey shorts with their regular white polo. We also ask the children bring in sun hat when it is particularly warm.

PE Kit

Children come in to school on their classes PE day in their PE kit. The PE kit is a plain white t-shirt, black shorts/leggings/joggers and trainers. There is also an optional royal blue school hoody available from Kitted Out on Bleasdale Road.

Swimming Kits

For swimming lessons, all pupils must bring a swimming kit, which includes a towel, a one-piece swimming costume or trunks, a swimming cap and goggles. Please note that boys are not to wear 'baggy' shorts. Jewellery is not permitted during these activities for safety reasons.

Health and Safety

For health and safety reasons we only allow watches and small metal stud earrings, which must be covered or removed for PE and swimming. No other jewellery must be worn. Children who have shoulder length hair or longer must wear it tied back.

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 and Reception classroom.

PTFA

New faces are always welcome and we would love for you to join us for a cuppa and a chat at one of the meetings held in school with our PTFA link staff, Mrs Ellison (Office) and Mrs Amal (Key Stage 2)

Communication

Effective communication between the school and home is essential for a successful educational experience. To keep parents informed and engaged, we employ multiple channels for communication.

One of our key tools is Class Dojo, which is utilised to share highlights of students' achievements, important messages, and spellings. This platform allows parents to gain insights into their child's day-to-day experiences and engages them in their child's learning journey.

Our school website serves as a comprehensive resource, where you can find year group-specific curriculum maps and newsletters detailing important updates and key information throughout the academic year. We encourage parents to regularly visit the website to stay informed about upcoming events and school initiatives.

Additionally, our Instagram account features a variety of successes and highlights from across the school year. We celebrate achievements, showcase projects, and share learning experiences, providing parents with a glimpse into the vibrant life of our SMITH school community.

Finally the school office sends key messages via Parent App. This is also the booking system for parent's evenings and reporting pupil absences. In addition, we use Parent Pay as a convenient method for parents to make payments for trips, clubs, school meals etc. Please contact the school office for support with this or email ao@smhsch.co.uk



School Meals

Our school meals are all cooked on site by our wonderful kitchen staff. All menus are created by Food for Thought and are published on our school website and Parent App on a half termly basis. All allergies and dietary requirements are catered for. Please ensure you keep school up to date with any dietary needs/allergies.

All children from Reception to Year 2 are entitled to a Universal Infant Free School Meal. From Year 3-6 school meals are charged at £2.20 per day. If you are on Universal Credit, you may be eligible for means tested Free School Meals. You can apply for this on the Liverpool City Council website. Please ensure you inform school if you are approved. In addition to receiving a free meal during term time, the local authority also provide supermarket vouchers over the school holidays to families while school receive additional funding to help subsidise trips etc.

Extra-Curricular Activities

We have lots of opportunities for extra-curricular activities at SMITH. Each half term there is a variety of after school clubs available for free, from football and dodgeball to craft club and library club. These change each half term and vary for each year group.

Music Tuition

There are a number of musical opportunities available for children across school.

Rocksteady – Rocksteady provide music tuition from Reception to Year 6 in a band set up. Children can choose between singing, guitar, bass, drums and keyboards and learn together as a band with termly performances for parents.



Front Row Music – Front Row provide guitar and ukulele lessons for junior children in small groups. **FRONT ROW MUSIC**

Link Learning – Link Learning provide individual piano lessons for children from Year 1-6.



Lesley Davies – Violin lessons for junior children in small groups or individually.

Each of these companies liaises with parents and payments are made directly to them.

Hive Provision



The Hive is a Resourced Provision supporting 18 KS2 children. The Hive consists of two classes of 9 children, each with 1 teacher and 2 support staff.

The aim of the Hive is to create an enabling environment where each child can learn, socialise and explore independently, taking ownership of their learning journey. We aim to form a safe, predictable area where each child can fulfil their potential alongside their special interests. We aim to produce a bespoke curriculum to complement and enhance more formal learning, incorporating sensory breaks, opportunities for structured social time, emotional regulation and independence alongside the National Curriculum in hoping to break down barriers to learning. Whilst building a strong link with home to ensure a consistent approach in meeting the child's needs.

Pupils referred to the Enhanced Provision will have:

- A diagnosis of Autistic Spectrum Disorder (ASD) or be on the neurodevelopment pathway.
- A full range of cognition from moderate learning difficulties to average range.
- Pupils with an Enhanced Provision place or referred for an Enhanced Provision place will have significant demonstrable difficulty accessing the curriculum within a mainstream setting with reasonable adjustments made for them.
- All pupils accessing the Enhanced Provision will have their needs identified formally through an Education, Health and Care Plan (EHCP) or will be under assessment.
- Placements in the Enhanced Provision will be made by the LCC's SEND Team.

For more information on our Hive Provision please email send@smhsch.co.uk