

ST MICHAEL'S PRIMARY SCHOOL

July 2022

Parent Information Handbook

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The School Day & School Premises

The School Day

School begins at 8.50am with registration and ends at 3.10pm for Reception to Year 2 and at 3.15pm for Year 3 up to Year 6. It is important to arrive on time so that your child settles into their day alongside the rest of the children in their class. If on the odd occasion you are late due to a medical appointment or other circumstances your child will need to be brought to the school office to be signed in.

End of Day Collection: We understand that from time to time circumstances beyond control mean that children cannot be collected from school on time and on these odd occasions we ensure your child is kept safe until they're collected. However, please note that teaching and support staff continue their working day after pupils are released – they may attend staff meetings, training, run after school clubs or have meetings with parents. It is therefore really important that every effort is made to collect your child on time at the end of the day.

Office

Our school office is open from 8am until 5pm Monday to Friday. Office staff members are Mrs Friend, Mrs Eastland, Mrs Cowton and Mrs Horsley. Sometimes you might see Mr Martinez (Site Supervisor) he is also often present in the school office and supports the office staff when required. They are always very happy to help you with any queries so please feel that you can speak to them about both general matters and issues of a more sensitive nature, which can be passed on to your child's class teacher. All matters are dealt with in a confidential manner.

Communication: Correspondence including general information, newsletters, letters and PTA information, is sent out by e-mail. You will be sent a text to inform you of any correspondence that has been forwarded to you. Copies of all our correspondence are also available from the school office.

Please always ensure we have accurate and up to date contact numbers and e-mail addresses at all times.

On our website you can find further information in relation to curriculum, policies and other useful documents (www.st-michaels-lichfield.staffs.sch.uk).

Pedestrian Access

We operate an electronic gate system. The gates will be locked throughout the school day, except during the times stated below. Access is via the intercom. If you are bringing your child to school late or need to collect them during the school day, press the buzzer and a member of staff will let you onto the school premises. We may sometimes ask for your name so please don't be offended, we are just following safeguarding procedures.

Car Park

The car park is for staff and visitors to the school ONLY. The car park gate is operated electronically. Access is via intercom only.

Animals/Pets

Animals/pets are NOT allowed on the school premises at any time either on foot or in arms. Sometimes (as part of the school curriculum) we do allow animals onto the premises but on these occasions we carry out rigorous risk assessments.

School Uniform and PE/Games Kits

Pupils at St Michael's wear their uniform with pride. Wearing a uniform is an important part of the standards we strive to achieve both in terms of representing our school and for the purposes of safety. All children are encouraged to wear uniform from Reception through to Year 6, it can be purchased from Uniform Plus in Lichfield.

We will make every reasonable effort to locate lost property. However, the school cannot accept liability for any loss or damage to personal belongings whilst on the school premises. Parents are asked to ensure **ALL BELONGINGS ARE CLEARLY LABELLED** in order to help us return lost items to their owner.

Uniform - Day wear

- Royal blue sweatshirt, sweater or cardigan
- White shirt or polo shirt
- Grey trousers, shorts, skirt or pinafore
- School tie (optional)
- Blue and white striped / checked summer dress
- Sensible footwear (no trainers or boots (ankle or full length))
- Summer footwear: 'sensible' rather than 'fashion' sandals are suitable; these must be flat sturdy sandals with straps that support around the ankle and over the foot. No sling back straps, no mule style and no flip flops
- Modesty 'traditions' for religious reasons: head coverings should be royal blue, white, black or grey. Leggings and long sleeve t-shirts can be worn for PE and games.

Sun hats, pump bags and book bags embroidered with the school logo can also be purchased from the school office.

Hairstyles

Children with long hair should wear it tied back for health and safety reasons.

Hairstyles to be appropriate and should not include artistic designs, eg., tram lines, shaved head or hair dye.

Makeup and Nail Varnish

Children should not wear makeup or nail varnish at any time during the school day.

Jewellery

Children should NOT wear jewellery at school for safety reasons. Watches are permitted but must be removed for all PE activities. Please note that SMART watches may not be worn by pupils. Under GDPR and Safeguarding regulations schools are required to treat these as mobile phones in school. Children with pierced ears may wear small, plain studs (not hoops/sleepers) but these must be removed by the children themselves for all PE activities.

In Year 3 pupils will have the opportunity to learn to swim – earrings must be removed for this activity so please consider the timing if you're considering having your child's ears pierced.

Indoor PE

- Navy blue or black shorts
- Plain white t-shirt, **or t-shirt in your child's house team colour**
- Trainers

Coloured T Shirts must be either plain or with St. Michael's logo (available from Uniforms Plus, Lichfield 01543 414520). T Shirts with logos other than the St. Michael's badge are not permitted.

Please note that children will not be allowed to use gymnastics apparatus if they are wearing long sleeves and/or long trousers. This is in line with our school risk assessment for PE. During colder months, children may wish to wear a hoody and a pair of jogging bottoms over the top of their shorts, which they can remove before their PE lesson.

Outdoor Games

- Navy blue or black jogging bottoms
- Plain white t-shirt, **or t-shirt in your child's house team colour** (see note below)
- Hoody or sweatshirt in your child's house team colour (see note below)
- Trainers

Coloured t-shirts must be either plain or with St. Michael's logo (available from Uniforms Plus, Lichfield 01543 414520). T-shirts with logos other than the St. Michael's badge are not permitted.

Branded St. Michael's hoodies are available to purchase from Uniforms Plus, Lichfield (01543 414520) or from White Lodge (01543 250506). Alternatively, you may choose to purchase a plain hoody in your child's house team colour. Hoodies with logos other than the St. Michael's badge are NOT permitted.

Wedgwood - Blue
Anson - Green
Johnson - Yellow
Mitchell - Red

Swimming (KS2 children)

- Swimming bag
- Towel
- Swimsuit (one piece) or trunks (not baggy shorts as these restrict swimming) – any colour/pattern
- Swimming hat (girls and boys) – compulsory
- Goggles (if your child wishes to wear goggles for swimming, they will need to have written permission from a parent/carer – this is in line with Staffordshire County Education Authority Policy).

On Sports Day each year, we ask children to wear a t-shirt in their house colour. If your child wishes to wear a t-shirt with the St Michael's logo on, these are available to purchase from Uniforms Plus, Lichfield (01543 414520).

PLEASE ENSURE YOU NAME YOUR CHILDREN'S BELONGINGS.

Medicines/Illness

Medicines in School

Please be aware that **no one** within school is able to administer medicine to children - this includes Calpol and antibiotics. If your child requires medication during the day (either prescribed or not) you, or another responsible adult on your behalf can come to school to give the required medicine.

If your child has a medical condition e.g. asthma, anaphylaxis please let us know as soon as possible so that we can make an appointment with you to discuss the medical protocols and procedures. In order to keep your child safe and well we will ask you to sign a consent form to agree the administration of the required emergency medication.

Illness

If your child has vomited or had diarrhoea please keep them at home for 48 hours after the last attack. Sickness bugs particularly can spread very quickly within schools.

You should telephone school if your child is unable to attend. You can leave a message on the school's answerphone or you can speak to a member of the office staff. Please give the reason for your child's absence ie., sickness, cold, sore throat, dentist, doctor, etc. and how long you anticipate their absence to be. Each morning after registration we check the whereabouts of any absent children (for their safety) so if

we're not aware of a child's reason for absence we'll phone home to ensure they're in safe hands.

If your child becomes ill at school we make every effort to contact you (the parent) first but if we cannot we will continue down the list of your emergency contact numbers so that your child can be taken home.

*To report illness please phone **01543 227425 (School)**.*

Allergies

Some children in school suffer with serious nut allergies, therefore we ask that should your child bring packed lunch to school, parents are mindful not to include items containing nuts.

Head Lice

Head lice are common; particularly in primary school aged children, who tend to frequently put their heads together with other children. The only way to be sure someone has head lice is by finding live lice or eggs, therefore early identification and treatment of head lice will minimise their spread. We would recommend that children of primary school aged should have their heads checked for head lice at least weekly, especially if their friends and classmates are known to be infected.

Parents and carers can do this by combing their hair with a special fine-toothed comb (detection comb). **Please be aware that GPs will not prescribe head lice combs.** The combs can be purchased online or at pharmacies, with the plastic combs costing approximately £1 - £2, metal versions of the combs can also be purchased.

Head lice should be treated if they are found and everyone in the house should be checked and treated on the same day if they are found to have head lice.

There's no need to keep children off school if they have head lice. Parents can use medicated lotions and sprays that kill head lice in all types of hair which can be purchased from pharmacies, supermarkets or online (these products usually come with a comb). The specific directions on the product should be followed and head lice should die within a day.

Parents that do not wish to use lotions can use the fine-toothed comb (detection comb) to remove head lice; using a conditioner will help the detection and removal. Hair should be combed in sections from roots to tip ensuring all areas are combed, and this should be repeated every few days for 2 week.

There's nothing you can do to prevent head lice. However by sharing the Department of Health advice with parents and carers we can try to limit the spread.

If you find that your child has headlice, please let the school office know. Your information will be treated confidentially but we can help the problem by alerting other parents to check their children and to treat accordingly.

Electronic Media/Images

Mobile Phones

Children are NOT permitted to have mobile phones in school. In the few circumstances when children are permitted to bring mobile phones into school (for example if parents wish their children to walk to and from school alone) parents and children are asked to sign an agreement which is held in the school office. Pupils who have a signed agreement must hand their phones in to the office and sign them in. At the end of the day, mobiles are collected and handed back to pupils in the class room. At NO time should children have mobiles on their person during the school day.

Social Media

Social networking sites such as 'Facebook' are widely used and enjoyed by the majority of parents and older children. However, sometimes these sites are used to publicly discuss matters which may include personal disagreements between pupils at the school or for parents to vent frustration about school matters. Careless or inconsiderate use of these sites can cause unnecessary distress to the individuals concerned, or have an adverse impact on the school and this is something the school seeks to avoid.

In some cases comments made on Social Networking Sites about an individual can be considered to be 'defamatory' and lead to the onset of legal action being taken against those who made them, therefore we feel it is important to remind users to bear this in mind before posting comments. ***Please also be aware that children below the age of 13*** should not be using sites such as Facebook/Instagram/Twitter/TikTok.

Photography in School

We regularly have performances in the hall and we know that many parents like to photograph or take videos of productions. Our Safeguarding Policy and Data Protection Policy asks that parents agree to:

- Use recording/photography equipment only in the school hall and only during performances
- Use recording/photography equipment on the identified date and time
- Respect the rights of other parents and will not attempt to make any recordings if full parental consent cannot be obtained
- Only record from your designated seat in the audience and not obstruct the view of others
- Avoid taking unnecessary close-ups of individual children (other than your own child)
- Avoid taking any photographs that could cause embarrassment or distress, and ensure that any photographs or videos taken are kept for your personal use only
- Not sell, publish, display any images in any form, including uploading of photos on to any social networking sites or websites
- Stop recording/taking photos on the request of any staff member

Please see our full Safeguarding Policy (www.st-michaels-lichfield.staffs.sch.uk) for further details.

Visitors, Parent Volunteers & Mobile Phones

Visitors, including other professions, contractors and parents/carers must not use mobile phones in the presence of children. Personal mobiles may be used in the designated areas at break times (staff room at St Michael's).

Sun Sense

We encourage parents and children to follow sensible sun protection guidelines.

Sun Cream

Children can bring their own sun cream to school (clearly labelled) which they can apply outside. Some children have allergies to sun cream which is why we ask that children apply their cream outside minimising the risk of spray lotion straying onto other children.

There are a number of 24 hour sun protection creams available and this could be an option for those children who may struggle to apply cream effectively. It could be applied in the morning at home and that would be sufficient to protect delicate skins until the end of the school day.

Sun Hats

Please provide sun hats on hot sunny days. St Michael's caps are available to purchase – please ask the school office for information.

Water

Please can all children bring a PLASTIC water bottle or sports bottle containing water every day. It is really important that children stay hydrated during the day especially when there are periods of particularly hot weather. Bottles of water can be obtained from the school kitchen at currently 30p each or a larger refillable water bottle for £1.50. (Please be aware that prices may alter).

Hand Washing

Throughout your child's primary school experience he/she is learning about the importance of cleanliness and the role proper hand washing plays in preventing the spread of infection. Our recent experience of Covid has made this more important than ever.

“Hand washing is the single most important means of preventing the spread of infection,” according to the Centre for Disease Control and Prevention (CDC). We remind the children to wash their hands with soap and water for 20 seconds before and after eating, after using the toilet, after sneezing, coughing and wiping their noses, after playing outside and/or with shared toys and when they come home from school.

You may be aware that there are a number of children with a variety of allergies in school. Most of these children may have a reaction after eating something they are allergic too. However, a few children may have a reaction after being touched by someone who has consumed that food. Hand washing, therefore, also plays an important role in preventing any allergic reactions from occurring.

Please encourage your child to put into practice the skills he/she is learning. Your example and your encouragement are both important and valued.

ParentPay

We operate a cash free system (ParentPay – www.parentpay.com) for snacks, dinner monies and trips. It is the responsibility of parents to maintain their child’s dinner and snack account by keeping it in credit at all times. Parents are also encouraged to use the ParentPay facility for paying for trips and for music tuition (if your child plays an instrument).

Free School Meals

For children from Reception up to the end of Year 2 they will receive a ‘Free School Meal’ (we call this Universal Free School Meals). Additionally your financial circumstances may allow you to *formally* register your child as being able to receive free school meals. If you do this, our school is awarded Government funding which allows us to withdraw the cost of some activities for your child such as music tuition and outdoor residential visits. Please speak to the school office or contact Free School Meals at Staffordshire County council on 01785 854990 or freeschoolmeals@staffordshire.gov.uk.

Snacks

As part of our commitment to School Nutrition Standards, children are welcome to bring a **breaktime** snack – a piece of fruit or other healthy option is encouraged but please do **NOT** send crisps or chocolate. Please also be aware that there are some children in school with severe nut allergies and the slightest contact with anything containing nuts can cause serious health problems. For ideas and advice on healthy snack options please hold control and right click your mouse on the following link [100 Calorie Snacks | Healthy Snacks | Change4Life](#).

Alternatively, children can purchase a school snack (details of snacks available to purchase can be obtained from the school office) and paid for using the ‘ParentPay’ system (no cash please!). If your ParentPay account carries a negative balance your child will receive a piece of fruit (free) rather than a snack from the kitchen. We inform

parents on a weekly basis by text if their account has fallen into a negative balance as a reminder to credit it.

Dinners

Children who choose to have a school dinner will be provided with one even if their account has gone into a negative balance. However, if your child's account falls into debt by more than £5 the kitchen will ensure your child receives dinner but it may be in the form of a sandwich, piece of fruit and a drink. In the event of this happening, parents will be informed on that day. It is really important that parents keep an eye on their child's account to avoid disappointment with snacks and/or hot lunches.

For those children who prefer to bring in a packed lunch, please do NOT provide anything containing nuts – there are a number of children with severe nut allergies and even the slightest contact with anything containing nuts can cause serious health problems.

Trips

From time to time and as part of the school curriculum we arrange various trips and activities. For some of these events you will be asked to make a voluntary contribution to cover costs. Without your kind contributions it may be difficult to plan and run these. Information about each trip/activity will be sent out to you prior to the event. We prefer payment for trips to be made via ParentPay which is by far the most secure method and allows you to track/trace your payments.