

# St Michael & John's School

CLITHEROE



## Prospectus 2018 - 2019

*Following the example of Jesus, together we learn, love and respect one another to be the best we can be.*

The information and particulars contained within this booklet are correct as of September 2018. However, please be mindful of the fact that changes may occur at any time during the course of the year.

## Welcome to St Michael & St John's RC Primary School

St Michael & John's RC School is located in the heart of Clitheroe and serves the families of the town and surrounding villages. Priority for admission to the school is given to Roman Catholic children as the school is part of the Salford Diocese Network of Catholic Schools. However the school welcomes children of all faiths and backgrounds. Copies of the school Admission Policy are available upon request or on the school website.

*"This is a very welcoming school which has an excellent standing in the community and strong links with parents and the local church". (Ofsted May 2015)*

*"One is immediately struck by the incredible warmth of welcome that the school provides."(Salford Diocese March 2016)*

### CONTACT DETAILS:

St Michael & John's RC School  
Lowergate  
Clitheroe  
BB7 1AG

Telephone: 01200-422560

Fax: 01200-422531

Email: [bursar@ssmj.lancs.sch.uk](mailto:bursar@ssmj.lancs.sch.uk) Website: [www.ssmj.lancs.sch.uk](http://www.ssmj.lancs.sch.uk)

Chair of Governors: Mr Martin Nolan    Headteacher: Mrs Zoe Mabbott (BEd. NPQH)

*The School from Lowergate*

Parish Priest: Monsignor John Corcoran



## A Message from the Headteacher

Dear Parents/Carers

I would like to warmly welcome you to St Michael and St John's RC Primary School. We are very proud to be recognised as an "outstanding" Catholic school by Salford Diocese (March 2016) and a "good" school by Ofsted (May 2015). I hope that you find the information in this prospectus and on our school website useful and informative.

St Michael and St John's is a wonderful Catholic Community and our mission statement encompasses our vision for our school with the children at the very centre. All that we do and achieve is underpinned by our distinctly Catholic ethos.

My aim, as Headteacher, is that we work together for the benefit of the whole community, providing a safe, happy and hardworking atmosphere in which all our pupils and staff are encouraged and supported to give their best and make the most of all learning opportunities offered to them within a well-disciplined and nurturing environment. At St Michael and St John's your child will feel valued and their unique qualities and talents will be recognised and celebrated.

Our pupils are wonderful and along with our dedicated staff and governors make our school a very special place to be. We are very proud of the behaviour, achievements and talents of our pupils who thrive and eagerly embrace all the opportunities that St Michael and St John's has to offer.

### **Some findings by Salford Diocese (March 2016) when judging the school to be an Outstanding Catholic School.**

"Parents were keen to express how all feel included and that any concerns they have are quickly and sensitively dealt with. They spoke with great passion about the lovely 'family atmosphere' and 'sense of community' that exists in the school. This, they said, was due to the very approachable headteacher and staff."

"Children love coming to school. As one child put it, "I love school and hate to stay off." Parents also spoke very clearly about the high quality communication the school provides as well as the varied programme of curriculum workshops and social events so that everyone is well informed and included."

“The staff and pupils pay great attention to the pastoral and emotional needs of all the children in St. Michael and St John’s so that one can truly say that in this school every child does indeed matter.”

“The home, school and parish links are inclusive, creative and effective. This is in many ways due to the commitment of the two priests of the parish and headteacher to work together in order to ensure that the children receive the highest possible quality of Catholic education.”

“Relationships are outstanding at St Michael and St John’s and a strong sense of teamwork and belonging exist. The inspectors noted at all times behaviour was outstanding. Children are respectful of each other. Adults working as a committed team have high expectations of the children and in this atmosphere the children at St Michael’s and St John’s really thrive.”

#### **Some findings by Ofsted (May 2015) when judging the school to ‘good’**

“Pupils behave sensibly at all times. This includes when moving around the school, and during play and lunch times. Pupils are courteous and considerate and always ensure that no one is left without a friend.”

“Pupils enjoy having responsibilities, such as pupil chaplains; they listen to their peers and consider how they can help them. Pupils also enjoy ‘having a say’, which they do as members of the school council, and through their fund-raising activities.”

“Parents are very appreciative of the opportunity to engage in their children’s learning, and are of the opinion that their children are happy, safe, and cared for well.”

It is an honour to be the Headteacher of St Michael and St John's as we live out our mission statement and continue to move forward, striving for excellence to ensure that all our pupils are the best they can be.

Visitors frequently comment on and praise the caring ethos that exists within our school family. You are very welcome to come and see this for yourself.

We embrace the strong links within our Parish of Our Lady of the Valley and our Church, St Michael and St John's. We also enjoy close links with St Augustine's High School. Our children are given regular opportunities to explore their spirituality through whole school Masses, class Masses, liturgies and assemblies.

I believe that providing the best education relies very much on an active partnership between home, parish and school. We send home regular information such as newsletters and parent e-mails to keep our families informed and we are continually updating our website. Our school has an 'open door policy' and if you have any queries or concerns about any school related matter, then please do not hesitate to contact your child's Class Teacher, the Deputy Headteacher or myself either by speaking to us informally in the playground, by e-mail or by telephone. You can also make an appointment to speak to any member of staff at a mutually convenient time, our administrative staff will be happy to arrange this for you.

As a parent of two school age children I know how important it is to feel confident that your children are in a happy, safe place that will enable them to become citizens we can all be proud of.

If you are a parent/carer I thank you for choosing our school for your child. I look forward to working with you in the years to come and if I can be of any assistance, please do not hesitate to contact me.

Kind regards,

Mrs Z M Mabbott, Headteacher





<b>YEAR</b>	<b>TEACHER</b>	<b>TEACHING ASSISTANT</b>
Reception	Mrs Clarkson	Mrs Layzell
Year 1	Miss Britnell	Mrs Webb
Year 2	Mrs Craddock/Mrs Thornton	Mrs Venguedasalon
Year 3	Mr Smith	Mrs Venguedasalon
Year 4	Mr Chambers	Mrs Pennock
Year 5	Mrs Jackson	Mrs Pennock
Year 6	Miss Smith	Mrs Sumner

“The quality of teaching, including in the early years, is good. Teachers and teaching assistants know pupils exceptionally well, and plan activities which they find interesting and challenging.”

“Teachers have very high expectations of pupils, and plan activities which ensure that they find learning interesting, engaging and challenging.” (Ofsted May 2015)



## The School Day:-

*It is requested that for safety reasons, children should arrive at school no earlier than 8.45 am  
The playground will be supervised from this time*

8.45am teacher on duty stays on the playground with the **Infant children**

8.45am – the teacher on duty blows the whistle and **KS2 children** are supervised in to school

8.53am- Bell rings/called to lines- Infants

8.55am – children are escorted into school and are registered

10.20-10.35am – Break

12.00-1.15pm – Lunch KS1

12.15-1.15pm–Lunch KS 2

2.15 -2.30pm Break –KS 1 only

3.30pm – Home time

## **Our Mission Statement**

St Michael & St John's RC Primary School, whilst celebrating and benefitting from our Catholic heritage and traditions is a vibrant, dynamic and enterprising learning community. Our life as a school family is underpinned and inspired by core Christian values that define our mission, identity and vision.

## **School Aims & Mission Statement**

**Following the example of Jesus, together we learn, love and respect one another, to be the best we can be.**

Learn... We encourage our children to achieve their true potential and to take full advantage of all opportunities offered to equip them for their spiritual and educational journey.

Love... We believe that each child is a unique creation belonging to God and made in His image. We want our children to recognise this, as they develop their self-esteem and build relationships.

Respect... We support our children in appreciating their individual talents and in valuing the gifts given to others. We encourage the children to recognise that they are all equally valued within school and the wider community.

## **What to do if.....**

### **My child is too sick to attend school:-**

- Contact the school by telephone (01200-422560) as soon as you know your child will be absent. Please leave a message on the answerphone if your call is outside of school hours or no one is available to answer the call.
- Please send a brief note into school with your child when he/she returns to school. This is required for recording reasons for absence.

It is the school's decision whether or not to authorise an absence – written notes are required and other documents such as medical appointment cards may be requested.

### I am going to be late collecting my child from school:-

- Notify school that you have been delayed (01200-422560). Your child will then be brought to the school office where they will await collection. Please identify yourself to an adult when you arrive to collect your child.
- Should you wish anyone else to collect your child please notify the school, you may be asked to provide a password for the adult collecting, to say to the teacher, before handover (usually only for younger children if the person is not known to the school).

### My child is unhappy about an aspect of school life:-

- Try to establish what it is that is causing your child concern.
- If appropriate please contact school to arrange an appointment with your child's class teacher – the teacher will see you the same day if at all possible.
- If necessary, further meetings may be arranged if the problem remains unresolved or you are welcome to make an appointment with the Deputy Headteacher or the Headteacher.

### My child has asthma or a medical condition and may require treatment:-

- If your child uses an Asthma inhaler this should be with them at all times. The spray dispenser should have your child's name written on it for ease of identification and children should be aware of how to self-administer. The bursar will provide you with an asthma card to fill in so that we have all the necessary details about your child's asthma.
- If a child is unable to self-administer written permission and clear instructions of dosage etc. should be provided at the school office. Please collect a form from the Reception area or the office for this purpose.
- If a (larger) spacer is required, this may be stored in school by arrangement (please label with child's name)
- The school **MUST** be made aware of any medical condition requiring special treatment particularly severe allergies which may be triggered in school. A care plan will be drawn up between the family, school and medical agencies to ensure all are aware of the appropriate day to day action.
- Some children require antibiotics to be taken **FOUR** times a day. In these instances only, the school will, on completion of the appropriate form, administer one dose at lunchtime. There should be no need for this where the medicine is prescribed for three times per day as this can be accommodated outside of school time.

- Medicines must not be sent into school with your child. They need to be handed in at the office where information will be logged and they will be stored securely. Staff cannot administer medicines unless the appropriate paperwork has been completed by the parent/carer.
- Medicines such as pain relief (e.g. Calpol/Ibuprofen) should **not** normally be sent into school. If a child requires medicines of this nature, please discuss this with school.

### My child is taken ill or has an accident at school:-

- The school will always contact families when a child is unwell or injured at school. Please ensure that the school has up to date contact details. This is particularly important with mobile telephone numbers which are often changed on a regular basis.

### I want to book a holiday during term time:-

- This is not usually permitted, however, you should complete a Leave of Absence form available from the school office.
- Headteachers are only permitted to authorise leave during term time *'in exceptional circumstances only.'* Examples of exceptional circumstances are few and far between and additional evidence and/or documentation will be requested.
- All absences do count against the school and we are held to account for all absences during term time.

### School Meal Provision:-

The School has a kitchen on site which offers a choice of healthy options every day. A school meal costs £2.20 per day (£11 per week) payable in advance, on Monday mornings, each week. Payment may also be made monthly or half termly in advance (see the school office for details). We encourage parents to use the Parent Pay facility. The Local Authority does not allow credit terms for school meals. Some children choose to have a school meal on certain days of the week whilst bringing a packed lunch on the other days. There is also the option to choose a school packed lunch (£2.20) which includes a sandwich, salad, fruit pot, drink and biscuit. Finally, some children bring a packed lunch from home every day.

Parents wishing to change meal arrangements are asked to do this at a half term break rather than on an ad hoc basis. Please do not send sweets or fizzy drinks into school as part of a packed lunch as these are not allowed. It is important that you contact the school, so we can inform the Cook, if your child has any food allergies. She will do all in her power to make the necessary provision and the school alongside the school nurse will create a care plan if required.

## Egg /Nut free school

Due to some children with severe egg and nut allergies we are an egg/nut free school. The kitchen provides meals without eggs and we ask that children do not bring in eggs or nuts for lunch or snack. If they do, we request that a member of staff is informed to reduce any risk of contact.

## School Milk:-

All children are entitled to school milk each day. For children aged 5 or over there is a charge, under 5's receive free milk. Parents order and pay for school milk directly via Milk4Life.

All children have access to water and are encouraged to bring a drinking cup (Infants) or small plastic bottle (Juniors) which they can fill, when required, with water.



## Free School Meals:-

Presently all Infant children are entitled to a free hot school meal, however, if you think your child might be entitled to receive a free school meal, please contact Helen Kellett at the Pupil Access Office (01254-220715) or call in at the school office. Please do not hesitate to claim your entitlement, as school receives additional funding which will benefit your child for example by paying for them to attend trips/visits/clubs.

## School Uniform:-

The school uniform is as follows:



White long/short sleeved collared shirt

Tie

Dark Grey trousers /shorts

Dark grey pleated skirt or pinafore

Wool piped jumper/cardigan with school badge

Grey socks for boys & White ankle socks for girls/or grey tights

Plain black shoes /no fashion motifs

Summer dress remains the same – green gingham only.

Green book bags are also available.

## PE Kit:-

The children wear a tee shirt in the house colours (Whalley - Red; Bolton - Blue; Fountains - Green and Sawley - Yellow), navy shorts, white socks and black pumps. A white tee shirt is acceptable if you have difficulty sourcing the coloured ones. All uniform may be purchased from:-

Grays Schoolwear  
31 Castle Street  
Clitheroe  
BB7 2BT

Abbey Street Shopping Centre  
T/A VIJ Brothers  
2-4 Abbey Street  
Accrington  
BB5 1EB

Ribble Valley Schools  
Bank House  
Harris Court  
Wellgate  
Clitheroe BB7 2DP

### **Jewellery and Hair Styles:-**

Jewellery should not be worn in school. Girls with pierced ears should wear studs which they must be able to remove unaided for PE lessons. Nail varnish should not be worn and hair styles should be appropriate for school. Hair colours, hair gel or shaving are not permitted. Simple hair accessories such as bobbles or headbands are permitted, but no 'Jo Jo bows or large hair pieces. If in doubt please ask at the office. The school uniform and PE policies are available on the school website. No jewellery of any kind should be worn during PE for Health & Safety reasons.

### **Some Figures of Interest:-**

#### **Applications and Admissions to the school (2018):**

	Applications Received	Offers Made & Accepted
Admission Category 1	0	0
Admission Category 2	16	6
Admission Category 3	19	7
Admission Category 4	0	0
Admission Category 5	0	0
Admission Category 6	0	0
Admission Category 7	2	1
Admission Category 8	38	9
TOTAL	54	23

### **Absence Data for Previous Academic Year 2017-18**

Attendance Figures

School 97.2%

Lancashire 96.4%

National 96.1%

Authorised absences include sickness, appointments and other absences approved by the school. Unauthorised absences are those for which the school has no explanation and may include genuine cases of illness for which a note has not been forthcoming. Please ensure that a telephone call, on the first day of an absence, is supported by a brief note on your child's return.

## Performance Data 2017-18

<u>Subject 2017-18</u>	<u>School</u>	<u>National</u>
EYFS GLD	74%	71.5%
Phonics	92%	82%
<b>Key Stage 1</b>	<b>% met Expected Standard</b>	<b>% met Expected Standard</b>
<b>2017-18 Subject</b>	<b>(School)</b>	<b>(National)</b>
Reading	69%	75%
Writing	63%	70%
Maths	75%	76%
Reading, Writing & Mathematics Combined	63%	65%

<b>Key Stage 2</b>	<b>% met Expected Standard</b>	<b>% met Expected Standard</b>	<b>% met Higher Expected Standard</b>	<b>% met Higher Expected Standard</b>
<b>2017-18 Subject</b>	<b>(School)</b>	<b>(National)</b>	<b>(School)</b>	<b>(National)</b>
Reading	67%	75%	30%	28%
Writing	70%	78%	17%	20%
Mathematics	60%	76%	17%	24%
Grammar, Spelling & Punctuation	80%	78%	30%	34%

The DFE website places school data in School Performance Tables and these are accessed through the following link: [www.education.gov.uk/](http://www.education.gov.uk/)

### **Parental Contributions to School Activities:-**

Each term Sports activities are arranged for which a voluntary contribution is sought from parents. A voluntary contribution is exactly what it says and no child will be discriminated against if a contribution is not forthcoming. No child will ever be left out of any such activity. In the event of there being insufficient funds for the activity to take place, the school would seek to review the nature of the activity in order to make it viable. Clubs will only be cancelled as a last resort.

The school has a PTA, the 'Friends of St Michael & St John's' Organisation which often subsidises school events, trips and activities. They plan exciting and enjoyable events which raise funds for school to purchase items such as I Pads and picnic tables. The Friends welcome new ideas, support and new members. We are also able to liaise with the St Vincent de Paul Society (SVP) of the Parish which works to support families who may, from time to time, be experiencing financial or other forms of hardship. Families are encouraged to contact the Headteacher (in confidence) if they feel they might benefit from contact with the SVP or if they feel the

school could help in any other way. In addition to the above sources of support the school budget includes an element of funding under the category of 'Pupil Premium'.

### **Pupil Premium:-**

This funding is used by the school to ensure full curriculum access and support for those pupils whose families may be experiencing financial hardship. The school allocation is based upon the number of children in receipt of Free School Meals and for the financial year 2017/18 amounted to £26,080 This funding was used in a variety of ways including increasing Teaching Assistant allocation to deliver targeted support programmes, direct funding of residential and out of school trips, support for extra-curricular music tuition and emergency financial support for families. The impact of this support is measured by comparing pupil progress and performance of an identified group against that of the school population as a whole. The figures are given below and are shown as percentages rather than pupil numbers to ensure confidentiality. Families receiving Free School Meals will be provided with financial support for all curriculum matters where a cost may be incurred e.g. trips, music tuition, after school clubs etc. Other families experiencing financial difficulties should approach the Headteacher, in confidence, as these funds may be available to support your child's education.

### **Data to measure impact of Pupil Premium Funding for 2017/18 (£26,080)**

Reading –of the 7 pupils eligible for pupil premium funding 6 achieved the expected standard which is 88% compared with 75% Nationally.

Writing – Of the 7 pupils eligible for pupil premium funding 4 children achieved the expected standard which is 57% compared with 78% Nationally.

Maths –Of the 7 pupils eligible for pupil premium funding 3 children achieved the expected standard which is 43% compared with 76% Nationally.

Of the 7 pupils eligible for pupil premium funding two achieved the National standard in reading/writing and maths combined compared to 64% Nationally.

**For 2018-19 the school will received approximately £32,960**

Due to the successful use of the funding in 2017-18, the school plans to continue with or implement the following strategies during 2018/19

- Additional TA support to deliver personalised intervention programmes
- Additional TA support to reduce adult : pupil ratio
- Provision of extra-curricular activities for children both in an out of school
- Enabling pupils to participate in school residential holidays and educational trips.
- Additional resources / equipment
- Small group additional teaching sessions.

Please refer to the school website for further information on Pupil Premium Funding and Impact.

## **Sports Funding 2018-19**

Presently, our Primary PE and Sport Grant for 2018/19 is £17,550

At St Michael and St John's RC Primary School we have decided to use this money to:

- Employ qualified coaches to work alongside teachers in lessons to increase their subject knowledge and confidence in PE and to develop play leaders in school and lunchtime provision.
- Deliver an additional range of before and after-school clubs
- Improve existing resources for physical education and lunchtime sports/play.

- Ensure pupils have access to inter school training and competition.
- Further develop sports provision through the school sports partnership.
- Continue to develop the school's approach to health and well-being.

### Targets for 2018-19

- Continue to improve the quality of PE Lessons, ensuring that all pupils access at least 2 hours of quality PE teaching every week
- To provide diverse and quality sports before and after-school club provision.
- To take part in inter-school sports competitions for KS1 and KS2.
- To provide sporting opportunities and specialist coaching which children might otherwise not have.
- To continue to train play leaders so that lunchtimes are more enjoyable and active.
- Continue to develop the school's approach to health and well-being.
- Hire of mini buses to transport to sports events.
- Buy spot lights to enable sports clubs to continue outside during the winter months.

### Impact measures:

- An increase in the number of pupils taking part in before and after school sport.
- Development of a fully inclusive PE curriculum.
- The growth in the range of traditional and alternative sporting activities.
- The improvement in partnership work on physical education with other schools and other local partners.
- Links with other subjects that contribute to pupils' overall achievement and their greater social, spiritual, moral and cultural skills.
- Greater awareness amongst pupils about the dangers of obesity, smoking and other such activities that undermine pupils' health.
- Quality of overall provision to improve so that all teaching in this area is at least 'Good' and better.
- Lasting development of professional expertise of staff teaching Physical Education activities.
- Play leaders supporting, developing and leading play at lunchtimes.

- Continuing to achieve Gold Award for the School Games Mark.

## Information for Parents in Conclusion

We pride ourselves on our strong and effective partnerships with parents and look forward to working with you.

Parents are encouraged to contact school in the event of any concerns or queries, however insignificant they may appear. The first point of contact is The Bursar, Mrs Wilkinson, in the school office, who will be able to direct you to the appropriate person. The email is [bursar@ssmj.lancs.sch.uk](mailto:bursar@ssmj.lancs.sch.uk). Whenever possible, an appointment will be made on the same day. If you would like to contact the Headteacher directly please telephone the school and if the Headteacher is unavailable, an appointment will be made for you.

The School website [www.ssmj.lancs.sch.uk](http://www.ssmj.lancs.sch.uk) is updated on a regular basis and is a good source of information. There is a year planner/calendar page with all the main events listed. There are regular newsletters and these are sent home via teachers2parents. This ensures the newsletter arrives on your computer the minute it is sent out. For parents who have no internet access, hard copies are sent home with the children and are available in the Reception area. Copies of the newsletters are also placed in the notice-boards inside and outside of school.

The school continually seeks the views of parents and pupils for example through questionnaires and the results of these are used to identify areas for future development. Ofsted also seek parental views on the school and you are encouraged to use the link below if you wish to express your views.

<http://www.parentview.ofsted.gov.uk/>

Written reports are sent out annually in July. Parents also have the opportunity to discuss their child's progress at two parental consultation evenings each year. The meetings usually take place in October and March. More frequent meetings are available for parents should they wish to speak with a member of staff about their child.

The school is inspected by Ofsted (May 2015) and by the Diocese of Salford (March 2016). The latest Ofsted Report and Salford RE Report are available using the link on the school website. Hard copies are available from the school office.

Finally, I would like to thank you for choosing St Michael & St John's RC Primary School for your child. We look forward to working in partnership with you to provide the best possible education for your child. If you would like any additional information, please do not hesitate to contact us.

Mrs Zoe Mabbott

Headteacher

