



ST MICHAEL'S
C of E PRIMARY
HIGHGATE



Summer Term Pupil Handbook



Message from the Headteacher

Dear Parents and Carers,

I hope everyone has enjoyed the Easter holidays and you are looking forward to the Summer term. We hope that government's roadmap rolls out on schedule so that we can begin to introduce more in school activities such as school trips.

At all times, we must continue to do everything we can to make sure our pupils and staff are safe in school and we continue to regularly review our risk assessments. We constantly remind children of the protective measures we have in place and we ask parents and carers to continue to observe these safety measures:

- o Staggered drop off and pick up times to keep groups apart as they arrive and leave (see over).
- o All adults must wear masks in the top playground unless exempt
- o A reminder that gathering at the school gate and otherwise coming onto the site without an appointment is not allowed.
- o A reminder that children must be collected from the top playground by a parent or carer and cannot leave independently without a letter from their parent/carer permitting them to do so.
- o Children cannot be picked up or dropped off during the school day
- o A reminder of hygiene measures such as hand-washing.
- o Inform the school office immediately if your child or anyone in the household has Covid 19 symptoms.

Lockdown has been a challenging period for all of us, and we'd like to thank you for your continuing support during this difficult and uncertain time. If you or your child have any concerns please get in touch with us via admin@stmichaelsn6.com.

Best Wishes,

Geraldine Gallagher,
Headteacher

Contents

Who to contact	4
Part-day attendance	4
Travel to and from the school	5
Hygiene	6
Bubbles & Testing	7
Timings	8
Equipment and Uniform	9
Forgotten Items and Face Coverings	10
Rules and Expectations	11
Uniform	11
Parental and Medical details	12

Who to Contact

As things move slowly back towards normal, here is a reminder of who to contact if you have enquiries.

Pastoral and Curriculum

For most pastoral issues the first point of contact in school for parents is their child's class teacher. Please contact them via the school office on admin@stmichaelsn6.com.

Absence and Sickness

For absences and sickness, we ask that you continue to inform us every day that your child is not coming to school. You can do this via telephone or email. Please call 02083407441 and leave a message on the sickness line, or email us on admin@stmichaelsn6.com.

In either case, please always give:

1. Your child's FULL name
2. You child's class
3. Reason for absence with specific symptoms

Please tell us your child's FULL name and class every time that you communicate with the school, whether it is by phone or email.

Covid-19

We require you to let us know if your child's sickness is Covid-19 related, whether that is because they have been required to isolate following guidance, or because they have exhibited symptoms. Please give this information clearly when you contact us.

Safeguarding

If you have any safeguarding concerns please email dsl@stmichaelsn6.com. This email will go to Mrs Gallagher, Mrs Sorapure and Mrs Parker, our Designated Safeguarding Leads (DSLs).

Part-day attendance

If your child has an appointment (eg. Medical/ dentist) during the school day they will need to miss the whole day of school, because it will not be possible for office staff to collect and deliver children from locations around the school during the day. This will be an authorised absence. Where possible, please make these appointments for after school or the weekend. This measure, though we appreciate it is inconvenient, will remain for a little while longer

In the event that your child is taken ill we will telephone you at the earliest opportunity and we will expect you to collect your child as soon as you can.

Travel

New bike and scooter storage

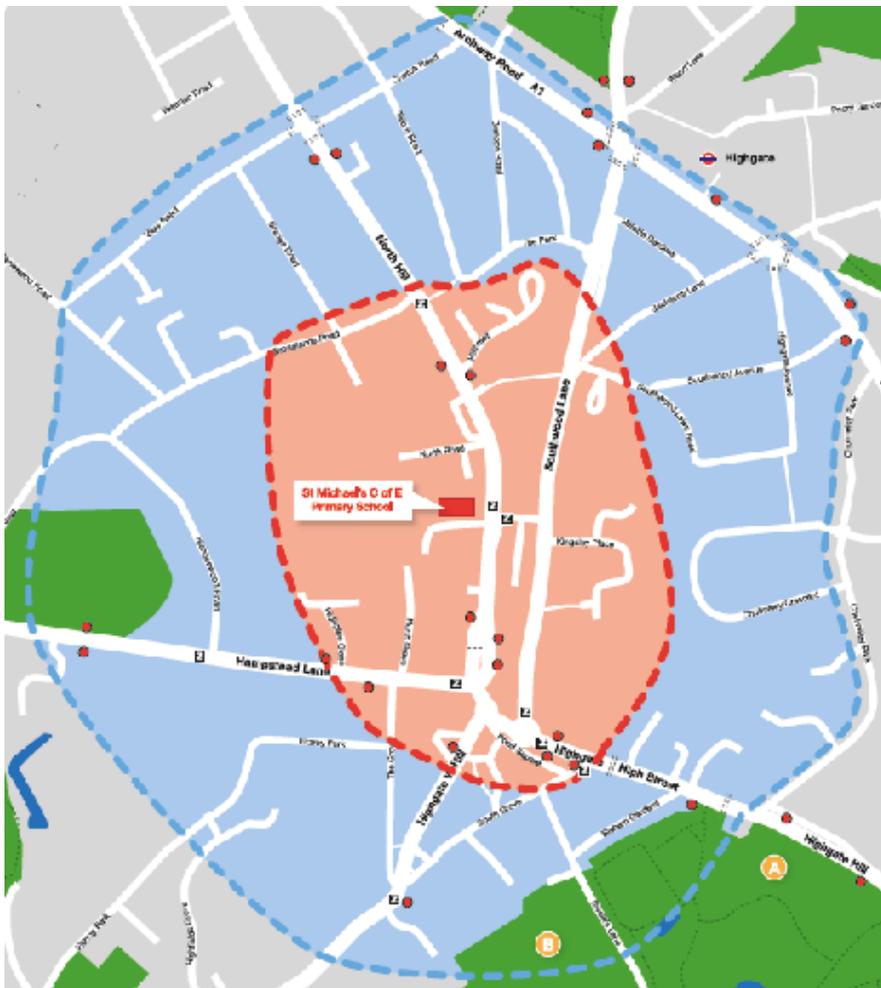
The school recently invested in some new cycling and scooting infrastructure to make being active on the way to school a bit easier. It has been great to see so many bikes and scooters in the new storage racks.

Why not encourage a friend to scoot or cycle with you, and get more people being active on the way to school?



Parking

Our walk to school map shows our 5 minute walking zone (red) and 10 minute walking zone (blue). Please avoid parking inside the red zone. If you need to drive, please park in the blue zone and walk the remainder of your journey.



Hygiene

The most effective ways to minimise the risk of spreading Covid-19 is to maintain good personal hygiene. We have installed a large number of sanitising gel dispensers in school and an additional number of wash basins.

Hand washing

Pupils will be encouraged to wash their hands regularly (either with soap and water or with gel), particularly on arrival at school and at breaktimes.

Catch it, bin it, kill it.

We will be promoting "Catch it, Bin it, Kill it" for dealing with coughs and sneezes. Pupils will also be encouraged to join in with wiping down the areas that they are using at the beginning and end of sessions.

Healthy behaviour

We will also be giving students guidance on what are safe and healthy behaviours, maintaining distance from each other and appropriate conduct. There will be additional sanctions for behaviour that is particularly hazardous with regards to Covid-19, for example spitting or coughing without covering your mouth.

Cleaners

To help maintain a more hygienic school environment we have employed more day-time cleaners so that common "touch surfaces" (door handles, backs of chairs etc.) of the rooms in the main school buildings are frequently cleaned. We have also increased the capacity of our regular cleaning staff to ensure there is thorough cleaning at the end of each school day.

Classroom arrangement

Teachers will be keeping windows and doors open to assist ventilation. Unnecessary furniture and equipment has been removed from teaching spaces to make room for people to move around the classrooms more easily.

48 hour rule

Please observe the 48 hour rule concerning vomiting or diarrhoea. If your child has had an episode of vomiting or diarrhoea they must stay away from school for a complete 48 hours.

Bubbles & Testing

Bubbles

In line with Department for Education guidance we will be operating a system of Year group bubbles. This means that the children in each year group will not be expected to socially distance from each other, but they will be expected to socially distance from adults.

Whole year groups will be required to be socially distant from other year groups, hence the staggered start and finish times, lunch times and break times, and different play locations.

We recognise that prior to the start of the school day and following the end of the school day, pupils may come into closer contact with other pupils from other year groups. However, the school has introduced mechanisms to prevent that happening in school and we ask that you help us to reinforce this message as much as possible.

The school has introduced one-way systems to maintain distancing, particular with regard to movement of pupils to and from play areas.

Movement around the school will be more heavily supervised by staff than before the lockdowns.

NHS Test & Trace

You must follow instructions from NHS Test & Trace if you are contacted. As above, if your child is absent for any length of time you must tell us the reason for this, but that is especially important if the absence is Covid-19 related.

Siblings and isolation

If one of your children start displaying a symptom of Covid-19 any siblings must also self isolate.

Please include your child's name and class in all communications.

Testing

Pupils who are exhibiting symptoms of Covid-19 must immediately self-isolate and apply for a PCR test as soon as possible and inform the school of the result.

If you are struggling to arrange a test please contact the school so that we can help.

Staff testing

School staff (including support staff) are engaging with the LFT testing programme.

Timings

To allow all pupils to safely enter and exit the school, we ask parents take a careful note of the times their children should arrive at school, and be collected.

Arrival times

Year 2 to 6: 8:40am until 9:00am (soft start – walk straight to class)

Year 1: 8:45am (walk to class)

Reception Pele: 8:50am (line up)

Reception Bronze: 8:55am (line up)

Nursery: Arrive at 9am (line up)

There is normally an assembly every morning at 09:00am, either for the whole school or each Key Stage, which are currently being recorded as a video and shown to each class.

Collection times

3:10pm – Year 3 & Year 2

3:15pm – Year 4 & Year 1

3:20pm – Year 5 & Reception Pele

3:25pm – Year 6 & Reception Bronze

3:30pm – Nursery

Where you have children in more than one year group they should all be collected at the later time. For example, if you have a Year 1 and a Year 4 child, please collect them both at 3:20pm. If you have any questions please contact the school office.

Energy Kidz

If you require afterschool care from Energy Kidz it is now time to book:
www.energy-kidz.co.uk

Breakfast Club

If you require morning care from Breakfast Club, please complete the Breakfast Club Agreement which can be found on the school website and email it to admin@stmichaelsn6.com

Extra Curricular Clubs

There is a limited number of extra curricular clubs running before and after school. Please see the clubs timetable on the school website for more information on how to book these online.

Equipment and Uniform

Pupils will not be allowed to swap or share equipment. Each classroom will have a good supply of stationery, including pencil cases, for students who are missing items of equipment. No pupil should therefore feel under any pressure to borrow another pupil's pen, pencil or other item of equipment. They need simply to ask their teacher.

Items ordered

Book and PE Bags ordered and paid for via ScoPay will be delivered to your child.

PE Kits

Reception children should wear their PE kit to school on days that they are doing PE.

Year 1 to 3: Children in Years 1-3 will bring their PE kit to school on Mondays and take it home for washing on Fridays, and they will change at school on the days they do PE
Year 4 to 6: Children in Years 4-6 should wear their PE kit to school on days that they are doing PE.

Please check here for more information: <https://stmichaelsn6.com/uniform/>

Other bags

Please keep items being brought to school to an absolute minimum and ensure all items are labelled.

Lost property

All items should be named, and any lost property found around school will be returned to your child's class by a member of school staff periodically.

Anything that is unnamed will be put out on tables in the top playground periodically at hometime, and parents will be told when this is by email.

Other equipment in class

To support children's learning, social distancing and to reduce the risk of cross contamination we request that each KS2 child brings in the items below on the first day of school and leaves them in their pod until the holidays. Children will not be allowed to share their stationery with other children.

1. A pencil case which can be wiped clean with an antibacterial wipe and will hold all your child's stationery.
2. Pencils HB and an art pencil 2B
3. Coloured pencils
4. Eraser
5. Sharpener
6. Ruler
7. Glue stick
8. Erasable blue ink and purple ink pen

KS1 pupils will have all resources supplied.

Forgotten Items

Forgotten items

If parents or pupils forget to bring items to school there will not be an opportunity to bring it in late.

If your child arrives without a lunch they will be given a school lunch.

If your child arrives without their musical instrument other arrangements for the lesson will be made where possible.

Flexible arrangements are in place for PE lessons, so a missing PE kit will not be a barrier to learning.

Face Coverings

Face coverings are intended to protect other people, not the wearer themselves, and therefore we will be requiring some people to wear masks at St Michael's. The below will help to inform you and your child, so that you know what to expect

Pupils

The school's position around face coverings for Pupils remains that they are voluntary. We will inform you if this changes.

Visitors

Visitors to site will need to wear a face covering unless they are exempt, so pupils should expect to see some adults around the school wearing a face covering. This will include IT Technicians, people maintaining the buildings and visiting education specialists. Visitors will not be asked to wear a face covering if the bulk of their work is outdoors, but they will need to socially distance themselves from pupils and staff.

Parents

In the short term, parents will not be able to visit the school except in special circumstances. If parents ever do need to visit the school, they will only be able to do so after making an appointment through the school office.

If on site, parents will be asked to wear a face covering, unless they are exempt, and will also be expected to socially distance themselves from staff and pupils.

Staff

Teachers and support staff will not be asked to wear a face covering while they are working in their own bubbles, but will be wearing a face covering when they are moving around the school or working with other classes.

Rules & Expectations

We know that these are unique times and that school is not quite the same as it was. However, the school's values, mission and vision remain the same.

We still expect students to wear their uniform properly, and with pride, to work hard and try their best, and we still expect everyone in our community to treat each other with tolerance and respect.

The current situation means that some rules will need to change, and some will need to be modified. It has always been important to be punctual and on time for school, now it is critical. We have always asked students to keep their hands to themselves, we now must enforce it more strictly.

We will be letting every pupil know of the changes to our behaviour policy when school starts. We will also tell them that they will have some time to get used to the new systems. But they will also be made aware that, after the period of familiarisation, there will be consequences for failing to follow the rules or exhibiting behaviours that could harm the school community.

We are absolutely confident that the vast majority of pupils will need no further guidance on the expectations we now have and we look forward to the full support of our parents and carers in making the coming term a very safe and successful return to school.

Our Vision

"We believe our children's future is created every day.
Every moment counts."

Our Mission

'To nurture and inspire our children to develop a love of learning in a supportive Christian community and become the best they can be.'

Our Values

Endurance | Forgiveness | Koinonia* | Creation | Friendship

These values are the standards that drive our decisions and actions.

* Koinonia is the Christian idea of fellowship and unity.

Parent Contact Details

If your address or contact details have changed, please notify the school office as soon as possible, by emailing us on admin@stmichaelsn6.com.

Please always remember to include your child's FULL name and class in all communications.

If you happen to have told a teacher or other member of staff about this, please also tell the office, as the office should be your first port of call for all communications.

Medication

If your child requires medication in school please bring this to school with a freshly completed Health Care Plan (HCP).

A blank HCP was emailed to you earlier, but if you require one to be resent, please email the office on admin@stmichaelsn6.com.

When you arrive at school, Ms Kennedy, our SENCO, will be available in the top playground to accept this medication and check the HCP. Please maintain social distance from Ms Kennedy and remember not to cross the yellow line on the playground.

Ms Kennedy will also be available on Tuesday 8th, Wednesday 9th, and Monday, Tuesday and Wednesday the following week, but for obvious reasons it is preferable for your child's medication to be in school when they are.

If your child starts a new course of medication after that period and you need to deliver medication to the school you can do so by making an appointment to bring it in to the school office, by emailing us as above.

Any questions?

If your query is not answered within this document, please have a look on the school website:

www.stmichaelsn6.com

If you still need clarification, please email the school office on admin@stmichaelsn6.com