



ST MICHAEL'S  
*C of E* PRIMARY  
HIGHGATE

# **Pupil Handbook**

## **2021-22**



## **Our Vision**

**We believe our children's future is created every day.**

## **Our Mission Statement**

**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 Core Values**



Endurance



Forgiveness



Koinonia



Creation



Friendship



Dear Parents and Carers,

We have had a great start to the New Year and it is a delight to see the children back in school this term. We hope our new families have settled in well and were able to see more of the school over the Christmas period, at the Early Years and Infant nativities, and family assemblies. We are planning more family events in school and with the SMSA in 2022, but of course will be responding to the current Covid-19 safety procedures.

As you know we continue to monitor the risk of Covid in our school community and regularly review our risk assessments to ensure we keep everyone safe. We have developed a contingency plan in the event of a Covid outbreak. The DfE require us to be able to respond quickly to either 'Step up' or 'Step down' our Covid measures depending on the local and National picture. As a result we have kept some of our Covid measures in place.

We also continue to remind children and staff to observe safer actions and behaviours to minimise the spread of the virus:

- Washing hands with soap and water or using hand sanitizer regularly throughout the day
- Applying the rule of 'Catch it, bin it, kill it'
- Keeping classrooms and shared areas well ventilated
- Increasing our cleaning throughout the day
- Reporting any symptoms of covid immediately

These measures are working well at the moment but following advice from DfE and Public Health they are subject to change. Wherever possible we always inform you of any changes as soon as is practicable.

Thank you for your continued support and co-operation

Best wishes,

Geraldine Gallagher  
**Executive Head Teacher**



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## **Who to Contact**

### **Pastoral care**

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](mailto:admin@stmichaelsn6.com). If you need to talk to the class teacher in person they are available at the end of the day at pickup time. However, if you need to arrange a private meeting with any member of staff this can be arranged either by a telephone call, Zoom/Google Meets or in person following the current Covid-19 arrangements.

### **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](mailto:admin@stmichaelsn6.com).

In either case, please always give:

1. Your child's FULL name
2. Your child's class (not just their year)
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 absences**

We require you to let us know if your child's sickness is Covid-19 related. If your child has a symptom of Covid-19 you must inform us. Please give this information clearly when you contact us. If your child has tested positive for Covid please inform us of the date of the test, whether it was a LFD test or PCR test and, if your child is symptomatic, when the symptoms started.

### **Safeguarding**

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



## Part Day Attendance

**To reduce classroom disruption children can only be collected/ dropped off at 12:30pm.**

If your child has an appointment (eg. Medical/ dentist) during the school day they can only be dropped off or collected at 12:30pm, because it will not be possible for office or classroom staff to collect and deliver children from different locations around the school during the day.

Nursery, Reception and Year 2 lunches are served before 12:30pm

- If your child has a morning appointment please drop them off at 12:30pm, **after giving them lunch.**
- If your child has an afternoon appointment, please collect them at 12:30pm, noting that they will already have eaten.

Year 1, 3, 4, 5 and 6 lunches are served after 12:30pm

- If your child has a morning appointment please drop them off at 12:30pm, and they will be taken to lunch.
- If your child has an afternoon appointment please collect them at 12:30pm, noting that they will **not** have eaten.

If your child will be absent for a morning please note they will not be able to attend any clubs on that morning. Similarly, please note they cannot return for any afternoon clubs.

We appreciate that this procedure may appear very rigid, but it has been very well received by classroom staff and pupils as the classrooms are a much calmer place with less disruption, and was supported by the majority of parents in our recent survey.

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.



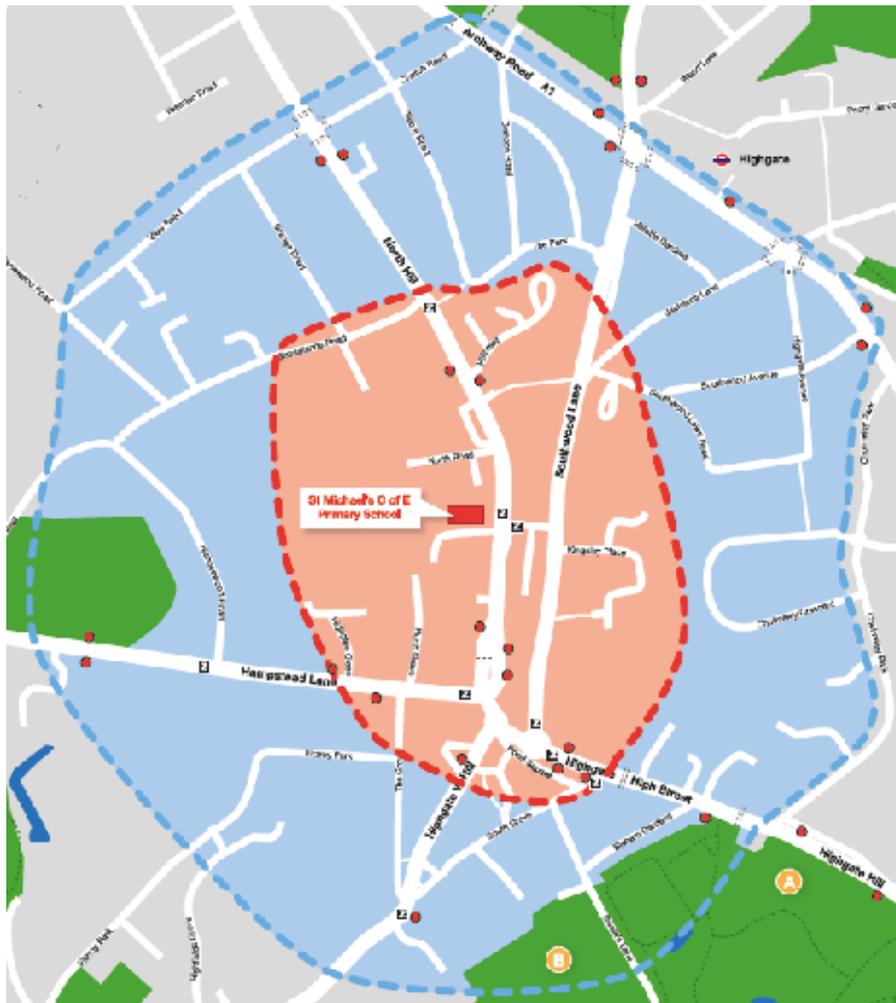
## Travel

**Being active on the way to and from school is good for your physical and mental health, so we have invested in active travel infrastructure at St Michael's.**

The school recently invested in some new cycling and scooting infrastructure to make being active on the way to school a bit easier.

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

As well as benefitting from improved physical and mental health, studies show that children who have been active on their way to school also arrive calmer and more prepared for lessons. Congestion and poor parking is also dangerous and parking further away from school makes the school safer.





## Morning drop off

### KS1 and KS2

Arrive between 8:50am and 9:00am for soft start. A member of the Senior Leadership team will be in the top playground each morning and other staff members will be situated around the building to ensure your child arrives safely in their classroom where they will meet their teacher.

Please drop your child at the school gate and allow them to come into school independently. There will be plenty of members of staff present to help them to their new classrooms.

If your child arrives after 9:00am a member of staff will take them to their classroom and they will be marked late in the register.

### Reception and Nursery

Reception: Line up in the top playground at 8:50am and your teachers and nursery nurses will take the children into class.

Nursery: Line up in the top playground at 9:00am and your teachers and nursery nurses will take the children into class.

You will be able to give any messages to the EYFS team either in the morning or at collection.

### Assembly

There is usually a collective worship assembly every morning at 9:00am, either for the whole school or each Key Stage. Some are held on Zoom while others are starting to be run face to face in a managed way. The Clergy hold their assemblies each Thursday in a class rota basis.

### Family assemblies

Parents will be invited to watch their class family assembly on a rota basis through the year. At the moment we are not holding coffee mornings but we will do so as soon as we are able.

## Forgot something?

**If you realise that you forgot to bring an item to school there will NOT be an opportunity to bring it in late. We have made the following provisions:**



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.

The only exception to this is for prescribed medicine. Please contact the school office if this applies.



# Hygiene

**We will be continuing to promote good hygiene in school.**

## **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 break times.

## **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 daytime cleaners so that "common touch" surfaces (door handles, handrails 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 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. Each classroom has a CO2 meter to monitor air quality and ensure the rooms are well ventilated.

## **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. This means that if they are sent home any time from Wednesday lunchtime onwards they will have to miss the remainder of the school week, and will be expected back in the following Monday.



## **Covid-19 arrangement**

COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains high. The Government continues to manage the risk of serious illness from the spread of the virus and advise us on the appropriate measures to take and as a result we update our school risk assessment weekly to keep our school and community safe within our school context.

### **Staff testing**

All our school staff (including peripatetic teachers, contract staff and club leaders) have been encouraged to engage with the LFT testing programme and follow the school's weekly risk assessment.



## **Equipment**

We are further streamlining how we manage equipment being brought into school, to reduce disruption and lost property.

### **Items ordered**

Book and PE Bags ordered and paid for via ScoPay will be named by us and delivered directly to your child in school.

### **PE Kits**

Reception: Reception children should wear their PE kit to school on the 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.

### **Clubs where sports attire is needed**

If your child has a morning club they should arrive in sports attire and bring their uniform in a bag, changing into it at the end of the club.

If your child has an afternoon club they should bring sports attire in a bag and change into it at the start of the club.

We appreciate this might seem confusing, but it is a necessity given the school's unique layout and availability of changing and storage spaces.

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.

### **Labelling items**

Please label all items, especially hats, gloves, detachable hoods, shoes, water bottles with your child's full name.



# Home time Arrangements

## Collection times

Nursery and Years 1 to 6 will all be collected at 3:30pm.

## Collection locations

Nursery will be collected from the top playground.

Reception, Years 1 and 2 will be collected from the infant playground.

Years 3 to 6 will be collected from the top playground as before.

If you have a child in Reception and a child in another year please collect your Reception child first before collecting your other child(ren) at 3:30pm.

To avoid congestion it is important that after you have collected your child you leave the playground as quickly as possible.

Drop off arrangements for the mornings will remain the same.

Please be aware that these changes are feasible because our measures are working well at the moment. We follow advice from DfE and Public Health which is subject to change and we may need to step up again if necessary.





## Lost property

**Unfortunately items go missing from time to time. Please do not send in expensive items, and label all items of property.**

### Named items

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.

### Unnamed items

Unnamed items will be put on tables in the playground periodically, but the frequency of this is not guaranteed due to staff availability and weather.

## Medication

**It is essential that you have completed a Health Care Plan for any chronic health conditions or an Administering Medicine form for any short term treatment.**

If your child requires medication in school please bring this to school with a freshly completed Health Care Plan or Administering Medicine Form.

Blank forms have been emailed to you, and are available on the school website at <https://stmichaelsn6.com/parents-forms/>

### New medication

If your child starts a new course of medication 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.

### Circumstances in which we do and do not administer medication

We can only administer prescribed medication that needs to be taken 4 times a day. If medication is required three times a day it can be taken at home before school, after school and at bedtime. We **do not** administer unprescribed medication

## Parent Contact Details

**If your address or contact details have changed, please notify the school office as soon as possible**

Email us on [admin@stmichaelsn6.com](mailto:admin@stmichaelsn6.com). Please always remember to include your child's FULL name and class in all communications.



## **Rules and Expectations**

### **The school's values, mission and vision remain the same.**

We expect students to wear their uniform properly and with pride, to work hard and try their best, and we 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 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.

## **Any Questions?**

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

[www.stmichaelsn6.com](http://www.stmichaelsn6.com)

If you still require clarification please email the school office.