



ST MICHAEL'S
Church of England High School

NEW INTAKE PARENTS' INFORMATION

2021 - 2022



*Please
keep for
future
reference*

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WELCOME TO ST MICHAEL'S

It is a pleasure and a privilege to welcome you to St Michael's Church of England High School.

We have been based at the Curral Road site since 2011, and we enjoy working and learning in a beautiful building with state-of-the-art facilities, including three multi-use games areas; sports fields; a sports hall; a dance studio; a drama theatre; a spacious Learning Resource Centre; design and technology rooms; computer suites; food and textiles facilities and science laboratories. Classrooms and corridors are light and spacious and at the heart of the school is a beautiful chapel: a peaceful space for prayer and reflection.

We educate over 1230 students at St Michael's. We have been oversubscribed for many years, with over 500 students applying for 240 places in Year 7 every year. We provide a broad, rich and deep curriculum, taught by expert, passionate teachers in a safe, caring and supportive environment. We are relentless in our pursuit of high standards, whilst promoting Christian values of mercy; integrity; care and compassion; humility; achievement; equality; leadership and service.

At St Michael's, we aim to show love, care and kindness to all in our community. We value what we have and share with others, and we aim to enable everyone to achieve their full potential. In 2017, Ofsted again judged our school to be Good, awarding us Outstanding for Personal Development and Welfare. In 2019, our Statutory Inspection of Anglican and Methodist Schools visit resulted in the highest judgement of Excellent for 'The impact of collective worship'; 'The effectiveness of Religious Education' and the 'Overall Judgement: 'How effective is the school's distinctive Christian vision, established and promoted by leadership at all levels, in enabling pupils and adults to flourish?' This outcome was a very prestigious, highly valued honour.

Academic success at St Michael's has gone from strength to strength: pre-Covid-19, there had been a significant improvement in examination results, culminating in two years of exceptional student progress with many subjects and cohorts exceeding national figures for attainment and progress. During the height of the pandemic, our school community donated food, gifts, aprons and goggles, and we manufactured and donated visors to hospitals, surgeries, care homes, hospices and schools over lockdown. Whilst Covid-19 has forced changes upon us, our children have adapted, continued to flourish and proven their resilience.

In October 2021, St Michael's suffered the loss of an inspirational Headteacher, Mrs Jayne Gray. Staff and students took solace in the love, thoughtfulness, kindness, care and compassion received from the local community. Suffering bereavement from this tragic event has united staff and students, and we remain relentless in our pursuit of excellence.

Our award-winning Student Voice children work tirelessly for the benefit of others: highlighting the problems faced by 21st Century children; liaising with local agencies to tackle environmental and social issues; supporting our local and global community and raising money for charity (over £60,000 to date).

Our Junior Leadership Team and Well-being Champions are pioneers within school; through collaborative working partnerships, they help inform strategies and help shape curriculum design.

As a welcoming, collaborative school community, we hope it will not be too long before all restrictions are lifted and we can resume normal activities. We look forward to working in partnership with you over the coming months and years; to ensure the best possible outcomes for your children

With kindest regards,



Mrs Christina Handy-Rivett (MA; NPQH)

Headteacher

SCHOOL VISION & AIMS

Our school vision is:

- to show love, care and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

We aim to:

- foster an understanding of what it means to be **merciful** by encouraging our children to be patient, kind, forgiving individuals
- teach our children to value honesty and truthfulness, so that they live their lives with **integrity**
- provide opportunities to achieve the highest standards of personal development, in which every child is encouraged to demonstrate **care and compassion** towards others
- create a culture of **humility** in which children are respectful and non-judgemental, enabling them to explore the meaning and purpose of their lives in relation to their impact on others
- provide a broad, rich curriculum with a wide range of learning experiences to meet the differing needs of individuals; ensuring that equality of opportunity and high standards of teaching enables every child to **achieve** their full potential
- promote **equality** through providing a welcoming, caring and safe environment in which our children, and all members of staff, are appreciated and valued as a member of the St Michael's family
- be good role models for our children: emphasising respect and consideration for others and the world around us, so that they become responsible and effective **leaders** in modern society
- promote the Christian value of **service** by providing opportunities for our children to make a full and rewarding contribution to the school, local and wider communities.

The success of our school's aims relies on the fruitful partnership between our children's parents and the school.

PARTNERSHIP WITH PARENTS

We work together with you to guarantee our students are achieving their full potential.

We invite you to attend the following events in our school calendar:

- Parents' evenings
- Year group specific information evenings/meetings
- Subject and revision evenings
- Concerts and school productions
- Celebration events
- Parent focus groups
- Information evenings

COMMUNICATION

We feel that communication between school and home is absolutely vital and we keep you informed of what is going on in the school through:

- our website
- frequent emails and text messages
- annual school report
- half-termly interim reports
- letters
- our termly school newsletter

Every student has a planner through which parents can monitor their child's progress and contact with school. Homework is integral to learning and each student will be encouraged to record all homework in their planner, whether this is physical homework or virtual through Hegarty Maths or Google Classroom.

Form tutors, Heads of Year, Assistant Heads of Year, and our inclusion team are there to ensure that each student is happy, thriving in school and making excellent progress in all subject areas. High attendance and high achievement go hand-in-hand and we are committed to working alongside parents in ensuring that any student absence is kept to an absolute minimum.

What to do if your child...

- ***is absent from school through illness***
So that we are sure of the whereabouts and safety of our students, we ask that parents/carers ring the school by 9 am each day of absence (please use the absence mailbox when you hear the main school telephone menu). For absences of less than 3 days, on return to school, a letter signed by parents/carers is required to confirm the reason for absence and the dates involved. We ask that this letter be brought to school on the first day back. For absences of 3 days or more, medical evidence is required. This can include the label from prescribed medicine.
- ***has a medical or dental appointment***
If medical or dental appointments have to be made during school time, an appointment card or a letter from parents/carers should be shown to the Form Tutor (who should sign it) and then handed into the school office when the student signs out. Where possible, we would ask that appointments be arranged for after school hours, weekends or during the school holidays.
- ***wants to go on holiday in term time***
The government's stance on taking children out of school during term time makes it clear to parents that they are expected to maintain their children in school throughout term time. We are therefore required not to authorise any holidays unless there are exceptional circumstances. Any requests for a holiday in term time must be submitted using the local authority form, copies of which are available from the school reception. Any requests that are not submitted on this form will be automatically rejected. A fine will be incurred if your child is taken out of school for holiday purposes unless it has been agreed with the school.

- is ill whilst in school***
Students who start to feel unwell at school should see the Head of Year and Reception will be asked to ring parents/carers if it is felt a student needs to go home. For safety reasons, students who are unwell will not be allowed to go home unless collected by a parent/carers or an adult nominated by the parent/carers. Please discourage your child from calling you themselves, as we will need to speak to you in order to assess whether your child needs to go home and to be sure they can get home safely with the appropriate adult.
- is not wearing the correct school uniform - please send in a note to explain the problem*** Students must report to their Head of Year for their note to be signed. This note should not last for more than one day. Failure to meet uniform requirements will result in the student going to Refocus.
- has forgotten lunch***
Students must see staff at Reception at the beginning of lunch.
- cannot do PE for some reason (e.g. an injury or illness)***
Please send in a note to explain the problem.
- has something that makes her/him ill from time to time (e.g. asthma, hay fever, fits, and migraine)***
Make sure the Form Tutor and Head of Year are aware of the problem. If a student needs to take regular medication (either prescription or non-prescription), it is possible to send this to school, where it will be kept in a locked cupboard for use when required. Parents/carers will need to complete an authorisation form, which is available from Mrs Stockton – see Contacts.
- is being bullied or picked on or you would like to speak to a member of staff for another reason***
Phone to make an appointment. We will always try to see you, but it helps if we can agree on a convenient time. We cannot help to sort out problems if we do not know it is happening.

THE SCHOOL DAY

St Michael's has a 10-day timetable. The school day is divided into six 50-minute periods. Most subjects take double periods but for some, there may be a single period. Each year group has an assembly once or twice a week, form time once or twice a week and PSHE twice a week in form groups. Lunchtimes differ slightly for each year group. The breakdown is below:

	Pastoral Time (8:40 - 8:50 am)	Lesson 1 (8:50 am)	Lesson 2 (9:40 am)	10:30 am-10:45 am	Lesson 3 (10:45 am)	Lesson 4 (11:35 am)	Lunch & Form Schedule	Lesson 5 (1:20 pm)	Lesson 6 (2:10 pm)
Monday				Break			Year 7 & 8 12:25 to 12:45 Form - Assembly - PSHE 12:45 to 13:20 Lunch Period Year 9, 10 & 11 12:25 to 13:00 Lunch Period 13:00 to 13:20 Form - Assembly - PSHE		
Tuesday									
Wednesday									
Thursday									
Friday									

PUPILS WHO ARE LATE FOR SCHOOL

It is important for pupils to arrive at school on time so they can fully participate in all the school has to offer. The school gates close at 8:35 am to ensure that pupils have time to get to their first lesson on time.

If a pupil is late, it causes a lot of disruption to school in regards to the taking of registers and the interruption to learning by a pupil arriving late to a lesson. Parents are informed of their child's lateness by text on the same day. If you received this notification, you do not have to contact the school unless you wish to discuss your child's lateness.

The Punctuality Protocol manages pupil lateness:

- 1 late in a week – form tutor discusses with pupil
- 2 lates in a week – automatic 30-minute detention, a tiered consequence for additional lates, 45-minute detention 1-hour detention
- 3 lates in a week – detentions and a formal communication with home
- Failure to attend detentions – will result in Refocus
- Tiered consequence – detention, parental meeting, punctuality contract, governor meeting

Parents are informed of late detentions by text message or email.



ACADEMIC YEAR 2022/2023

Autumn term 2021	Term starts Half term holiday Term ends	Thursday 2 September 2021 (Teacher Training Day) Monday 25 October to Friday 29 October 2021 Friday 17 December 2021
Spring term 2022	Term starts Half term holiday Term ends	Tuesday 4 January 2022 Monday 21 February to Friday 25 February 2022 Friday 8 April 2022
Summer term 2022	Term starts May Day Bank Holiday Half term holiday Term ends	Monday 25 April 2022 Monday 2 May 2022 Monday 30 May to Friday 3 June 2022 Friday 22 July 2022

Teacher Training Days for 2021/22

- Thursday 2nd September 2021
- Friday 22nd October 2021
- Friday 17th December 2021
- Friday 18th February 2022
- Friday 8th April 2022

THINGS TO REMEMBER

- Your child may be nervous or even afraid, this is natural.
- However, they will probably know someone else at the school.
- The staff and senior students will be there to help.
- Remember that by the end of the first week, they will feel at home and have made at least one new friend.
- If students have not settled in by the end of the second week, talk to their Form Tutor or Head of Year.

SCHOOL UNIFORM

We are proud of our school uniform and expect our pupils to wear it with pride. This includes the PE kit.

Jewellery:

Students are not allowed to wear excessive or expensive jewellery, not only to prevent the loss of valuable items but also to encourage a professional appearance in dress. The only jewellery permitted is a watch and a single plain stud may be worn in each ear. Nose studs or any other body piercings are not permitted. Smartwatches are not permitted to be worn or brought into school.

Make-up:

Make-up and nail varnish are not permitted. This includes fake tan and acrylic/gel or any other fake nails.

Hairstyles:

These should be neat and smart. Hair should be a natural colour, no shorter than a No. 2. No extreme styles, including 'tramlines', sculpting, shaving, patterns or undercuts. The use of gels or styling products should be minimal. No bandanas or baseball caps. Hairbands (girls) must be plain: navy or black only.

Dress code

- Navy blue blazer with school badge
- Plain black full-length school trousers that hang from the waist. Drainpipe, tight, tapered or turn up style trousers are not permitted. Trousers containing denim or Lycra are not permitted. Adornments, including zips (ornamental or pocket), are not permitted
- Official St Michael's skirt with school logo
- School tie
- Headscarves and turbans (worn for religious reasons only) should be black
- Shoes – suitable formal, black, low-heeled shoes. No open toes or backless shoes; no trainers or pumps. Boots are not permitted.
- School coat – navy, black or dark grey
- Plain navy blue V neck school pullover (boys and girls)
- White shirt or blouse with shirt collar

The full uniform policy is available on the school website.

PE Kit

PE Kit	Navy blue polo shirt with school badge
	St Michael's navy blue shorts
	St Michael's navy blue tracksuit bottoms
	St Michael's navy blue training top/sweatshirt with school badge
	Plain navy blue waterproof/showerproof jacket
	Plain black, white, navy or grey trainers
	St Michael's navy blue football socks with white trim at the top and St Michael's embroidered
Football/ Rugby	Moulded studded boots and/or Astro trainers (no metal studs)
	St Michael's navy blue football socks with white trim at the top and St Michael's embroidered

Please note that all PE kits should be labelled with the student's name.

SCHOOL ESSENTIALS

- Bag (big enough to hold A4 size folders)
- Black pen
- Red pen
- Pencil
- Ruler (30 cm)
- Eraser
- Pencil case
- Sharpener
- Colouring pencils and/or crayons
- Scientific calculator (we recommend the CASIO FX-83GTX)

Useful items:

- A protractor & a pair of compasses
- Pocket English dictionary
- Pocket foreign language dictionary
- Atlas available at home
- Atlas available at home

LUNCHTIME AND DINING ARRANGEMENTS

Your child may have school dinners or bring sandwiches. All students stay on the premises during lunchtime. If there is a special reason to leave school, please bring a letter to the main reception and obtain permission to leave from a senior member of staff. School dinners are taken in the dining hall. Sandwiches must be eaten in the dining hall.

Dining Area Code of Conduct

<ul style="list-style-type: none"> ● Leave your coat, bag and equipment in the rooms provided or in your locker 	<ul style="list-style-type: none"> ● Eat your food in a polite and well-mannered way
<ul style="list-style-type: none"> ● Line up in a quiet and orderly manner for your turn 	<ul style="list-style-type: none"> ● Avoid shouting across the dining room, always talk in a quiet and polite way to other students
<ul style="list-style-type: none"> ● Remember to treat lunch-time supervisors in a polite and respectful manner - they are members of staff too 	<ul style="list-style-type: none"> ● Return all plates, bowls, cutlery and glasses to the disposal area
<ul style="list-style-type: none"> ● Collect your meal on the tray provided to avoid spillages 	<ul style="list-style-type: none"> ● Vacate the building in a sensible and orderly manner
<ul style="list-style-type: none"> ● In the event of spillage, quickly wipe up the mess in order to leave the dining area clean and tidy 	<ul style="list-style-type: none"> ● All litter must be cleared away by students personally

CASHLESS CATERING

St Michael's operates a cashless online payment system, using a very secure website called ParentPay. This allows parents to log on, using a unique activation username and password provided by the school, and make a payment using a credit/debit card for a number of services. For example, school meals, music lessons, insurance, textbooks and a variety of trips. It allows parents

to be in control of payments and keeps them informed of what is available at St Michael's. More importantly, from a security aspect, there is added peace of mind for parents that students do not have to carry cash to school. The system also allows parents to access reports on students' school meals, which detail the foods that have been purchased.

Please be aware that ParentPay is the only means of payment and that cash/cheques are not accepted in school. However, if you are unable to use ParentPay, cash payments for school meals can also be made at local stores displaying the Pay Point logo. To access this service, parents should contact school to request a barcode. This will be provided with activation details for use at a Pay Point. Additional barcodes can be provided for other services by contacting the school. In addition, students can use cash to top up the school meals account by using the machines provided by the catering company, Autograph, in school.

Parents will be provided with activation details for ParentPay at the start of the Autumn Term. If you are already a parent of a student at St Michael's, you will be able to keep your current login details and add a new student to this account. If these details have been misplaced, please contact the school and new ones will be provided. Should you experience any problems, staff are always happy to assist you in the Finance Office.

OFFSITE ACTIVITY INSURANCE

We have arranged accident insurance for students through Sandwell Local Authority to enable them to take part in offsite and extra-curricular activities.

The total annual premium for each child amounts to £1.00 per year, which is extremely good value. Regrettably, no student can be allowed off premises under any circumstances without the appropriate insurance. Please pay £5.00 (this fee covers the full five-year period, Y7 – Y11) via ParentPay by the end of September 2020.

STUDENT LOCKERS

Students will be able to purchase the use of a locker throughout their school career. The cost of the hire of a locker is £5 (this fee covers the full five-year period, Y7 – Y11) with a £5 deposit, (which will be refunded at the end of Year 11 – provided there have been no issues with the locker) totalling £10. During the second week of the new term, a locker will be available to be purchased through the ParentPay system.

HEGARTY MATHS

The Maths Department at St Michael's is committed to ensuring that pupils have access to the best support online. To ensure this, the school subscribes to Hegarty Maths, which provides an online platform that teaches, assesses and tracks everything a child needs to learn in school maths from upper primary to GCSE level. In addition, Hegarty Maths is used to set homework. The cost of this service for pupils is a one-off payment of £4. This covers the full five-year period, Y7 – Y11. This will be available to purchase through the ParentPay system after the start of term.

BEDROCK VOCABULARY

Improving the literacy skills of all students is central to the curriculum at St Michael's. *Bedrock Vocabulary* is an online learning platform that aims to enhance the reading and literacy skills of its users. It creates bespoke learning schemes, offering regular assessment and progress checks. The programme has been used at St Michael's over the past two years, and all new Year 7 students have free access. This will form part of Year 7 homework, with each student expected to complete at least forty minutes of work per week. The programme is accessible through any browsing device, and live updates relating to engagement and progress are sent directly to teachers. You will be receiving a letter with your child's log in details in order for them to complete tasks over the summer break.

SUBJECT SPECIFIC INFORMATION

If you would like more information on specific subject areas and qualifications, please refer to the school website on the following link: <https://st-michaels.sandwell.sch.uk/subject-information/>

A LOVE OF LEARNING

Learning is our core purpose. At St Michael's, we structure learning to excite our students' curiosity and to inspire them to become successful, lifelong independent learners. Our teachers are extremely enthusiastic and passionate about their subjects, spending considerable time planning interesting and interactive lessons, communicating their passion for their subjects to the students. We are fortunate to have a high-quality learning environment with the latest technologies to enhance the curriculum. Our purpose-built dance and drama studios, music rooms, and extensive sports facilities support our varied extra-curricular programme.

Opportunities to nurture independent learning skills are provided through our many different learning platforms. Our modern facilities help to provide greater variety in teaching methods and therefore make learning more effective. Our vibrant and welcoming library supports learning

throughout the school and promotes improved literacy levels; it is well stocked, has good ICT facilities, and provides high-quality services for everyone. We aim to engender a genuine love for reading and excitement about learning in every child at St Michael's.

We strive for excellence in all that we do at St Michael's. We believe that every student, with a willingness to work hard and learn from their mistakes, can and will achieve great things. Our dedicated teachers motivate students to aim high and encourage every student to exceed their own expectations.

EXPECTATIONS

What St Michael's Church of England High School expects of its students:

High standards of:

- work
- behaviour
- politeness and courtesy
- appearance
- attendance and punctuality

Respect for:

- the views and well-being of others
- those in authority
- the local community
- the environment in which we live

Responsibility for:

- bringing the correct books and equipment to lessons
- meeting work deadlines
- carrying out duties
- contributing to school life
- caring for fellow members of the school community

At St Michael's Church of England High School we aim:

- to create a stimulating, safe and disciplined environment in which staff and students work to maximum effectiveness in their teaching and learning
- to encourage all students to achieve their full potential in all areas of school life, irrespective of ability, gender, ethnic origin, belief, background or disability
- to enable all students to develop personal qualities, beliefs and attitudes which make for a fulfilling adult life
- to develop, in all students, care and concern for the community in which they live, founded upon a belief in justice, truth and equality
- to equip students with the knowledge and skills that will enable them to meet the changing demands of our technological society
- to foster a strong partnership between home and school

A Shared Commitment to Success Through Partnership

We will work together to achieve the school's aims by fulfilling our responsibilities as set out in this agreement. We would like you to pledge your support by signing the Home-School Agreement, which is part of the data collection form.

Student Charter

- I will speak politely to others, and I have the right to be spoken to politely
- I have the right to do my work without interruption
- I respect different individual abilities and accept that everyone has the right to work at their own pace
- I have a right to put forward my point of view, and I will listen to others
- I will attend school regularly and punctually
- I will keep the school rules, which are for the benefit of all
- I will respect property belonging to others
- I have a right to be treated equally by others and I will not judge people but will accept their differences
- I respect other people's religion and beliefs and I expect them to respect mine
- I understand that other people may have different home circumstances and I expect them to be sensitive to mine
- I will act as a role model for other students, both inside and outside of school

Expectations in the corridors and lessons adhere to the following in support of the student charter:

ST MICHAEL'S COFE HIGH SCHOOL

A SUCCESSFUL STUDENT IS...



- READY**
 - WEARS THE CORRECT UNIFORM
 - ATTENDS SCHOOL EVERYDAY, ON TIME
 - 'READY TO LEARN' INCLUDING ALL EQUIPMENT AND ANY HOMEWORK
- RESPECTFUL**
 - CONSIDERATE TOWARDS STAFF, STUDENTS, VISITORS AND MEMBERS OF THE PUBLIC
 - FOLLOWS INSTRUCTIONS FIRST TIME WITHOUT FUSS
 - PROMOTES THE CHRISTIAN ETHOS OF THE SCHOOL
- RESPONSIBLE**
 - TAKES RESPONSIBILITY FOR THEIR OWN ACTIONS, LANGUAGE AND BEHAVIOUR
 - BEHAVES IN A MANNER THAT KEEPS THEMSELVES AND OTHERS SAFE
 - LEARNS AS MUCH AS POSSIBLE EVERY LESSON

MERCY • INTEGRITY • CARE AND COMPASSION • HUMILITY • ACHIEVEMENT • EQUALITY • LEADERSHIP • SERVICE

ST MICHAEL'S COFE HIGH SCHOOL

READY TO LEARN EXPECTATIONS



ARE YOU READY TO...

- L** LOOKING FORWARD & LISTENING
- E** EQUIPPED & ENGAGED
- A** ALWAYS TRYING YOUR BEST
- R** RESPECTFUL OF OTHERS
- N** NO EXCUSES

MERCY • INTEGRITY • CARE AND COMPASSION • HUMILITY • ACHIEVEMENT • EQUALITY • LEADERSHIP • SERVICE

Expectation & Rewards Cards

St Michael's has instituted an Expectation Card Reward and Consequence System to monitor the behaviour of pupils outside of the classroom.

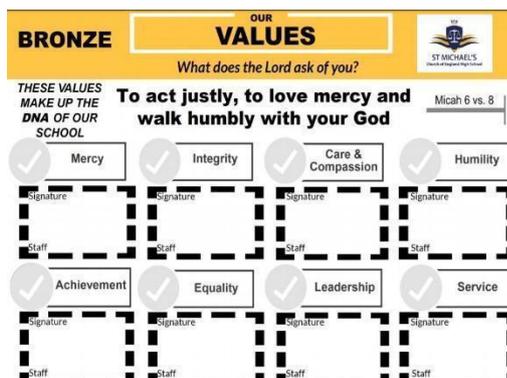
The following breaches of behaviour are covered by this system:

1. Uniform/appearance
2. Inappropriate behaviour/language
3. Out of lesson (no pass)
4. Not following the one-way system
5. Mobile phone out inside the building
6. Eating & drinking in undesignated areas
7. Chewing Gum
8. Littering



Students will also be rewarded for positive behaviour, support of other pupils and staff as well as contribution to school life. These rewards will be focused around St Michael’s Core Values/Wings, these being:

- ★ Mercy
- ★ Integrity
- ★ Care & Compassion
- ★ Humility
- ★ Achievement
- ★ Equality
- ★ Leadership
- ★ Service



MOBILE PHONE PROTOCOL

We recognise that most adults and young people now carry a mobile phone and that they are seen as an essential part of modern living. However, we need to reinforce their appropriate use in school.

Mobile Phone Use in School

- Students may only use mobile phones in the playground during lunch and break times
- Mobile phones must not be used within the school building. This includes lessons, assemblies, registrations, and corridors
 - Mobile phones must be turned off during lessons, assemblies and registrations
 - Phones may not be used in lessons as calculators
 - Phones are not allowed in examination rooms
 - Phones may not be used in school to play music
- Students found abusing the use of a phone, e.g. making threatening calls, taking inappropriate images, will be banned from bringing a phone into school. The police also may be involved if it relates to the misuse of digital media
- The only exception to these rules is if a class teacher instructs students to use their phones in the classroom for research or for another educational purpose
- If you need to contact your son or daughter during the school day, please do this through the school office

Inappropriate Use in Lessons

If a student is observed with a mobile phone in lesson, the teacher will confiscate it and hand it in to reception. Students may collect their phones from reception at the end of the day.

Inappropriate Use in School

If a student is caught breaking the rules, their expectations card will be signed. If they are caught again and they already have a signature for inappropriate mobile phone use, their mobile phone will be immediately confiscated and handed into reception. Their card will be signed again. Students may collect their phones from reception at the end of the day.

Continued Inappropriate Use

If a student's phone is confiscated their name is taken by reception. If they have their phone confiscated on a second occasion, they **WILL NOT** be able to collect their phone on the day. Their parent/guardian will have to come into the school to collect this for them.

STUDENT VOICE

At St Michael's Church of England High School, we believe consultation with students is integral to nurturing responsible, collaborative and pro-active young people. Engaging students in sharing thoughts, ideas and opinions about teaching and learning, pastoral matters and their school experience as a whole, in turn, helps to build their confidence in school structures and procedures.

Our award-winning Student Voice programme offers a sense of community and strength within the school by complementing the school's ethos and allowing our young people to engage in decision-making processes. Student Voice relaunched in January 2012 and has gone from strength to strength, providing a wide range of opportunities within school and the wider community. Student Voice welcomes students of all ages and abilities to take part, enabling them to develop their confidence, self-esteem, initiative and much more.

"Student Voice has given me the skills to speak in public, allowing me to increase in confidence and develop the expertise to succeed in my future."

Jessica Postings - Year 10

In what has been our most challenging year to date, students have continued to make a difference, adopting creative approaches to meet, network and develop projects. Our team of students are passionate about their work and strive to make a difference to others. Our initiatives vary based on student ideas and trending issues.

Projects currently include:

- 21st Century Child
- UNMUTED radio show
- Equality & Diversity
- Fundraising for Birmingham Children's Hospital
- #21AOK Kindness Campaign

Fundraising is one of Student Voice's biggest achievements, with the team raising more than £40,000 for Birmingham Children's Hospital alone. In addition to this, we also support other local and global initiatives, (which has increased our fundraising total to more than £55,000 since 2012), with the support of their school community and wider partnerships. Despite lockdown, Student Voice continued to raise funds through virtual events and challenges.

" Student Voice has given me opportunities to give back to the community, school and peers, as well as developing my skills and knowledge on an array of subjects."

Honor Cartwright - Year 10

In addition to all of the activities mentioned, Student Voice takes part in numerous consultation activities. Members have regular opportunities to share their ideas with school staff, the Headteacher and the governing board, and our partner agencies such as West Midlands Police and local councillors.

The community office is the hub for all Student Voice activities and we are always looking for new members. If you would like to find out more, please contact Kerry Whitehouse at kerry.whitehouse1@st-michaels.sandwell.sch.uk.

Over the last five years we have won the following awards:

- Birmingham Children's Hospital 100 Heroes Award – Outstanding Contribution to Fundraising 2021
- Birmingham Children's Hospital 100 Heroes Award 2021
- Bishop of Birmingham Award – Creative Links & Innovative Community Partnerships 2021
- Birmingham Children's Hospital 100 Heroes Award 2020
- West Midlands Police & Crime Commissioner Outstanding Youth Community Project – 2019
- Birmingham Children's Hospital 100 Heroes Award 2019
- Rowley Regis Community Awards – Winner of Community Project 2019
- Rowley Regis Community Awards – Runner Up for Outstanding Young Persons Award 2019
- Rowley Regis Community Awards – Finalist for Partnership Working 2019
- SHAPE Democracy Award 2018
- Birmingham Children's Hospital 100 Heroes Award 2017

SCHOOL LIBRARY

Our school library encourages curiosity, enthusiasm for knowledge and problem-solving. It plays a key role and enriches the cultural and social life of the school. The school library is a central point for all kinds of reading, activities, access to information, knowledge building, deep thinking and discussion. We provide materials and resources that entertain and inspire as well as services offering space for people and information to come together. The library welcomes students in and provides a safe space for them to interact in a variety of activities.

The library's collections, services and environment are all designed to help our school meet its targets and goals for raising student achievement. With a flexible multi-use approach, the library's open plan and vast physical space enables a range of activities including quiet reading, study, collaboration, use of netbooks and a careers section.

Opening times

Monday – Thursday 8.15 am - 3.50 pm

Friday - 8.15 am – 3 pm

Class Book Boxes

Book boxes were made available, delivered to classes and changed regularly. These were a mix of fiction and non-fiction books to aid students' reading for pleasure in form time. This was a huge success and was very popular amongst staff and students; subsequently, we will make this service available to all years, going forward into the new academic year.

Online Library

Beyond the school day, there are online library services, such as Reading Cloud/Eclipse and SORA (eBook platform) accessed via <https://st-michaels.sandwell.sch.uk/library/>

Eclipse and SORA have changed the way our school community accesses the resources and stories. This technology assists in supporting individual student's needs, making books and reading available beyond the school walls and the school day.

Events and activities

- Scholastic Book Fair
- Author Events
- Year 7, 8 & 9 Book Quiz
- World Book Day
- Teen Book Awards
- Book group
- Homework Club

Summer Reading Challenge

Each year the library runs a Summer Reading Challenge for all students. We encourage all students to get involved to keep our students reading and motivated to read over the summer. Many students will not pick up a book during the school holidays, so it is our mission to encourage momentum with incentives for reading. Each student that takes part is given a Summer Reading

pack with all the resources needed to take part. Students can also take books to read from the library over the summer, or simply read their own. Students read their books and choose their top 3 books to review. All completed packs in September that are returned to the library will receive a reward for taking part.

Student Librarians

We are extremely proud that we can offer students the chance to work in our library. We have run School Librarian training for many years. This is a programme for students who wish to apply to gain work experience, particularly in a library.

The programme has been very successful and it has given students to gain confidence and skills needed for further education. Student Librarians work in the library on a rota basis during their breaks. They are hardworking, committed and very helpful in the library carrying out tasks such as shelving, promoting activities, labelling books and creating posters. They are invaluable to us and they are excellent advocates of our School Library.

For further information about St Michael's School Library please email Library@st-michaels.sandwell.sch.uk

SPEAK OUT SAFELY AGAINST BULLYING

St Michael's has launched a new campaign to speak out against bullying. The Speak Out Safely (SOS) campaign encourages all pupils to speak out about bullying, not only if it directly affects them, but also if they witness it happening to someone else. If your child thinks they are being bullied or is concerned about another pupil being bullied, it is important that they feel that they can speak out about it. There are a number of ways to report bullying in the school:

- report it directly to a member of staff
- complete a Speak Out Safely card and post in designated areas
- report via the Safebook app
- email: speak.out@st-michaels.sandwell.sch.uk

The school actively discourages bullying of any kind - name-calling, pushing, poking, making fun of and taking of property belonging to other people. If you report bullying, you should:

- believe that it will be sorted out
- believe it's all right to tell
- tell yourself you do not deserve to be bullied and act as confidently as you can
- stay with your friends
- do your best to ignore the bully
- stay in public places in school, where there are lots of people about, at least until it is sorted out

Bullies rely on their victims being afraid to tell adults - this is how they 'get away with it' so easily sometimes. As soon as an adult is told, the situation always changes. You must be prepared to talk about what is happening and why. In most cases, the problem is resolved and everyone feels happier.

USEFUL INFORMATION

All of the transition information and our policies and procedures are available on the school website, including:

- behaviour management
- child protection & safeguarding
- data protection
- homework
- marking
- privacy – how we use the information we collect about you and your child

You will also find information about the curriculum, exams, extracurricular activities and much more on the website.

Please visit www.st-michaels.sandwell.sch.uk to access this information.

You may be eligible for Free School Meals or the School Uniform Voucher if you receive any of the following benefits:

- Income support
- Universal Credit
- Employment and Support Allowance
- Guaranteed Pension Credit
- Income-based Job Seekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit

To apply go to <https://www.sandwell.gov.uk/info/200151/education/benefits/2176/free-school-meals>

CONTACTING US

Telephone Number - 0121 561 6881

If you have any queries or concerns regarding your child, please ring to speak to someone. We will always try to speak to you or get back to you as soon as possible.

Please see below the list of the telephone options for the staff to whom you may wish to speak:

- Option 1 - Reporting a student absence
- Option 2 - Heads of Year, Assistant Heads of Year and SEN
- Option 3 - Attendance Officer
- Option 4 - Family Liaison Office
- Option 6 - Finance Office
- Option 7 - Reception

If you wish to meet with someone, for example, our Family Liaison Officer or your child's Head of Year to discuss any problems or concerns you may have in relation to your child settling into life at St Michael's, please do not hesitate to call and arrange an appointment.

Below is a list of email addresses for specific members of the school staff team:

Senior Leadership Team		
Mrs Handy-Rivett	Headteacher: Strategy and Finance/Staff & Student Wellbeing	headteacher@st-michaels.sandwell.sch.uk
Mr Brooks	Deputy Headteacher: Whole School Progress & Assessment	alan.brooks@st-michaels.sandwell.sch.uk
Ms Jeffreys	Deputy Headteacher: Curriculum, Teaching, Learning	faye.jeffreys@st-michaels.sandwell.sch.uk
Mrs Beardsmore	Assistant Headteacher: Behaviour and Welfare + Designated Safeguarding Lead	sarah.beardsmore@st-michaels.sandwell.sch.uk
Mr Bending	Assistant Headteacher: KS3 Progress & Director of Pupil Premium	christopher.bending@st-michaels.sandwell.sch.uk
Mr Hill	Assistant Headteacher: Facilities & Resources & Vocational Education	wayne.hill@st-michaels.sandwell.sch.uk
Mr Mackinney	Assistant Headteacher: Timetable & Curriculum & Standards Verifier for Vocational qualifications	damien.mackinney@st-michaels.sandwell.sch.uk

Associates to the Leadership Team		
Mrs Hill	Deputy Assistant Headteacher for Behaviour	wendy.hill@st-michaels.sandwell.sch.uk
Mr Smith	Deputy Assistant Headteacher for Numeracy	shaun.smith@st-michaels.sandwell.sch.uk
Mr Graham	Associate Assistant Headteacher for Pastoral	jordan.graham1@st-michaels.sandwell.sch.uk
Ms Loucas	Associate Assistant Headteacher for CTLA (students)	joanna.loucas@st-michaels.sandwell.sch.uk
Mr Sargent	Associate Assistant Headteacher for CTLA (staff)	ian.sargent@st-michaels.sandwell.sch.uk
Special Educational Needs (SEN)		
Mrs Graham	Senior SENCO (Years 7, 10 & 11), Focus Provision Lead & Year 6 SEND transition lead	mailene.graham@st-michaels.sandwell.sch.uk
Ms Caan	SENCO (Years 8 & 9)	tabbazim.caan@st-michaels.sandwell.sch.uk
Mrs Stockton	Senior Administrative Officer (Inclusion)	diane.stockton@st-michaels.sandwell.sch.uk
Pastoral		
Mrs Mills	Vulnerable Students Coordinator/Deputy Safeguarding Officer	jill.mills@st-michaels.sandwell.sch.uk
Ms Hodgetts	Family Liaison Officer & Learning Support	rhonda.hodgetts@st-michaels.sandwell.sch.uk
Mr Howden	Head of Year 7	darren.howden@st-michaels.sandwell.sch.uk
Ms Fellows	Assistant Head of Year 7	katy.fellows@st-michaels.sandwell.sch.uk
Mrs Faulkner	Year 6 Transition Coordinator	fay.faulkner@st-michaels.sandwell.sch.uk



ST MICHAEL'S CHURCH OF ENGLAND HIGH SCHOOL

St Michael's Church of England High School • Rowley Learning Campus • Curral Road • Rowley Regis • West Midlands • B65 9AN
Telephone: **0121 561 6881** • Fax: 0121 561 6882 • Email: contact.staff@st-michaels.sandwell.sch.uk

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