

NEW INTAKE PARENTS' INFORMATION

2022 - 2023



ST MICHAEL'S
Church of England High School



**Please
keep for
future
reference**

CONTENTS

Welcome to St Michael's	2
School Vision and Aims	3
Partnership with Parents	4
Communication	4 - 5
The School Day	6
Pupils Who Are Late To School	6
Attendance	7
The Academic Year	8
Things to Remember	8
School Uniform	9-10
PE Kit	11
School Essentials	12
Sparx	12
Student Lockers	12
Offsite Activities Insurance	13
Lunchtime & Dining Arrangements	13
Cashless Catering	14
Bedrock Vocabulary	14
A Love of Learning	15
Subject Specific Information	15
Expectations	16
Student Charter	17
Expectation & Value Cards	18
St Michael's House System	19
Mobile Phone Protocol	20
Student Voice	21-22
Wellbeing	22
School Library	23-24
Speak Out Safely Against Bullying	25
Useful Information	25
Contacting Us	26-27



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 the parent of a teenager, I understand the difficulties and challenging circumstances faced by our young people due to disrupted learning over the last two years. As the new Headteacher, I look forward to working in conjunction with you to ensure that normality resumes, high standards and expectations are upheld, and school attendance returns to the pre-COVID level of 97% or above.

I would like to take the opportunity to thank you for your support, and I look forward to working with you over the coming years.

With kindest regards,

Mrs Christina Handy-Rivett (MA; NPQH)

Headteacher

GOVERNOR MISSION STATEMENT

To provide effective challenge, rigour, and strategic support to St Michael's to live the Christian Vision, ensuring all students and staff are able to flourish and achieve their full potential.

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 half-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/carer or an adult nominated by the parent/carer. 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 two-week timetable. The school day is divided into six 50-minute periods. Most subjects are taught in double periods but for some, there may be a single period. Each year group has an assembly twice a week, form time every day and PSCE once a fortnight in form groups. Lunchtimes differ slightly for each year group. The breakdown is below:

	School Opens (8:30)	Pastoral Time (8:40 – 8:50)	Period 1 (8:50)	Period 2 (9:40)	Break (10:30 – 10:45)	Period 3 (10:45)	Period 5 (11:35)	Lunch & Pastoral Schedule	Period 5 (13:20)	Period 6 (14:10)	Extended Learning (from 15:00)
Monday								Years 7 & 8 12:25 – 12:45 Pastoral Time, PSCE, Collective Worship, Reading for Pleasure, Form Numeracy Lunch Period 12:45 – 13:20 Years 9, 10 & 11 Lunch Period 12:25 – 13:00 13:00 - 13:20 Pastoral Time, PSCE, Collective Worship, Reading for Pleasure, Form Numeracy			Year 11 Intervention Period 3:00 pm – 4:00 pm Plus: additional extended learning opportunities
Tuesday											
Wednesday					Morning Break						
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 with regard 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.

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

ST MICHAEL'S CHURCH OF ENGLAND HIGH SCHOOL

Punctuality Protocol



1 Late in a Week	• Form Tutor to action with a discussion
2 Lates in a Week	• Automatic 30 minute detention • Tiered consequence approach for additional lates • 45 minute detention • 3hr detention
3 Lates in a Week	• Above consequence plus a formal communication with home
Failure to attend	• Missed detention will result in Refocus
Tiered Consequence	• Detention • Parental meeting • Punctuality contract • Governor meeting



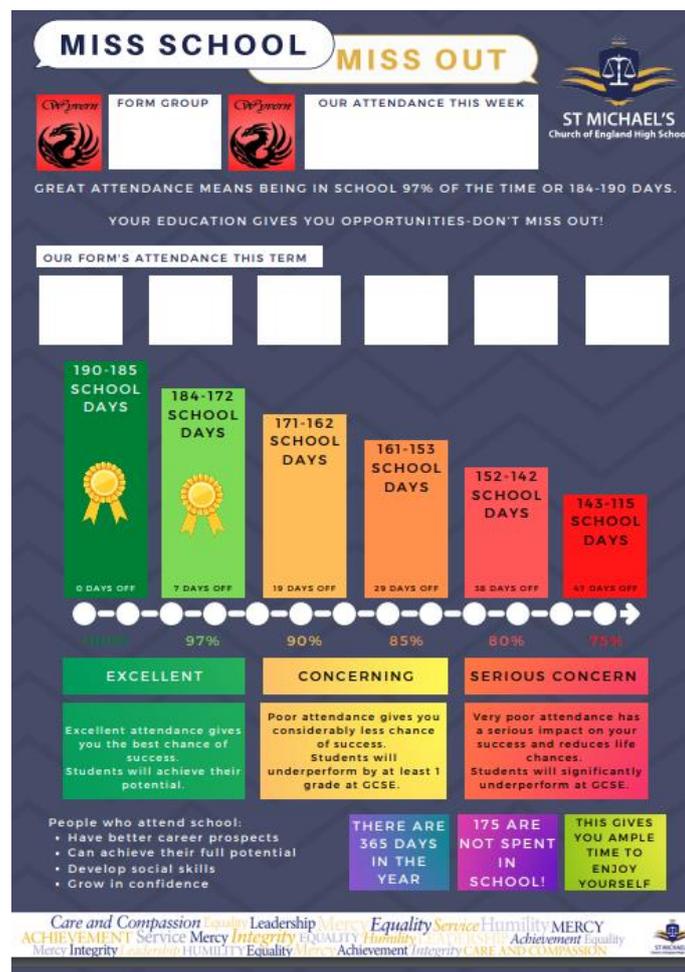
ST MICHAEL'S Church of England High School

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

ATTENDANCE

Attendance is imperative in order to reach the student's full potential, and, at St Michael's, we aspire for all students to attend school every day. People who attend school have excellent career prospects, progress to their full potential, and have excellent social and emotional skills. Form tutors will be tracking individual attendance and whole form attendance over the year.

Attendance during one school year	Equivalent Days	Equivalent Sessions	Equivalent Weeks	Equivalent Lessons Missed
95%	9	18	2	54
90%	19	38	4	114
85%	29	58	6	174
80%	38	72	8	228
75%	48	96	10	288
70%	57	114	11.5	342
65%	67	134	13.5	402



ACADEMIC YEAR 2022/2023

Autumn term 2022	Term starts	Monday 5 September 2022 (Teacher Training Day) Tuesday 6 September 2022 – Year 7 and Year 11 Wednesday 7 September 2022 – All year groups
	Half term holiday	Monday 24 October to Friday 28 October 2022
	Term ends	Friday 16 December 2022
Spring term 2023	Term starts	Tuesday 3 January 2023
	Half term holiday	Monday 20 February to Friday 24 February 2023
	Term ends	Friday 31 March 2023
Summer term 2023	Term starts	Monday 17 April 2023
	May Day Bank Holiday	Monday 1 May 2023
	Half term holiday	Monday 29 May to Friday 2 June 2023
	Term ends	Tuesday 25 July 2023

Teacher Training Days for 2022/2023

- Monday 5th September 2022
- Friday 21st October 2022
- Friday 31st March 2023
- Monday 24th July 2023
- Tuesday 25th July 2023

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.

Dress code

- White shirt/blouse with a shirt collar.
- Plain navy-blue V-neck school pullover (optional)
- Navy blue blazer with school badge.
- Plain black, full-length, straight-legged school trousers that hang from the waist. Boot cut, 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 knee-length skirt with school logo.
- School tie.
- Plain black ankle socks. When wearing a skirt, plain black ankle or knee socks, or 80-100 denier black tights should be worn. Trainer socks are not permitted.
- Headscarves and turbans (worn for religious reasons only) should be navy blue or black.
- School coat – navy blue, black or dark grey.
- All pupils in the building are expected to wear their blazer and tie, with their shirt tucked into their trousers.
- Hoodies and sweatshirts are not permitted on the school site.



Jewellery: The only jewellery permitted is a watch, a single plain ring, a single plain necklace (e.g., a cross and a chain) may be worn but this must not be on show and a single plain stud may be worn in each ear. Bracelets should not be worn unless for religious reasons. Nose studs or any other body piercings are not permitted. Smartwatches, e.g., iWatch or Fitbit, are not permitted to be worn or brought into school.

Make-up: Make-up and nail varnish are not permitted. This includes false eyelashes, 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, durags or baseball caps are permitted. Hairbands, scrunchies and toggles must be plain navy blue or black only.

Footwear

Suitable formal, black, low-heeled shoes should be worn by students. Open-toed, backless shoes, trainers or pumps are not permitted. Boots are not permitted. Vans, Converse, Nike Air Force or similar are not permitted. Stitching, logos, motifs, adornments, or colours are not permitted.



PE Kit

- St Michael's navy-blue polo shirt with school badge
- St Michael's navy-blue shorts
- St Michael's navy-blue tracksuit bottoms or plain 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 blue or grey trainers
- St Michael's navy-blue football socks with white trim at the top and St Michael's down the side
- moulded studded boots and or/Astro trainers (not metal studs) and basketball boots can only be worn during the specific sporting activity and should be brought into school in a bag



Parents are responsible for ensuring their child brings their PE kit to school when required and that it is labelled with their child's name.

The uniform/PE kit is available to buy from A Oakes, Oakend House, 174-180 Vicarage Road, Oldbury B68 8JB and Gogna, Unit 1B, Junction 2 Industrial Estate, Demuth Way, Oldbury, B69 4LT.

SCHOOL ESSENTIALS

The following basic school equipment is compulsory, and pupils must bring this into school every day, for every lesson:

- An appropriately sized, navy blue, black or grey waterproof bag to carry their books and equipment. It should hold an A4-sized folder comfortably, without causing any damage.
- Helix geometry set and calculator. This is available to purchase from school via ParentPay at a cost of £10.00. The set contains:
 - a clear pencil case
 - a scientific calculator (CASIO FX-83GTX)
 - a full geometry set
 - a pencil
 - a compass
 - an eraser
 - a sharpener
- Black pen x 2
- Red pen
- Ruler (30 cm)

If the Helix geometry set (containing the scientific calculator) is not purchased, you will need to get:

- a scientific calculator (CASIO FX-83GTX)
- a pencil
- an eraser
- a sharpener
- a compass

SPARX

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 Sparx, which personalises each child's homework, creating a weekly set of questions tailored to their level of understanding and learning pace. The questions are designed to be achievable whilst offering the stretch that learners need to make progress.

The cost of this service for pupils is a one-off payment of £6. This covers the full five-year period, Y7 – Y11. This will be available to purchase through the ParentPay system after the start of term.

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.

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 2022.

LUNCHTIME AND DINING ARRANGEMENTS

Your child may have school dinners or bring sandwiches. All students stay on the premises during lunchtime. School dinners are taken in the dining hall.

Sandwiches must be eaten in the dining hall.

DINING AREA CODE OF CONDUCT

We recommend that you leave your coat and bag in your locker

Line up in a quiet and orderly manner for your turn

Remember to treat lunch-time supervisors in a polite and respectful manner - they are members of staff too

Collect your meal on the tray provided to avoid spillages

In the event of spillage, quickly wipe up the mess in order to leave the dining area clean and tidy

Eat your food in a polite and well-mannered way

Return all plates, bowls and cutlery to the disposal area

Avoid shouting across the dining room, always talk in a quiet and polite way to other students

All litter must be cleared away by students personally

Vacate the building in a sensible and orderly manner



ST MICHAEL'S
Church of England High School



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.

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 three years, and all new Year 7 students have free access. This will form part of Year 7 homework and bi-weekly literacy lessons. The programme is accessible through any browsing device, and live updates relating to engagement and progress are sent directly to teachers.

A LOVE OF LEARNING

Students flourish at St Michael's due to high-quality teaching and learning, and a broad and balanced curriculum offer that is delivered innovatively through quality pedagogy and practice. 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, and communicating their passion for their subjects to the students.

We are fortunate to have a high-quality learning environment, including our purpose-built drama studio and music rooms; extensive sport facilities support our varied extracurricular programme. Our vibrant and welcoming library supports learning throughout the school and promotes improved literacy levels; it is well stocked, and students have opportunities to visit it regularly. We aim to engender a genuine love for reading and excitement about learning in every child at St Michael's.

A blended curriculum offer will ensure that our students become knowledgeable in their subject areas whilst being able to apply this knowledge to academic scenarios and the wider world. At the heart of our curriculum will be our communication endpoints, including reading and personal development. Our children thrive as a direct result of Christian teaching, which is central to our school's vision, ethos, and mission. Embedded within our curriculum are our Christian values, which underpin our ethos:

**MERCY; INTEGRITY; CARE and COMPASSION; HUMILITY;
ACHIEVEMENT; EQUALITY; LEADERSHIP; SERVICE**

At St Michael's, we provide a curriculum and extended curriculum experience that produces young people who are ready for life beyond school, whether that be full-time education or the world of work. 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.

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/>

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 CHURCH OF ENGLAND HIGH SCHOOL

A SUCCESSFUL STUDENT IS...



READY	<input type="checkbox"/> WEARS THE CORRECT UNIFORM
	<input type="checkbox"/> ATTENDS SCHOOL EVERY DAY, ON TIME
	<input type="checkbox"/> READY TO LEARN, INCLUDING ALL EQUIPMENT AND ANY HOMEWORK
RESPECTFUL	<input type="checkbox"/> CONSIDERATE TOWARDS STAFF, STUDENTS, VISITORS AND MEMBERS OF THE PUBLIC
	<input type="checkbox"/> FOLLOWS INSTRUCTIONS FIRST TIME, WITHOUT FUSS
	<input type="checkbox"/> PROMOTES THE CHRISTIAN ETHOS OF THE SCHOOL
RESPONSIBLE	<input type="checkbox"/> TAKES RESPONSIBILITY FOR THEIR OWN ACTIONS, LANGUAGE AND BEHAVIOUR
	<input type="checkbox"/> BEHAVES IN A MANNER THAT KEEPS THEMSELF AND OTHERS SAFE
	<input type="checkbox"/> LEARNS AS MUCH AS POSSIBLE EVERY LESSON

ST MICHAEL'S Church of England High School

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

ST MICHAEL'S CHURCH OF ENGLAND HIGH SCHOOL

READY TO LEARN EXPECTATIONS



ARE YOU READY TO LEARN?

L LOOKING FORWARD & LISTENING

E EQUIPPED & ENGAGED

A ALWAYS TRYING YOUR BEST

R RESPECTFUL OF OTHERS

N NO EXCUSES

ST MICHAEL'S Church of England High School

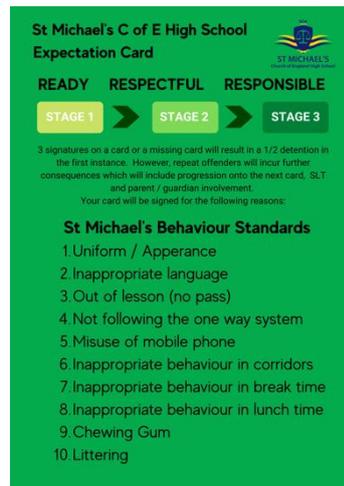
MERCY • INTEGRITY • CARE AND COMPASSION • HUMILITY • ACHIEVEMENT • EQUALITY • LEADERSHIP • SERVICE

EXPECTATION CARDS

St Michael’s has introduced 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

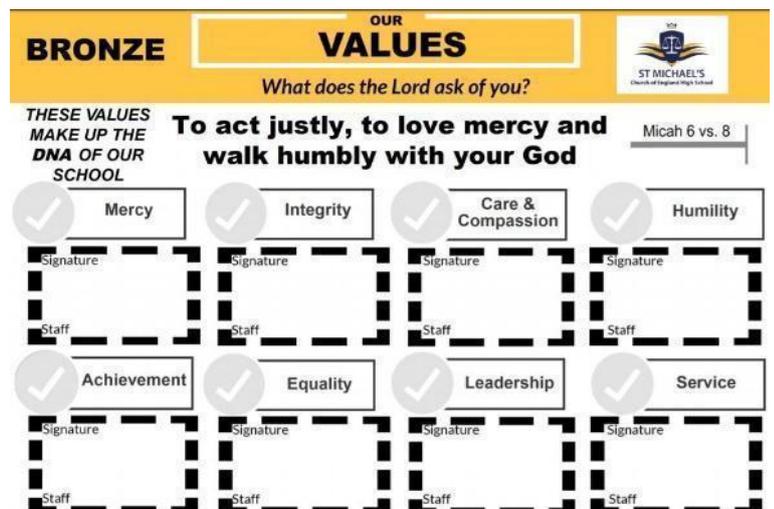


Students who have received no signatures on their expectation card are rewarded each half term.

ST MICHAEL’S VALUES CARD

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, these being:

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



ST MICHAEL'S HOUSE SYSTEM



Why have a house system?

- Aiding transition into secondary school
- Instilling a sense of school pride and building our school community
- A half-termly focus on rewards for students
- Improvements to school attendance
- Raising achievement and engagement

The house system on a weekly basis will focus on the following areas:

- Attendance
- Punctuality
- Expectations
- Achievement points and behaviour points

On a termly basis the house system will incorporate the following:

- A house assembly
- House competitions
- House charity events

Across the whole school year, the house system will culminate with the following events:

- End of year service
- Sports day
- House Charity day

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 opportunities to inspire change. I love the projects in place, and everyone is lovely. I love Student Voice"

Nathan - Year 8

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
- Equality & Diversity
- Wellbeing & safeguarding champions
- UNMUTED radio show
- Fundraising
- #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). Despite lockdown, Student Voice continued to raise funds through virtual events and challenges.

" I love Student Voice because it has opened up so many opportunities and boosted my confidence in ways I can't describe. I have made so many friends and I can't thank Student Voice enough."

Lily - Year 8

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.

"Student Voice has shaped me into a more well-rounded person. Student Voice makes me feel safe"

Sophie - Year 8

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

WELLBEING

As a school, we have been on a transformational journey of improvement over the last few years. To review and enhance provision, we have embraced the School Mental Health Award and used it as a structure and framework to fully embed a culture of mental health and wellbeing and to ensure the very best provision for the whole school community.

Our work to fully embed a culture of mental health and wellbeing has been recognised by the Carnegie Centre of Excellence for Mental Health in Schools, and we have achieved a gold standard award.

Our Wellbeing Advisory Board ensures that students, staff, parents, and representatives of the governing board are involved in driving our vision for high-quality, evidence-based provision and developing ideas for new innovative initiatives. This is further enhanced by our team of Wellbeing Champions who support the development and implementation of whole school initiatives, such as Feel Good Friday and our annual Wellbeing Takeover Week.

Our pastoral team works alongside local agencies to offer a wide range of support, including tailored and bespoke interventions to respond to the ever-changing needs of our school community.

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 enable 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 - 3:00 pm

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 resources and stories. This technology assists in supporting the individual needs of students, making books, and reading available beyond the school walls and the school day.

Events and activities

We are proud to host a number of events throughout the school year to encourage students to visit and use the school library. See below for the range of events that we offer during the year.

- Year 7 inductions
- Scholastic Book Fair
- Author Events
- 'Read for Good' Readathon
- Year 7, 8 & 9 Book Quiz
- World Book Day
- Teen Book Awards
- Early Bird Book group
- Homework Club
- Games Club
- Mindfulness Club
- Summer Reading Challenge
- Events and activities promoting reading for pleasure

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 allowed students to gain the 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, SEN, and safeguarding

Option 3 - Attendance Officer

Option 4 - Family Liaison Officer

Option 5 - 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
Mrs Faulkner	Head of Year 7/Y6 Transition Coordinator	fay.faulkner@st-michaels.sandwell.sch.uk
Miss Preston	Assistant Head of Year 7	jenna.preston@st-michaels.sandwell.sch.uk



ST MICHAEL'S CHURCH OF ENGLAND HIGH SCHOOL

Curral Road
Rowley Regis
West Midlands
B65 9AN

Tel: 0121 561 6881

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

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