

# NEW INTAKE PARENTS' INFORMATION

## 2024 - 2025



**ST MICHAEL'S**  
Church of England High School



**Please  
keep for  
future  
reference**

# CONTENTS

Welcome to St Michael's	2
Governor Mission Statement	4
School Vision and Aims	4
Partnership with Parents	5
Communication	6-7
The School Day	8
Students Who Are Late to School	9
Attendance	10
The Academic Year	11
Things to Remember	11
School Uniform	12-13
PE Kit	14
School Essentials	15
MathsWatch	15
Student Lockers	15
Offsite Activities Insurance	16
Lunchtime & Dining Arrangements	16
Cashless Catering	17
Mobile Phone Protocol	17
A Love of Learning	18
Subject Specific Information	18
Expectations	19
Student Charter	20
St Michael's Values & Wing Award	22
St Michael's Reward System	23
House Points and Rewards	23
Student Voice	24-25
Wellbeing	25
School Library	26-27
Speak Out Safely Against Bullying	28
Useful Information	28
Contacting Us	29-30



## 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 five hundred 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 2023, Ofsted again judged our school to be 'Good', particularly at a time when the benchmark for 'Good' is at the highest level it has ever been. I am delighted that the hard work undertaken by Governors and school leaders, at all levels, has been recognised, including the comments regarding our high expectations, Christian ethos, culture of mutual respect, provision for students' wider personal development, PSCE, and prioritisation of reading strategies to ensure students catch-up and safeguarding provision.

The impact of the quality of education is underpinned by an ambitious and effectively structured curriculum. Ofsted recognised that lessons are structured effectively. Teachers model tasks skilfully, and they are adept in the way they implement the curriculum. They make good use of different forms of assessment to check what students know and understand. As a result, teachers quickly spot where students may need additional help.

In 2019, our Statutory Inspection of Anglican and Methodist School 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 students 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; there has been a significant improvement in examination results, culminating in years of exceptional student progress with many

subjects and cohorts exceeding national figures for attainment and progress. In 2023, our Year 11 cohort achieved the third highest attainment in the whole of Sandwell. We are exceptionally proud of our students and combined with exemplary provision for personal development, we ensure students leave St Michael's as well-rounded individuals who are ready to contribute positively to society.

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 during lockdown. Whilst COVID-19 has forced changes upon us, our children have adapted, continued to flourish, and proven their resilience.

Our award-winning Student Voice programme is open to all students who are passionate advocates and agents of change. Our 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. In 2023, Student Voice was the recipient of The King's Award for Voluntary Service (KAVS). The KAVS is the highest award given to local volunteer groups across the UK to recognise outstanding work in their own communities and is equivalent to an MBE.

Our Junior Leadership Team and Wellbeing Champions are pioneers within school; through collaborative working partnerships, they help inform strategies and help shape curriculum design. St Michael's achieved the 'gold standard' with the Carnegie Centre of Excellence for Mental Health in Schools Award.

As Headteacher, I look forward to working in conjunction with you to ensure that high standards and expectations are upheld, in relation to school attendance (97% or above), behaviour, student conduct, and academic rigour. Through working in partnership, we can ensure that all students are able to flourish with the curriculum and beyond.

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 ETHOS AND CHRISTIAN DISTINCTIVENESS

As a Church of England school and as part of the Birmingham Church of England Diocese, we have, at the heart of our school ethos, a theologically-rooted Christian vision which is:

**VISION STATEMENT** *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.*

## OUR CORE CHRISTIAN VALUES

- **Mercy** – to foster an understanding of what it means to be merciful by encouraging our children to be patient, kind, forgiving individuals.
- **Integrity** - to teach our children to value honesty and truthfulness, so that they live their lives with integrity.
- **Care & Compassion** – to provide opportunities to achieve the highest standards of personal development, in which every child is encouraged to demonstrate care and compassion towards others.
- **Humility** – to 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.
- **Achievement** – to 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.
- **Equality**- to 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.
- **Leadership** – to 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.
- **Service** – to 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.



## OUR SCHOOL DEFINITION OF SPIRITUALITY

Spiritual development differs from person to person and is a very personal experience. Spiritual development contains many facets and it is concerned with a number of areas of an individual's life.

***We define spirituality as what connects our relationships with us, our family, friends, and our community to God and to all of creation.***

When developing spirituality in students and staff, we, in line with our distinctively Christian vision and our school's definition for spirituality, look at four key areas within our weekly collective worship:

- **SELF**
- **OTHERS**
- **TRANSCENDANCE**
- **NATURE**

**OUR SCHOOL PRAYER:**

*What does the Lord ask of you?*

*To act justly, to love mercy and to walk humbly with your God.*

Micah 6vs.8

## 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 the 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 MathsWatch, Bedrock, Seneca, 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.

### 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 8:30 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, the school should be notified in advance, by telephone or email at [contact.staff@st-michaels.sandwell.sch.uk](mailto:contact.staff@st-michaels.sandwell.sch.uk). In addition, an appointment card or a letter from parents/carers should be shown to the Form Tutor (who should sign it) and then hand into the school office when the student signs out. Where possible, we would ask that appointments be arranged for after school hours, at 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.

Therefore, we are 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 would 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.
- ***is not wearing the correct school uniform***  
Students must wear correct attire at all times; however, there may be occasions when a student arrives in incorrect uniform. In this case, the school will provide and expect a student to wear replacement uniform until the issue is rectified. Failure to meet uniform requirements will result in the student going to Refocus.
- ***has forgotten lunch/does not have enough money on ParentPay***  
Students must see staff at Reception at the beginning of lunch.
- ***cannot do PE for some reason (e.g., an injury or illness)***  
Please provide a note in your child's planner to explain the problem. If this is a continued medical condition or injury, medical evidence will be required.
- ***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					Morning Break			<b>Years 7 &amp; 8</b> 12:25 – 12:45 Pastoral Time, PSCE, Collective Worship, Reading for Pleasure, Form Numeracy  Lunch Period 12:45 – 13:20  <b>Years 9, 10 &amp; 11</b> Lunch Period 12:25 – 13:00  13:00 - 13:20 Pastoral Time, PSCE, Collective Worship, Reading for Pleasure, Form Numeracy			<b>Year 11</b> Intervention Period 3:00 pm – 4:00 pm  <b>Plus:</b> additional extended learning opportunities
Tuesday											
Wednesday											
Thursday											
Friday											

## STUDENTS WHO ARE LATE TO SCHOOL

It is important for students 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 students have time to get to their first lesson on time.

If a student is late, it causes a lot of disruption to school with regard to the taking of registers and the interruption to learning by a student 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.



# 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. We expect a 97% or above attendance rate. 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

## MISS SCHOOL MISS OUT



ST MICHAEL'S  
Church of England High School

GREAT ATTENDANCE MEANS BEING IN SCHOOL 97% OF THE TIME OR 184-190 DAYS.  
YOUR EDUCATION GIVES YOU OPPORTUNITIES-DON'T MISS OUT!

OUR FORM'S ATTENDANCE THIS TERM

190-185 SCHOOL DAYS	184-172 SCHOOL DAYS	171-162 SCHOOL DAYS	161-153 SCHOOL DAYS	152-142 SCHOOL DAYS	143-115 SCHOOL DAYS
0 DAYS OFF	7 DAYS OFF	19 DAYS OFF	29 DAYS OFF	38 DAYS OFF	47 DAYS OFF
97%	90%	85%	80%	75%	

**EXCELLENT**

Excellent attendance gives you the best chance of success. Students will achieve their potential.

- Have better career prospects
- Can achieve their full potential
- Develop social skills
- Grow in confidence

**CONCERNING**

Poor attendance gives you considerably less chance of success. Students will underperform by at least 1 grade at GCSE.

**SERIOUS CONCERN**

Very poor attendance has a serious impact on your success and reduces life chances. Students will significantly underperform at GCSE.

THERE ARE 365 DAYS IN THE YEAR

175 ARE NOT SPENT IN SCHOOL!

THIS GIVES YOU AMPLE TIME TO ENJOY YOURSELF

Care and Compassion Equality Leadership Mercy Equality Service Humility MERCY  
 ACHIEVEMENT Service Mercy Integrity EQUALITY Humility LEADERSHIP Achievement Equality  
 Mercy Integrity LEADERSHIP HUMILITY Equality Mercy Achievement Integrity CARE AND COMPASSION

## ACADEMIC YEAR 2024/2025

Autumn term 2024	Term starts	Monday 2 September 2024 - Teacher Training Day Tuesday 3 September 2024 – Teacher Training Day Wednesday 4 September - All year groups
	Half-term holiday	Monday 28 October to Friday 1 November 2024
	Term ends	Friday 20 December 2024
Spring term 2025	Term starts	Monday 6 January 2025
	Half-term holiday	Monday 17 February to Friday 21 February 2025
	Term ends	Friday 11 April 2025
	Easter Holiday	Monday 14 April to Friday 25 April 2025
Summer term 2025	Term starts	Monday 28 April 2025
	Bank Holiday	Monday 5 May 2025
	Half-term holiday	Monday 26 May to Friday 30 May 2025
	Term ends	Monday 21 July 2025

### Teacher Training Days for 2024/25

- Monday 2<sup>nd</sup> September 2024
- Tuesday 3<sup>rd</sup> September 2024
- Friday 25<sup>th</sup> October 2024
- Friday 20<sup>th</sup> December 2024
- Monday 21<sup>st</sup> July 2025

## 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 students to wear it with pride. This includes the PE kit.

### Dress code

- White shirt/blouse with a shirt collar
- School tie
- Plain navy-blue V-neck school pullover (this is optional and must be worn with the school blazer). **No other style or colour of jumper will be accepted.**
- Navy blue blazer with school badge. The school blazer must be worn correctly at all times. **Rolled up sleeves are not permitted.**
- 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. Please note, that this is the only skirt allowed.
- Belts should be black without any adornment, for example, studs, sequins, glitter etc., and should be work to support trousers rather than as an additional fashion accessory.
- 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 students 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.**

The only permitted jewellery are:

- One pair of stud earrings, one in each ear lobe – no other facial, body or tongue piercings are permitted. **Rings, zips, chains, wide belts or ear stretchers are NOT permitted.**
- **clear plastic retainers are not permitted**
- A smart/sensible wristwatch. **Smartwatches, e.g., iWatch or Fitbit, are not permitted to be worn or brought into school.**
- a single plain ring may be worn
- a single plain necklace (e.g., a cross and a chain) may be worn but this must not be on show
- bracelets should not be worn unless for religious reasons
- Jewellery is the responsibility of the student and not the school. Lost or damaged items will not be refunded or replaced.

**Make-up: Make-up, false nails, and nail extensions are not permitted.** This includes false eyelashes, nail varnish, pimple patches, and fake tan. Students wearing make-up will be required to remove it or, if appropriate, will be sent home to remove it.

**Hairstyles, headwear and eyebrows:** These should be neat and smart. Hair should be a single, natural colour, no shorter than a grade 1. No extreme styles, including ‘tramlines’, skin fades, sculpting, shaving, and patterns. **Hair adornments are not permitted.** 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. Headscarves and turbans must be plain black or navy blue and unadorned. Eyebrows must not be shaved or sculpted to contain an eyebrow slit.

### Footwear

Students should wear suitable formal, black, low-heeled shoes. **Open-toed, backless shoes, trainers, sliders, pumps, or sneaker-inspired footwear are not permitted. Boots are not permitted. Vans, Converse, Nike Air Force, Crocs, and Kickers 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 embroidered
- Moulded studded boots and or/Astro trainers (not metal studs) can only be worn during the specific sporting activity and should be brought into school in a bag.



**Students are not allowed to wear any jewellery during any PE activities to ensure their safety. If any student refuses to remove their jewellery, they will be prevented from participating in PE due to safety risk management.**

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. **Please note:** students will participate in football and other physical/sporting activities on AstroTurf, so moulded, studded boots and/or Astro trainers are recommended.

The uniform is available to buy from A Oakes, Oakend House, 174-180 Vicarage Road, Oldbury B68 8JB. The uniform and PE kit are available to buy from Gogna, Unit 1B, Junction 2 Industrial Estate, Demuth Way, Oldbury, B69 4LT, and from Gogna online at <https://www.gogna.me/schools/st-michaels-c-of-e-high-school-schoolwear/>.

It is a legal requirement that all children participate in PE lessons. Students must have their PE kit in school at all times for their scheduled PE lesson, and they are required to change into their PE kit for PE lessons.

## SCHOOL ESSENTIALS

The following basic school equipment is compulsory, and students 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. Small cross-body or handbags are not permitted.
- a pencil case
- a Casio scientific calculator
- a full geometry set
- a pencil
- an eraser
- a sharpener
- a black pen
- a red pen
- a ruler (30 cm)

## MATHSWATCH

The Maths Department at St Michael's is committed to ensuring that students have access to the best support online. To ensure this, the school subscribes to MathsWatch, which sets each child's homework from their teacher, creating a weekly set of questions based on topics learnt in class 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, with each task including support videos.

The cost of this service for students is a one-off payment of £2.50. 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 2025 .

## 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

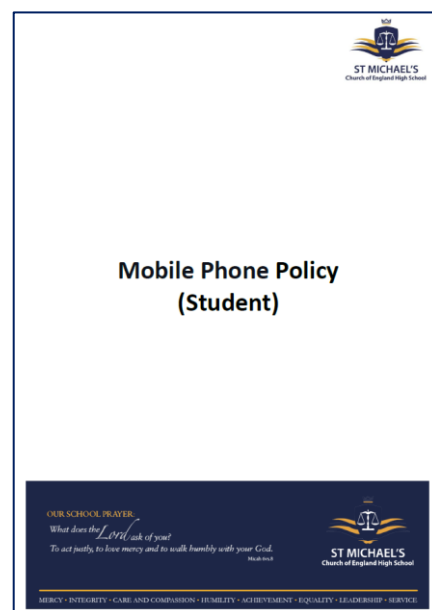
St Michael's operates a cashless online payment system, using a very secure website called ParentPay. This allows parents to log on, using a unique activation username and password provided by the school, and make a payment using a credit/debit card for a number of services. For example, school meals,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

## 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. As a result, **students are not allowed to bring their mobile phones into school**. If a parent allows their child to bring a mobile phone on site, it will be collected during morning registration. The mobile phone will be handed back to students at the end of the day. If a student fails to have their phone collected during morning registration, sanctions will be imposed. Please click the picture to access the full Mobile Phone Policy.



## 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 sports 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 at 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 wellbeing 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...



<b>READY</b>	<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
<b>RESPECTFUL</b>	<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
<b>RESPONSIBLE</b>	<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

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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

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 students outside of the classroom. The following breaches of behaviour are covered by this system:

- failure to meet the expectations of the uniform policy
- use of inappropriate language
- out of lesson without a pass
- failure to follow the one-way system
- use of mobile phone
- inappropriate behaviour in corridors
- inappropriate behaviour at break time
- inappropriate behaviour at lunchtime
- chewing gum
- littering

### Expectation Card Consequence System

Each completed card will result in the following consequence:

St Michael's C of E High School  
Expectations Card

Name: \_\_\_\_\_

Form: \_\_\_\_\_

3 Infractions = 90 minute detention

Step 1	Step 2	Step 3

St Michael's C of E High School  
Expectations Card

Name: \_\_\_\_\_

Form: \_\_\_\_\_

3 Infractions = 45 minute detention

Step 1	Step 2	Step 3

St Michael's C of E High School  
Expectations Card

Name: \_\_\_\_\_

Form: \_\_\_\_\_

3 Infractions = 1 day in refocus\*

Step 1	Step 2	Step 3

- 45-minute detention
- Form Tutor discussions with student

Missed detention = 1 day in refocus and a 45-minute detention the following day.

- 45-minute detention
  - Form Tutor discussions with student
- Missed detention = 1 day in refocus and a 45-minute detention the following day.

- 1 day in refocus\*
  - 45-minute detention
  - HoY discussions
- Continued breaches of corridor expectations will lead to a parental meeting.

A lost or misplaced card will result in students being issued with the next colour Expectation Card

\*Please note any student placed in refocus will have a 45-minute detention on the same day.

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

## ST MICHAEL'S VALUES AND WING AWARD

We recognise that learning is more than just attainment. It is also the development and demonstration of our School Christian values that enable our students to become agents for positive change in the wider community. As such, we award students the St Michael's Wing Award each term for demonstrating these values. Students can achieve a Bronze, Silver or Gold Wing as they progress through their school journey.



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

### BRONZE VALUES CARD

Name:

Form:

**VISION STATEMENT**

*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.*

**SPIRITUALITY**

*We define spirituality as what connects our relationship with us, our family, friends and our community to God and to all of creation.*

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Value	Description	Date	Signed
Mercy	You have demonstrated how to be forgiving.		
Integrity	You have been honest and truthful.		
Care & Compassion	You have shown kindness and empathy to someone.		
Humility	You have put others before yourself.		
Achievement	You have tried your best to succeed.		
Equality	You have treated others like you'd like to be treated.		
Leadership	You have been a good role model for others to follow.		
Service	You have sacrificed your own time to serve others.		

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

## PLATINUM WING AWARD

Each year, we award one student with our most prestigious award for the exceptional demonstration of our Christian vision and embodiment of our school values. This is awarded annually, within our whole school celebration service at the end of the summer term.

## ST MICHAEL'S REWARD SYSTEM



Our school rewards are outworked through our house system. Upon arrival to St. Michael's pupils are placed within one of our four houses, Wyvern, Griffin, Pegasus or Kirin. Since the establishment of the house system we have seen that it aids pupils with the transition into secondary school, instils a sense of school pride, builds our school community, improves school attendance and raises the achievement and engagement of our pupils.

## HOUSE POINTS AND REWARDS

Each day, students can be awarded house points as recognition for their hard work and dedication to their learning. On a weekly basis, pupils will be rewarded with a range of prizes for accumulating 5, 10, or 15 house points over the period of the previous week. Students that have regularly achieved house points and have shown excellent attendance and punctuality over the period of a term, will be invited to attend one of our big end of term awards. These have previously included trips to Alton Towers Theme Park, a Winter Ball, and an Inflatables afternoon on the school field.

Being part of a house system is an integral part of our school ethos and how we build a sense of community within school. Across the course of a year, students will have opportunities to engage in house tournaments, competitions, and fundraising events for a range of charities we actively support as a school. The house system is a huge part of our winter and summer sport's days, and students really enjoy the competing as part of their house. All of the house points accumulated by students contribute towards the announcement of the house winner within the celebration service at the end of the summer term and awarding of the house trophy.





## STUDENT VOICE

At St Michael's Church of England High School, we believe consultation with students is integral to nurturing responsible, collaborative, and proactive 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 welcomes students of all ages and abilities to take part, enabling them to develop their confidence, self-esteem, initiative and much more.

**"Student Voice is like a second family,"**

**Joshua Tipper (Year 8)**

**"Student Voice is a place where I can truly be myself."**

**JJ O'Meara (Year 8)**

Through this catalyst, we have been able to work with a wide range of community partners to develop award-winning projects and initiatives. Students attend meetings at lunchtime, after school, evenings, and during holiday periods to develop initiatives based on trending themes. Previous initiatives have included: 21st Century Child, Equality & Diversity, Wellbeing Champions, Unmuted Radio, LINKS intergenerational programme and fundraising.

In addition to all of the activities mentioned, Student Voice participates in numerous consultation activities. Members have regular opportunities to share their ideas with school staff, the Headteacher, the governing board, and our partner agencies.

**"I have been able to experience new things and meet new people."**

**Lola Keane Year 8**

**"I love all of the opportunities I have been given. Student Voice is where the magic happens - it is a safe space which has given me some amazing opportunities,"**

**Sophie Gleadall (Year 10)**

Fund raising is one of Student Voice's biggest achievements, with the team raising more than £50,000 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 £80,000 since 2012).

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](mailto:kerry.whitehouse1@st-michaels.sandwell.sch.uk).

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

- Kings Award for Voluntary Service 2023
- Birmingham Children's Hospital 100 Heroes Award 2023
- Birmingham Children's Hospital 100 Heroes Award 2023
- GOLD School Mental Health Award – Carnegie Centre of Excellence for Mental Health 2022
- Queens Platinum Jubilee 2022 – The Mayor of Sandwell Award for significant contribution to the local area
- Birmingham Children's Hospital 100 Heroes Award 2022
- 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

## 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 embed fully a culture of mental health and wellbeing and to ensure the very best provision for the whole school community.

Our work to implement a whole school approach to wellbeing has been recognised by the Carnegie Centre of Excellence for Mental Health in Schools, and we 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. Our team of Wellbeing Champions 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 with a variety of activities.

The library's collections, services, and environment are 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, various lunchtime clubs, the use of laptops afterschool, and a careers section.

### Opening times

Monday: 8.15 am - 3.50 pm

Tuesday: 8.15 am - 3.50 pm

Wednesday: 8:15 am – 3.50 pm

Thursday: 8.15 am - 3.50 pm

Friday: 8.15 am - 3:00 pm

### 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
- Book Quizzes
- World Book Day
- Early Bird Book Group
- Homework Club
- Games Club
- Puzzle Club
- Summer Reading Challenge
- Events and activities promoting ready for pleasure

### Summer Reading Challenge

We encourage students to get involved in the Summer Reading Challenge; this helps to keep 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. Students can also take books to read from the library over the summer, or simply read their own. All students who return their completed packs in September 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 lunchtime. They are hardworking, committed and very helpful in the library, carrying out tasks such as shelving, promoting activities, labelling books, and creating posters and displays. 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](mailto: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 students 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 student 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](mailto: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](http://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/education-benefits>

## 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 telephone options for the staff to whom you may wish to speak:

Option 1	Reporting a student's absence	Option 4	Family Liaison Officer
Option 2	Heads of Year, Assistant Heads of Year, SEND, and safeguarding	Option 5	Finance Office
Option 3	Attendance Officer	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, Christian Distinctiveness, Staff and Student Wellbeing	<a href="mailto:headteacher@st-michaels.sandwell.sch.uk">headteacher@st-michaels.sandwell.sch.uk</a>
Ms Jeffreys	Deputy Headteacher: The Quality of Education: Outcomes, Curriculum, Teaching and Learning, Timetable, and CPDL	<a href="mailto:faye.jeffreys@st-michaels.sandwell.sch.uk">faye.jeffreys@st-michaels.sandwell.sch.uk</a>
Mrs Beardsmore	Deputy Headteacher: Safeguarding, Behaviour, Attitudes, and Personal Development	<a href="mailto:sarah.beardsmore@st-michaels.sandwell.sch.uk">sarah.beardsmore@st-michaels.sandwell.sch.uk</a>
Mr Bending	Assistant Headteacher: KS3 Standards, Assessment, and Achievement	<a href="mailto:christopher.bending@st-michaels.sandwell.sch.uk">christopher.bending@st-michaels.sandwell.sch.uk</a>
Mr Hill	Assistant Headteacher: Facilities, Resources, and Vocational Education	<a href="mailto:wayne.hill@st-michaels.sandwell.sch.uk">wayne.hill@st-michaels.sandwell.sch.uk</a>
Mrs Rigby	Assistant Headteacher: Teaching and Learning and Student Development	<a href="mailto:joanna.rigby@st-michaels.sandwell.sch.uk">joanna.rigby@st-michaels.sandwell.sch.uk</a>
Mr Sargent	Assistant Headteacher: Curriculum and Staff Development	<a href="mailto:ian.sargent@st-michaels.sandwell.sch.uk">ian.sargent@st-michaels.sandwell.sch.uk</a>
Mr Smith	Assistant Headteacher: KS4 Standards, Assessments, and Outcomes	<a href="mailto:shaun.smith@st-micahels.sandwell.sch.uk">shaun.smith@st-micahels.sandwell.sch.uk</a>
Mr Graham	Assistant Headteacher: Pastoral, Behaviour, and Attitudes	<a href="mailto:jordan.graham@st-michaels.sandwell.sch.uk">jordan.graham@st-michaels.sandwell.sch.uk</a>
Mrs Hill	Deputy Assistant Headteacher for Inclusion, Pastoral, and SEND	<a href="mailto:wendy.hill@st-michaels.sandwell.sch.uk">wendy.hill@st-michaels.sandwell.sch.uk</a>

<b>Special Educational Needs (SEND)</b>		
Mrs Graham	Senior SENCO & Focus Provision Lead	<a href="mailto:mailene.graham@st-michaels.sandwell.sch.uk">mailene.graham@st-michaels.sandwell.sch.uk</a>
Ms Billingham	Assistant SENCO & English Teacher	<a href="mailto:Gemma.Billingham@st-michaels.sandwell.sch.uk">Gemma.Billingham@st-michaels.sandwell.sch.uk</a>
Mrs Hughes	Assistant SENCO/Exams Access Assessor & English Teacher	<a href="mailto:Michelle.Hughes@st-michaels.sandwell.sch.uk">Michelle.Hughes@st-michaels.sandwell.sch.uk</a>
Mrs Stockton	Senior Administrative Officer (Inclusion & Pastoral)	<a href="mailto:diane.stockton@st-michaels.sandwell.sch.uk">diane.stockton@st-michaels.sandwell.sch.uk</a>
<b>Pastoral</b>		
Mrs Mills	Vulnerable Students Coordinator/Deputy Safeguarding Officer	<a href="mailto:jill.mills@st-michaels.sandwell.sch.uk">jill.mills@st-michaels.sandwell.sch.uk</a>
Ms Hodgetts	Family Liaison Officer & Learning Support	<a href="mailto:rhonda.hodgetts@st-michaels.sandwell.sch.uk">rhonda.hodgetts@st-michaels.sandwell.sch.uk</a>
Mrs Faulkner	Y6 Transition Coordinator	<a href="mailto:Fay.faulkner@st-michaels.sandwell.sch.uk">Fay.faulkner@st-michaels.sandwell.sch.uk</a>
Mr B Tolley	Head of Year 7	<a href="mailto:Benjamin.Tolley@st-michaels.sandwell.sch.uk">Benjamin.Tolley@st-michaels.sandwell.sch.uk</a>
Miss Preston	Assistant Head of Year 7	<a href="mailto:jenna.preston@st-michaels.sandwell.sch.uk">jenna.preston@st-michaels.sandwell.sch.uk</a>



# ST MICHAEL'S CHURCH OF ENGLAND HIGH SCHOOL

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