



## Introduction

Welcome to St Michael's Woolmer Green.

Our staff work incredibly hard to create a happy, stimulating and safe environment, where your child will be able to grow in confidence and develop the skills needed to face the many challenges they will meet.

Children are individuals and we aim to cater for each of them as such, so that they can achieve their potential, both academically and socially. We want our children to develop a love of learning that will remain with them as they grow and develop into young members of the school community.

St Michael's is part of a community that shares Christian values and has strong links with our nearby church. We support a variety of charities; this helps the children to think of other groups of people, outside of the school, both local and international and to consider those who are not as fortunate as they are.

We encourage good communication between home and school. Many parents and carers are involved in the Parent Council, which meets half-termly to discuss a variety of topics and give feedback to the school about new initiatives.

Some parents like to get involved by coming into school and hearing children read or help on school day trips. Others become class representatives and provide the link to 'The Friends' of St Michael's, which helps to raise money towards providing community projects and special events, as well as purchasing important resources for the school.



## Vision: Shine as Lights in the World



Our **hope** is for all our children to have the confidence to use their talents and skills, to make responsible decisions as they learn and grow and contribute positively to the wider world.

The children are encouraged to recognise feelings and emotions in themselves and others, taught through the 'Zones of Regulation'. We have one golden rule in our school – to treat others in the same way you expect to be treated. This helps us to establish our **community** as an inclusive and supportive environment with nurture and wellbeing at its core.

We enhance **dignity** through our curriculum and policies, which are both underpinned by our school vision and values, as well as our PSHE programme, igsaw. These teach Christian values and core life skills to help the children 'shine as lights in the world', demonstrating resilience, care for others and honesty.

We build **wisdom** in our pupils by encouraging them to be curious learners, constantly questioning and striving to find the answers, so that they develop into lifelong learners.



## **Our School Values**



The school has different monthly values, displayed in all classrooms and the hall. Children in each class receive a cloud for demonstrating the school vision and values and this forms part of our 'Shining as Lights' display in the hall. The floor mosaic outside in the canopy area was designed by the children and reflects these values, as well as Easter and Christmas.

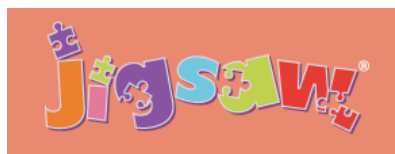
Our Values are:

Autumn Term-Friendship, Sharing, Courage & Love

Spring Term: Perseverance, Curiosity, Hope/Reflection & Imagination

Summer term: Trust/Honesty, Co-operation, Peace & Appreciation

Alongside our values we are teaching the children life skills, through Jigsaw, a mindful approach to PSHE. This programme develops the "whole child" through a spiral curriculum approach to progressively developing knowledge, skills and understanding in the areas of: Being Me in My World, Celebrating Difference, Dreams and Goals, Healthy Me, Relationships and Changing Me. After much research we think that it is a good fit for our school and aligns to and works with the Church of England Progression Outcomes Statements from the Goodness and Mercy programme.



## **St Michael's Church**



Our school is voluntary aided and has close links with the village church of St Michael's. Each class from Years 2 to 6 take it in turns to lead a half-termly church service. This takes place on a Wednesday morning at 9am and all the school attend as well as any interested parents. There are other visits throughout the year, made by individual classes to support their R.E. topic. We work in partnership with the church to nurture the children according to Christian Values. Pupils will explore not only their own, but also the beliefs of others, developing sensitivity and understanding as well as respect. Every Wednesday afternoon, a member of the clergy takes the Collective Worship in school.

Collective Worship takes place daily, starting with the whole school together on a Monday to introduce the value of the month. On Tuesday there is collective worship focusing on news events around the world, introducing British Values and the UN Rights of the Child and on Thursday we have singing practice. We celebrate individual children's successes in our 'Celebration' assembly on Friday as well as presenting a certificate for work and a cloud for pupils demonstrating our vision and values.



## **Governors**

There are 14 Governors, who take responsibility for the strategic direction of the school. They hold regular meetings as well as committee meetings for Learning and Pupil Progress and Finance and Resources. Governors have an area of responsibility within the school and make regular visits to observe, talk to pupils and teachers. They encourage close links between home and school, attending parent consultations, encouraging feedback and writing to parents to keep them informed. Our Chair of Governors is Mrs Debbie May and our Co-Vice Chairs are Mrs Stella Dunlop and Mrs Gail Lumsdon.

## **Our School**

Each Year Group/Class, is named after a tree:

Reception-Sycamore

Year 1-Willow

Year 2-Cherry

Year 3-Redwood

Year 4-Elm

Year 5-Beech

Year 6-Oak



The school admits 30 children into Reception, which is known as the Early Years Foundation Stage (EYFS). Year 1 and Year 2 is part of Key Stage 1 and Years 3 to 6 is Key Stage 2.

We maintain close links with St Michael's Pre-School and our reception children often enjoy joint activities with them.

## **Safeguarding**

Our aim is to always keep children safe. Reception and Key Stage 1 children need to be delivered and collected at the classroom door by a parent/carers. On the odd occasion when a parent is running late or an alternative arrangement is made, the office must be contacted so that we know what the arrangements are. In Key Stage 2, children exit onto the playground, where they wait to be collected. If no one appears to collect them, the children must return to the classroom or school office.



Years 5 and 6 can walk home unaccompanied, but parents/carers must fill in a permission slip. Mobile phones are not permitted except in exceptional circumstances and in this instance, a written request must be made, and the phones brought to the classroom, where they are placed in a box which is taken to the school office for safe keeping. A copy of our Communication Devices Policy will be sent home.

Child Protection training for all staff is carried out every 3 years by County and annual updates given termly as well as annually. This was updated in October 2024. Our Designated Safeguarding Lead is Mrs Jan Martin, and our Deputies are Mrs Claire Woods, Mr James Lawson and Mrs Claire Pulham. All staff, Governors and volunteers are DBS checked.

## **Uniform**

All uniform is available from the 'Smarty Schoolwear' shop in Stevenage and online at [www.smartyschoolwear.co.uk](http://www.smartyschoolwear.co.uk) or non-logo items from alternative shops, but of the same colour.

<b>WINTER</b> Plain pale blue or white polo shirt with/without the school emblem, plain grey skirt, pinafore dress or grey tailored trousers, royal blue sweatshirt or button up cardigan with/without the school logo, white or grey socks or tights, sensible black shoes. St. Michael's coat with fleece lining (optional)	<b>SUMMER</b> Royal blue (not navy) and white checked dress or grey shorts/culottes, sun hat and black sandals/shoes, but no open toed shoes.
<b>P.E.KIT</b> Navy t-shirt with/without school logo and navy cotton PE shorts with/without logo. Royal blue P.E. hooded sweatshirt or zip-up hooded sweatshirt with/without school logo. Plain black plimsolls or white trainers are required, preferably with fastenings which your child can manage independently. Trainers for the older children. (KS2)  Plain leggings or jogging bottoms (navy or black) for outside games in colder weather. Suitable footwear should be provided for those wishing to play on the school field (KS2).	
<b>JEWELLERY ETC.</b> We do not allow jewellery in school, apart from a small cross (which is removed for P.E.) as it can be a source of danger in P.E. and swimming. Pierced ears should have a plain, small stud only. (Earrings have to be removed during P.E. and swimming lessons). Hair over shoulder length must be completely tied back in a ponytail or bunches with bands in the school colours (no large bows). Children should have sensible footwear for school. Fashion shoes and open toed sandals are a potential source of injury when children are playing outside, and we expect a plain black school style of shoe. Please label all clothes and shoes clearly with your child's name. Hair extensions, nail polish or dyed hair are not permitted.	

## **Timings of the School Day**

The playground gate opens at 8.30am and classroom doors are open at 8.40am for KS1 and KS2, for the children to take part in focused activities before the doors close at 8.45am and registers are called. Any late arrivals must enter via the main building and report to the Office, where they will be signed in and their lunch choice taken if it has not been pre-ordered.

Breaktime for KS1 & KS2 - 10:20-10:40am

Lunchtime for Rec – 11.45-12:45pm

Years 1 & 2 & 12.00-12.45pm (followed by 10 minutes of mindfulness)

Years 3 - 6 - 12.15-1.00pm (followed by 10 minutes daily exercise + mindfulness in class)

The playground is zoned at lunchtimes and there is an indoor Nurture Club, which runs from 12.00-1.00pm. KS1 have an additional playtime in the afternoon, with all classes finishing at 3.15pm.

### **School Lunchtime**

Herts Catering cook the school lunches on the premises and there is always a meat choice, vegetarian, baguette and jacket potato. Key Stage 1 children are entitled to a free lunch and in Key Stage 2 parents order and pay through School Grid.

Children in KS2 may be entitled to a free school meal if the family are in receipt of any of the following:

- Income support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under PVI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension credit
- Child Tax Credit (as long as you're not also entitled to Working Tax Credit and you don't get paid more than £16,190 a year)
- Working Tax Credit run-on (paid 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit

You can apply for your child from reception to Year 6 through this link:

<https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals/free-school-meals.aspx>.

It is important to note that, even if your child is in Reception or KS1 (i.e., you don't currently pay for a meal), by registering, you could help the school get more funding to help pupils.

Once your child has qualified for free school meals the school receives a Pupil Premium Grant, which means your child will be helped with school trips, uniform and is entitled to one free school club each week.

### **Entry into school during the school day**

If, for any reason, you need to come into school during school hours, you must report to the office. All adults and children should be signed in and out in the office, so we can ensure that we know who is always on site and can uphold safeguarding requirements.

### **Clubs**

There are a variety of after school clubs run by outside providers as well as teachers, dance, mindfulness, football, netball, archery, indoor athletics, tag rugby and so on. There is lunchtime French Club and Knitting Club.

### **Wrap Around Care**

There is a morning breakfast club run by Mr Duncan Shepherd in the hall from 7:30-8:45am each day and an after-school club from 3:15pm-6.00pm Monday to Thursday.

### **Broad and Balanced Curriculum**



At St Michael's we follow the National Curriculum and within this we try to engage the children's interest with themed days in a variety of subjects. We like to involve ourselves in the local community by singing and reading poetry at the local care homes. In KS1 the children enjoy taking part in the Nativity at Christmas and the classes in Years 2-6 lead the church service half termly. The children are encouraged to take part in different events, such as The Primary Maths Challenge and the Dance Festival at Welwyn.



### **Music at St Michael's**



We are lucky to have music tuition in piano, flute, recorder, violin, ukulele, and guitar. Once a term we celebrate the music in school with an informal concert in the hall. Usually, individual tuition is not given until Year 2 upwards, however occasionally our music teachers have taught Year 1 pupils. For details of all our music teachers and the tuition available, please ask at the school office. Children in Years 3-5 will have half class ukulele lessons and children in Year 2 will learn a beginner wind instrument called the pBuzz. There is a school choir and last year they took part in 'Young Voices' at Wembley Arena.



### **School Council**

We encourage Pupil Voice to give feedback about teaching and learning in our school. We also have a School Council, who meet regularly to consider a variety of fund-raising projects over the year. Mrs Pulham (our Deputy Head) and representatives (two from each class in Years 1-6) feed back to their classes and bring suggestions to meetings. They also do lots of fund raising for charity.



### **The Parent Council**

Any parent can attend these termly meetings, which are advertised in the weekly newsletter, however it is made up of parent representatives from across the school. Two members of staff chair the meetings, where current topics are discussed, feedback given, and ideas taken back to the staff.

### **Partnership with Monks Walk and Sport Premium**



The school's partnership with Monks Walk School enables the children to take part in a variety of sporting events, athletics, cup stacking, football, rugby, handball, archery, cricket, rounders and so on. We also have links with local clubs and some of our after-school provision, Premier Sport also offer a variety of sports. In July 2022 the school was awarded the Gold Sportsmark and still holds this award.

### **Special Educational Needs & Disability (SEND) & Nurture**

We support all the children in our school with any additional needs they may have, be that physical, social or mental health. Most of our children are supported in the classroom by the teacher and teaching assistant, however there may be occasions where children require extra support for a short while and may be part of a group or individual intervention outside of the classroom. Teachers plan for all the children in their class through differentiation and by using mastery and challenge. Mrs Vaneesa Sudan is our Special Educational Needs Coordinator (SENCO), assisted by Mrs Sarah Holden who is also our Mental Health Lead. Mrs Holden runs social groups and nurture lunchtime groups for some of our more vulnerable pupils.



### **Wellbeing**

Since the beginning 2019 we have been taking part in Mindfulness. This usually happens after lunch to calm and be ready for the afternoon. For the last three years we have also held a Well-Being Day in which the whole school has taken part in activities to promote positive wellbeing, through the five ways to wellbeing.



### **Medicines in School**

All medication brought into school must be handed into the school office in the original packaging, clearly labelled with your child's name and with the Medicines in School Form completed. This should be prescribed medicines or medicines that need to be taken on account of a temporary or ongoing condition (including allergies).

There should be no medicines in school bags.

Children with medical needs (including asthma) will need to have an individual health plan (IHP) filled out. Please see our policy on Supporting Pupils with Medical Conditions.

### **The Friends of St Michael's**

The Friends organise a variety of community events, as well as different fund-raising ideas for the school. In the past they have donated over £4000 to part fund our new folding dining room tables, paid for a school pantomime and an anti-bullying workshop. More recently, they have contributed funds to enable us to extend our playground area and provide new apparatus. Each class has a couple of representatives, who attend meetings and assist with finding help for different events. Recent funds have been put towards a rubber mulch area that goes underneath our apparatus, reading books and reading areas, as well as new books for our book bands.



### **Active Travel Ambassadors and Road Safety**



Our Active Travel Ambassadors (ATAs) are made up of pupil representatives from Year 5, who apply for the role. In the past they have supported new initiatives, such as 'Walk on Wednesdays', looked at parking outside of school and rewarded good parking, as well as promoting road safety in school assemblies. We promote crossing the road safely in Reception, Scootability in Year 2, Pedestrian Skills in Year 4, and Cycling Proficiency in Year 5. We have gained our Bronze Modeshift Stars Travel Award

### **Sports Ambassadors**

Our Year 6 children carry out many difference monitor roles within the school and the Ambassador roles are ones that are applied for. The Sport Ambassadors have promoted keeping fit at lunchtime through for example, a skipping challenge. They have organised Lunchtime Tournaments, such as Handball, tag rugby and football for classes to compete in.



### **Child Friendly Rewards**

The children are rewarded in a variety of ways for their learning and for demonstrating the school values and the My Personal Best life skills. There are class rewards given (marbles in a jar) which then add up to a class treat. We introduced recently 'Ask Me' stickers so children can talk about why they have received a sticker at school and at home.

### **Reporting arrangements**

Consultations are held for Years 1-6 in the Autumn and Spring Term. Parents can have a look at books and talk to the teachers about progress and areas for improvement. In Years 1-6 a short, termly report

is given to parents which summarises the objectives in different subjects covered in that term. In the summer term a similar report is sent home with the addition of teacher comments about attitudes to learning, social skills and extra-curricular activities, as well as pupil comments. By the end of the year this makes a comprehensive report. In Reception parents have access to an online reporting system, where photographs of learning are shared, as well as next steps. Reception children will have focused weeks, where the teacher will have short meetings with parents to talk about progress.

### **Teaching Staff**



Mrs Jan Martin (Head teacher & Designated Safeguarding Lead)  
 Mrs Claire Pulham (Deputy Head and Deputy Safeguarding Lead)  
 Mrs Claire Woods (Senior Leadership Team and Deputy Safeguarding Lead)  
 Mrs Leah Peters (Early Years & Phonics Lead)  
 Miss Paige Boughton  
 Miss Emily Thompson  
 Miss Gezer  
 Mrs Susie Cox  
 Mr Robert Seery  
 Mrs Molly Foster  
 Mrs Rachel Wadey  
 Mrs Julie Mesher

### **SENCO**

### **SENCO Assistant & Mental Health Lead**

Mrs Vaneesa Sudan  
 Mrs Sarah Holden

### **Wrap Around Care & Sports Coach**

Mr Duncan Shepherd

### **School Administrator**

### **Assistant Administrator**

### **School Business Manager**

### **Teaching Assistants**

Mrs Lucy Large  
 Mrs Kelly Hewitson  
 Mr James Lawson (Senior Leadership Team)  
 Mrs Laura Papworth, Abby Hayes, Mrs Caroline Fincham, Mrs Vanessa Greenwood, Miss Emma Wilson, Mrs Linda Castle, Mrs Vicky Meehan, Mrs Caroline Fincham, Miss Jess Holloway, Mrs Catherine Whitehouse & Mrs Abigail Seeley

### **Governors**

Mrs Jan Martin (Head teacher)  
 Mrs Leah Peters (Staff Governor)  
 Mrs Debbie May (Chair)  
 Rev. David Munchin  
 Rev Christie Gilfeather  
 Mrs Gail Lumsdon (Chair LPP)  
 Mrs Stella Dunlop (Chair FRC)  
 Mrs Ashley Cordell  
 Mr Jay Nair  
 Mr Chris Nicholls  
 Mrs Abigail Seeley - **Clerk to the Governors**