

Welcome



'Shine as Lights in the World' is our vision for all our children. Our aim is for them to feel happy and confident to give their opinions, share ideas and to support others within our school community and beyond.

Making social and academic progress is an integral part of being at school and learning whilst having 'fun' is very important to all of us here at St. Michael's. We love the children to engage in special days that support local and national charities as well as supporting children's wellbeing. We like to plan days across the year where the children are vertically grouped, and the older children support their younger peers in their learning.

We have strong links to our local church, where children not only engage in new learning but take part in different services across the year, celebrating Christian festivals supported by the rest of the school community.



Having responsibilities, especially for the older pupils, is an important part of our school and one that the children really enjoy, particularly our Year 6s who buddy up with our new reception children.

Having a positive attitude to learning means children will learn, so we place great importance on books that stimulate imagination, ideas and vocabulary for writing. We want to develop a love of learning in our school community and enjoying school whilst learning, which is why we incorporate the school grounds and our Forest School into many aspects of the week. We want the children to be creative, active and curious to discover more. Being outdoors and engaging in physical activity is a core part of the week and we are proud to have achieved our platinum sports mark (July 2025). All children get an opportunity to learn a musical instrument with many continuing with private, individual lessons.

We are passionate about nurture and wellbeing and believe that learning is not just about academic progress but is about the 'whole' child; learning self-regulation, resilience, respect and being confident to contribute ideas and give opinions. Relationships are key and we develop these with the children through our school vision and values and our PSHE programme, Jigsaw so that they feel safe and comfortable to share feelings and talk about things that are important to them.

I am proud to be the headteacher of this wonderful church and community school. The things that make it such a positive and thriving community are our levels of parental engagement; not just in 'fun' events, but visiting the school for transition meetings, class assemblies, book looks and pupil progress meetings, as well as taking the time to feedback to us through our parental questionnaire and report comments. We appreciate and take on board parental feedback as part of our drive to continually improve.



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 with our monthly values.



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 10 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/carer. 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 and devices 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 (October 24 for all staff) and annual updates given. Our Designated Safeguarding Lead is Mrs Jan Martin, and our Deputies are Mrs Claire Woods, Mr James Lawson and Mrs Claire Pulham. These staff wear a green lanyard with DSL on, so they are visible to both children and adults. 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 or non-logo items from alternative shops, but of the same colour.

WINTER 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)	SUMMER Royal blue (not navy) and white checked dress or grey shorts/culottes, sun hat and black sandals/shoes, but no open toed shoes.
P.E.KIT Navy t-shirt with/without school logo and navy cotton PE shorts or skort with/without logo. Royal blue P.E. hooded sweatshirt or zip-up hooded sweatshirt with/without school logo. Black or white trainers are required, preferably with fastenings which your child can manage independently. 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). Every child can store a pair of wellies in our 'Welly Sheds' by the school field.	
JEWELLERY ETC. We do not allow jewellery in school, apart from for religious reasons and any necklaces or bracelets should be removed for PE. Pierced ears should have a plain, small stud only. (Earrings must be removed during P.E. and swimming lessons). Hair over shoulder length must be completely tied back with bands in the school colours. 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 Reception begins at 11.55am, with Year 1 from 12.00pm and Year 2 from 12.05pm. KS2 go out to lunch at 12.10pm and are called in on a bell system. Lunchtime finishes at 1.05pm for the whole school. In the summer term Year 6 have a 'grab & go' lunch that they can eat outside in readiness for secondary school.

The playground is zoned at lunchtimes, with different activities; table tennis, golf, tennis, construction, apparatus, sandpit, football, handball, forest school 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

We employ our own lunchtime staff, and all lunches are cooked on the premises. There is always a meat choice, vegetarian, sandwich 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, football, netball, archery, indoor athletics, tag rugby and so on. There is a 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 Campus West, Welwyn Garden City.

Music at St Michael's



We are lucky to have music tuition in piano, flute, recorder, violin, ukulele, drum 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, also offer a variety of sports. In July 2025 the school was awarded the Platinum Sportsmark 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 Vaneessa 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 few 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 and replacement iPads.



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, Scooterbility 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

Pupil Progress Meetings are held for Years Reception – Year 6 in the Autumn and Spring Term. Parents can have a look at books and talk to the teachers informally at the 'Book Looks', which take place before the pupil progress meetings. In the summer term a detailed report is sent home.

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 (Senior Leadership Team)
Miss Paige Boughton
Miss Emily Thompson
Miss Sofiya Gezer
Mrs Susie Cox
Mr Aryan Mali
Mrs Rachel Wadey
Mrs Julie Meshier

SEN Team: Inclusion Lead

Mrs Claire Pulham

SENCO

Mrs Vaneessa Sudan

SENCO Assistant &

Mental Health Lead

Mrs Sarah Holden

Mental Health Deputy Lead

Ms Vanessa Greenwood

Wrap Around Care &

Sports Coach

Mr Duncan Shepherd

School Administrator

Mrs Lucy Large

Assistant Administrator

Mrs Kelly Hewitson

School Business Manager

Mr James Lawson (Senior Leadership Team & Deputy Safeguarding)

Teaching Assistants

Mrs Laura Papworth, Miss Abby Hayes, Mrs Caroline Fincham, Ms Vanessa Greenwood, Miss Emma Wilson, Mrs Linda Castle, Mrs Vicky Meehan, Mrs Caroline Fincham, Mrs Catherine Whitehouse, Mrs Kelly Hewitson & Mrs Abigail Seeley

Governors

Mrs Jan Martin (Head teacher)
Mrs Leah Peters (Staff Governor)
Mrs Debbie May (Chair)
Rev. David Munchin
Mrs Gail Lumsdon (Chair LPP)
Mrs Stella Dunlop (Chair FRC)
Mrs Rachel Stringer

Mrs Ashley Cordell

Mrs Lizzie Gurr

Mr Chris Nicholls

Mrs Abigail Seeley - **Clerk to the Governors**