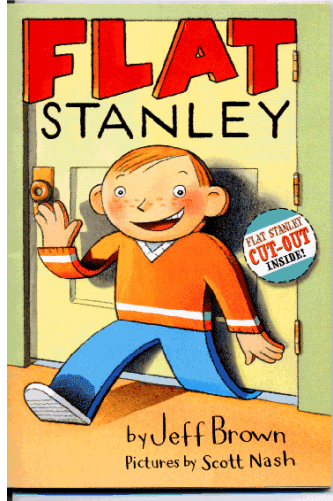


# St Michael's Church of England VC Junior School



**Working together for the BEST!**



**New Year Newsletter**  
**Flat Stanley Issue**  
**Friday 6th January 2012**  
**Academic Year 2011-2012**

## Dear Parent/Carer,

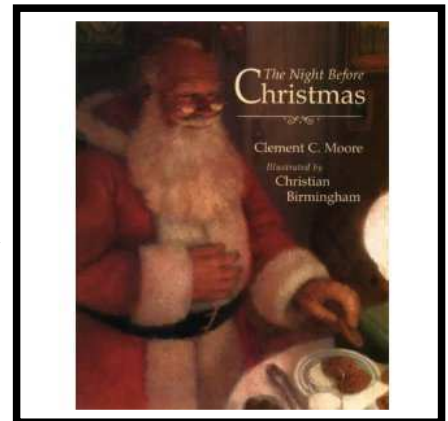
A very warm welcome to the first edition of our newsletter for what is going to be a Diamond and Olympic 2012! It has been a fantastic start to Term 3 and 2012 at St

Michael's. I hope that you had a great Christmas break and it is great to see our children back at school looking fantastic! As you know it was such a very busy end to 2011 with so many events happening as part of our Christmas Week! Let's catch up with all the news from the end of Term 2 as well as what the first term of 2012 holds!



## Update

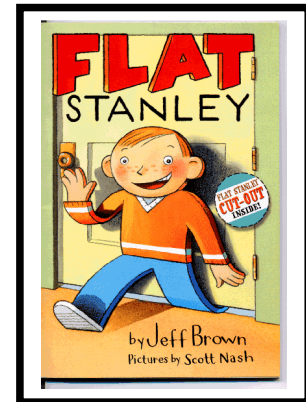
- ✓ Christmas Week started so well with all of our children thoroughly enjoying their Christmas parties. Many thanks to all for your contributions.
- ✓ We all enjoyed two magical evenings at our 'Carols by Candlelight' as we watched a great re-telling of 'The night before Christmas'. Well done to all the children who attended and made it a very special performance, all the parents/carers who came along to support as well as to all the staff, in particular Mrs Schonfeld who enabled these great nights to happen!
- ✓ Well done to all the great acts who took part in our annual X-Factor! It was amazing and congratulations to Victoria for winning the competition with her beautiful singing. Many thanks to all of the judges (Gary, Tulisa and Kelly) for doing such a wonderful job as well!
- ✓ Our Christmas Week also included a very special Nativity service at St Michael's Church. Once again many thanks to all of you who came along to watch as well as join us for a mince pie back at school. Finally, well done to Ms Cuthbertson for putting together the service as well as all the staff and children.



- ✓ Our Christmas Week ended on a real high with our first ever 'Christmas Competitions'. There were a huge amount of entries, all of which were of a real high quality! Well done to all the entrants and a big thank you to all of you who purchased raffle tickets for the amazing Christmas raffle. I will let you know how much was raised for the 'Friends of the School' in next week's newsletter.

### **Flat Stanley Week**

We've really hit the ground running for our first week back in 2012 as we've been enjoying reading and studying the great book Flat Stanley. Indeed, we held a wonderful sharing worship this afternoon and the work that our children have produced is fantastic! Look out for the great displays around school when you pop in next!



### **Attendance Week**

As always we are continuing with our weekly Attendance Cup and it is great to see our children enjoying their rewards for attending school. At the moment our attendance for the year stands at 94.5% which is a great improvement upon last year. Many thanks for your continued support for our school.

### **'Your Child's Been A Star' Text**

From Monday you might receive a daily surprise text from school regarding your child. Keep a lookout!

### **Parents' Forum Follow Up**

Following our first very successful Parents' Forum last term I have included copies of a number of policies in this newsletter. Specifically copies of our school's Discipline, Lunchtime Detention, Homework and PE/Swimming Kits. The reason that I have distributed these policies is to inform you of the routines/rules of these areas of school as well as offer you the opportunity to comment upon them. Indeed, this term's Parents' Forum will be held this coming Wednesday at 3.20pm at school and will focus upon these policies as well as anything else St Michael's. I look forward to seeing you there! Here are the policy statements:

# **Policy Statement**

## **Discipline Policy**

### **Rationale**

This policy is to read in conjunction with the school's lunchtime detention policy. School is a place of learning and it is vital that all children access the right to an education. Within this there needs to be systems in place that allow this to happen and children who do not comply with rules in place have a sanction and be suitably disciplined. This policy sets out the approaches that St Michael's uses.

### **Purpose**

- To maintain high levels of positive behaviour.
- To ensure continuity and consistency of practice throughout the school.
- To ensure all children are treated fairly and disciplined appropriately.
- To ensure that if children are excluded, measures are in place to ensure that children's needs are catered for and reintegration into school is appropriate.

### **In Practice**

Minor incidents/misdemeanours dealt with directly and immediately by Class Teacher on first occurrence. This will be through a 'warning'. If repeated or continued disruptive behaviour this will result in another 'warning' and a lunchtime detention will be administered. If behaviour continues to disrupt the lesson, child to be removed with relevant work and sent to partner teacher with note/slip. If behaviour continues with the partner teacher, refer to Deputy Headteacher by note/slip.

### **Major Incidents:**

- Violent or threatening behaviour/attack.
- Verbal or physical abuse.
- Leaving school property.
- Leaving lessons without permission.
- Lack of concern for personal safety and of others.
- Confrontational behaviour.
- Self abuse.
- Racial abuse.
- Bullying.
- Sexism.

Refer immediately to Headteacher who will respond immediately and decide upon, and implement, appropriate course of action.

## **Exclusions**

Any exclusion, whether external or internal, decided by Headteacher, in the Headteacher's absence DH to decide after consultation with Headteacher. Any external exclusion to be regarded as last measure and course of action.

If a child is excluded for a fixed period they will be sent home with appropriate work for them to do whilst out of school. When the child returns there will be a re-integration meeting with their parents/carers. The child will be re-integrated through the EBD Unit and into their mainstream class. The nature and time of this will be at the discretion of the HT. The class teacher will put into place measures to ensure that the child who has been excluded has not missed relevant work and provide opportunities to catch up – in the child's own time.

Depending upon the seriousness of the behaviour, a risk assessment may be put into place for the return of the child. If the behaviour places a child at risk of permanent exclusion, BaNES procedures will be followed in the first instance and the appropriate guidelines adhered to and contact made with the relevant person/parties.

## **Contact with Parents**

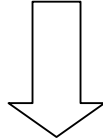
Parents made aware by class teacher of any repeated misbehaviour by phone and letter if contact cannot be made. Major incident will be reported to parents by Headteacher or Deputy Headteacher. All contact with parents regarding behaviour/incidents must be recorded in Behaviour/Meeting Log as well as action taken. Any contact must be professional, honest and supportive in nature. All major incidents of misbehaviour must be recorded in detail by HT and must be filled in as close to the events as possible.

Any meetings with parents must follow relevant policy and must not be conducted alone and must have a brief outline recorded in meetings record book together with time, date and those present. Advice on any matter can be sought from DH & HT at any time.

# Discipline Policy – Chain

## Class Teacher

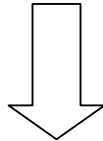
If behaviour repeated/continues/disrupts lesson, a warning will be issued. If this behaviour continues another warning will be issued resulting in a lunchtime detention being given, If the behaviour continues then the partner teacher informed. If it still continues the child will be sent accompanied to Partner Teacher with relevant work.



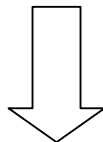
## Partner Teacher

If absent refer child to another teacher. Child to be accompanied by an adult – if not available please send runner to DH/HT to accompany child.

*Major incidents as highlighted refer immediately to Headteacher.*



## Deputy Headteacher (Mr Summers)



## Headteacher (Mr Goucher)

# **Policy Statement Lunchtime Detention**

## **Rationale**

This policy is to be read in conjunction with the school's discipline policy. School is a place of learning and it is vital that all children access the right to an education. Within this there needs to be systems in place that allow this to happen and children who do not comply with rules in place have a sanction. A detention is one such sanction to be used to deter bad behaviour, promote responsibility and allow children to reach their full potential.

## **Purposes**

- To maintain high levels of positive behaviour.
- To ensure continuity and consistency of practice throughout the school.
- To ensure all children are treated fairly and disciplined appropriately.
- To ensure that all children have an access to an education and learning without distraction.

## **Guidelines**

- Lunchtime detentions will take place between Noon and 12.30pm in the Lodge.
- Children will have at least 25 minutes after the detention for their lunch.
- Teaching staff will only be allowed to issue detentions. Support staff may only issue a detention after consulting a member of teaching staff.
- Detentions will be given via a slip which will be taken by the child over to the Lodge at noon. The child's name and reason as to why they have received a detention will be logged by the teacher administering the detention. The log will then be returned to LJ in the office and a text will be sent at 1pm to parents informing them that their child has a detention.
- Detention duty cover will be on a rota basis administered by teaching staff.
- Children should have work provided by the teacher who gave the detention.
- If a child receives more than two detentions in a week they will miss their privilege of attending Enrichment.
- There will be a termly review of the number of detentions given to children. If there are any children who average more than one detention a week then parents/carers will be informed to arrange a meeting. This meeting will be undertaken by the class teacher accompanied with either US/LS Leader.
- Detentions will be given for the following:
  - Failure to give in homework after a day's grace
  - Failure to produce enough work during a lesson that is within the child's capabilities
  - Not having a PE kit for a second successive session

- Continued misbehaviour after a two warnings and a child receives a red card
- Lack of consideration for the safety of themselves and others

## **Conclusion**

The Headteacher and teaching staff will monitor the effectiveness of detention procedures and evaluate as appropriate. This policy will be given to all parents/carers and shared with children to ensure that all stakeholders are aware of this policy.

# Policy Statement

## Homework

### Rationale

Homework is fundamental to helping children make progress. Children need time out of school to practice certain skills e.g. reading, spelling, investigative skills. There are also elements of consolidation and research for which pupils need extra time and extra resources for learning. Homework is also a means whereby parents can be involved actively in helping their child to progress and achieve at school.

### Purposes

- \* To encourage pupils to develop the skills, confidence and motivation to study effectively on their own
- \* To consolidate and reinforce the skills and understanding developed at school, particularly in Literacy and Numeracy
- \* To extend school learning, for example, through additional reading or HASP activity
- \* To develop and sustain the involvement of parents in the management of children's learning.
- \* To help keep parents informed about the work pupils are doing
- \* To exploit resources for learning, of all kinds, at home

### Guidelines

- \* The nature of homework will change as each child progresses through the Key Stage so that during Yr 6 pupils will be able to work independently away from the formal school situation thus preparing them for Secondary school.
- \* The total amount of homework set either daily or weekly should be consistent and manageable for pupils
- \* Homework will focus on all aspects of the curriculum.
- \* The following guidelines apply for homework at St Michael's:

### For children in Years 3 and 4:

It is expected, with support from parents/carers/guardians, that children in Years 3 and 4 will read or share text in some form with their parents/carer for 20 minutes each day.

It is expected that children in Years 3 and 4 will complete a homework task of no more than 20 minutes each week.

## **For children in Years 5 and 6:**

**It is expected, with support from parents/carers/guardians, that children in Years 5 and 6 will read or share text in some form with their parents/carer for 30 minutes each day.**

**It is expected that children in Years 5 and 6 will complete a homework task of no more than 30 minutes each week.**

**Yr 6 pupils will be given homework on a regular basis as part of their preparation for End of Key Stage tests which may take longer than the time specified above in this policy statement.**

- \* Pupils with SEN will have differentiated homework activities where appropriate.
- \* Each child will have one book that will contain all homework.
- \* Classteachers are responsible for ensuring that homework demands are manageable.
- \* For each year group homework will normally follow the same pattern of handed out on Fridays, then handed back in completed on Tuesdays.
- \* Homework assignments will be devised that will keep the demands of marking and feedback to a minimum. However homework will need to be marked and assessed appropriately.
- \* Guidelines for homework will be distributed at the start of each academic year. Strategies for supporting pupils' homework will be shared at subsequent Parent/Carer Consultation Evenings.
- \* Children learning to play a musical instrument will be expected to practise at home on a regular basis.
- \* It is expected that children will complete their homework with support from home. A homework club will be held on a Friday lunchtime to allow children to attend to complete their homework.
- \* If homework is not completed and returned on the requested date a day's grace will be given to the child to complete the homework. If the child still has not completed the homework then the child will be given a detention.

## **Conclusion**

**The Headteacher and core subject leaders will monitor the effectiveness of the homework procedures and evaluate the quality of homework. The key criteria are the contribution which homework is making to the child's progress.**

# Policy Statement PE/Swimming and Kits

## Rationale

This policy is to highlight the importance of children being suitably clothed for PE and Sport at St Michael's and should be read in conjunction with the PE policy.

## Purposes

- To ensure that children are suitably clothed for PE activities.
- To ensure continuity and consistency of practice throughout the school.
- To ensure all children are treated fairly and disciplined appropriately.
- To ensure that all children are kept safe.

## Guidelines

- All children will receive a new House t-shirt at the beginning of every academic year and will be expected to wear it for PE lessons, house tournaments and house sports day.
- Other PE Kit should be brought in on the first day of term and taken home to be washed at the end of the term. PE kit includes:
  - House T-Shirt – provided by the school
  - Shorts/tracksuit bottoms
  - Plimsoles/trainers/football boots
  - Named PE kit bag.
- Children will be informed and reminded by staff as to when they have PE and swimming to ensure that they bring in their kit. Parents will also be informed via a letter informing them of the swimming rota.
- There will be a check with children during class briefing to ensure all have PE kit. If children have no PE kit the following will apply:
  - No PE kit for 1<sup>st</sup> instance – Children are allowed to borrow a PE kit and receive a warning that if they fail to have it next time they will receive a detention
  - No PE kit for the 2<sup>nd</sup> time – Detention and allowed to borrow PE kit
  - No PE kit for the 3<sup>rd</sup> time – Detention, not allowed to borrow PE kit and parents/carers informed
- There will be a check with children during class briefing to ensure all have swimming kit. If children have no swimming kit the following will apply:
  - No swimming kit on 1<sup>st</sup> instance – Children are given a split pack and sent to another teacher
  - No swimming kit for the 2<sup>nd</sup> time – Children are given a split pack, sent to another teacher and receive a detention.
  - No swimming kit for the 3<sup>rd</sup> time – Children are given a split pack, sent to another teacher, receive a detention and parents/carers informed

- All children's valuables are in a box locked in your cupboard
- All asthma inhalers are taken to location of lesson in asthma bag
- All children remove all jewellery and watches
- All children with longer hair tie it back
- All teachers model good practice by changing into their PE kits.
- If doing indoor activities **WHOLE CLASS** must either have trainers on or off. **NOT** a mixture of both!

## **Conclusion**

The PE subject leader will monitor the effectiveness of this policy and evaluate as appropriate. This policy will be given to all parents/carers and shared with children to ensure that all stakeholders are aware of this policy.

As mentioned previously, these policies will be discussed at the forthcoming Parents' Forum this coming Wednesday. However, please feel free to pop in for a chat if you have any questions or concerns,

## **Extra-Curricular Clubs**

You will soon be receiving letters regarding the extra-curricular clubs for Terms 3 and 4. Clubs will run from week beginning Monday 16<sup>th</sup> January until week ending Friday 23<sup>rd</sup> March. There will no clubs during the week of Monday 12<sup>th</sup> March-Friday 16<sup>th</sup> March due to Parent/Carer consultation evenings.

## **Y3/4 at Bath City v Braintree Game This Saturday!**

As part of their 'Attacking Skills' project Y3/4 have the opportunity to visit Twerton Park this coming Saturday to watch Bath City take on Braintree. I can't wait to see the game and many thanks to Mrs Watts and Peter Selwood at Bath City FC for organising the trip

## **Dates for the Diary**

It's going to be a busy Term 3 and 2012 and here goes with some key dates for the next week:

**Saturday 7<sup>th</sup> January – Y3/4 at Bath City v Braintree game**

**Wednesday 11<sup>th</sup> January – Parents' Forum at 3.20pm**

**Friday 13<sup>th</sup> January – Enrichment Commences**

**Monday 16<sup>th</sup> January – Extra-Curricular Clubs Commence**

**And Finally.....**

Phew! What a first busy newsletter of our term and 2012! I hope to see you at next week's Parents' Forum.

**With every good wish,**

**Mr Dave Goucher**

**Headteacher.**