

ST MICHAEL'S PREPARATORY SCHOOL



**HANDBOOK FOR PARENTS OF
NEW CHILDREN TO ST MICHAEL'S
2011/2012**

INTRODUCTION

Welcome to St Michael's School.

We believe that the relationship between parents and the school is important for the development of the whole child. However, it is often difficult for parents to know what is happening at school and to become used to events that take place. A diary of events is published each term and sent to parents but I hope this further information will be useful. Please do remember that your child's Form Teacher will always be happy to see you if you have any queries. In addition, regular mailings are sent out and various meetings take place throughout the year to give further information.

I hope we have provided the information you need but, if not, please do not hesitate to let us know. We value feedback from parents and are always happy to listen to suggestions on how communications can be improved.

Richard de Figueiredo

ETHOS

- Emphasis is placed on the individual. **Every child is encouraged to do 'a little bit better' than anyone thought possible.**
- The academic and physical development, in addition to the spiritual, moral and cultural development, of the whole child is one of the main aims of the school.
- Standards of behaviour, presentation and good manners are instilled in the children.

CARE, CONSIDERATION, COURTESY.

- The school aims to provide as wide a range of opportunities as possible.
- The school aims to prepare children for secondary education.

In addition to the above **STAFF MUST BEAR IN MIND** that:

- school should be enjoyable for the children; happy children work better.
- there is a delicate balance required to apply appropriate pressure on an individual child, which requires staff to know 'their' children, particularly through **listening** to them.
- all children have worth and have something they are good at; it is up to staff to find it.
- the school takes a very firm line on bullying.

A parent quote: "St Michael's makes ordinary children special, and special children extra-ordinary".

GENERAL INFORMATION (Pre-Prep A to Form 6):

Headmaster	Richard de Figueiredo
Deputy Headmaster	Lenny McAviney
Headmaster's PA / Registrar	Mrs Tracey Megaw
Office Manager	Mrs Claire Taylor
School Secretary	Mrs Linda Andrews
Bursar	Mrs Annette Williamson
Assistant Bursar	Miss Margaret Bisson
Matron	Mrs Lynne Cook
School Uniform Shop	Mrs Paula Shales

ABSENCE FROM SCHOOL: If a child is absent from school due to illness, or will be late in because of a medical appointment, parents are requested to please telephone the school office as early as possible on the day and a message will be passed to the Form Teacher. We also wish to know if normal arrangements for children leaving school are changed, particularly in the senior school. **Children who leave school during the day for appointments should be signed out / in (via the school office) by a parent.**

ACADEMIC ASSESSMENTS (Forms 1 – 6): These take place twice a term. Pupils are awarded marks as follows:

Attainment: A = very good B = good C = satisfactory D = weak E = very weak

Effort : 5 = excellent, consistently outstanding effort 4 = good, evidence of extra effort
3 = satisfactory 2 = below expectations 1 = poor, improvement required 0 = no effort

A staff meeting is held before Assessments and each pupil's marks are discussed and any pupil who is under-performing or having difficulties is identified and a plan of action drawn up to help that pupil. The pupil with the highest number of effort marks in each form will win the sheet at the Assessment Assembly. Runners-up are commended for their effort.

Although the Pre-Prep pupils are not included in the Assessments, their progress is discussed with the Headmaster at a twice-termly staff meeting.

Staff meetings are also held on a regular weekly basis and there is an opportunity to discuss individual children should the need arise.

BREAKS: We expect the children to bring a snack for their morning break. This should be in the form of fruit, a sandwich or a plain biscuit. Sweets and chocolates are not allowed. Milk and fresh water are provided; however, children are encouraged to drink plenty of water throughout the day and they are encouraged to bring in a small bottle of water each day.

CHRISTMAS SALE: For a number of years the school has held a Christmas Sale in the Michaelmas Term in aid of charity, usually Children in Need and Jersey Hospice. This is only part of the fundraising for charity that is carried out by St Michael's School. For the Sale, the children are encouraged to bring in unwanted toys, games, books and DVDs and parents are invited to make craft items and cakes. We usually make in the region of £10,000 for the charities. A series of letters are sent out to give you information and to enlist your help in various areas. **As we know that many of you have commitments during the working day, we would like to give advance notice that children in Pre-**

Prep and Forms 1 and 2 are taken to the sale by their parents, or other responsible adult, from 2 pm onwards.

Pupils in Forms 3 – 6 attend the sale with their form although we do hope that their parents will join us. The sale closes at 4.30 pm and pupils should leave school with their parents by this time. The date of the Christmas Sale is shown on the Michaelmas Diary of Events and exact timings are given in the weeks leading up to the event.



Christmas Sale in the Sports Hall

DATA PROTECTION: Information you provide on your child will be processed for educational purposes. To ensure confidentiality and privacy, all processing will be carried out under the requirements of the Data Protection (Jersey) Law 2005. Information may occasionally be disclosed and used outside St Michael's School where it is considered to be in the pupils' best interests. Your child's name and image may also be included in School and other publications where this is considered not to be against his/her interests. **Parents who object to this course of action MUST inform the School in writing.** The school will not add children's names to photographs on the website.

DISTRIBUTION OF INFORMATION: Where possible, we provide as much notice of events in school as we can. Occasionally we give the children letters to bring home, please check your children's pockets, briefcases and folders on a regular basis. We have a system of notice boards that are placed around the school and relevant notices/reminders are posted here. Please look out for these. If you have any queries, please come to the school office where staff will be pleased to help you. The website also has a parent information page.

FEES: Fees must be **paid in full on or before the first day of term** except where advantage is taken of the school's standing order scheme, or any other arrangement agreed with the school. Fees cover the normal curriculum, including afternoon activities and clubs organised by the school, together with most books and stationery. Loss of school property, or damage done by a pupil, other than that attributable to fair wear and tear, may be separately invoiced and must be paid as an extra. A **full term's notice** must be given before a pupil is withdrawn from the school, or a **term's fees in lieu** will be due and payable.

FESTIVAL OF LESSONS AND CAROLS: This takes place at the end of the Michaelmas Term. Pre-Prep C to Form 6 sit together with their Form Teachers. Children in Pre-Prep A and B attend with their parents. Further information will be supplied during the Michaelmas Term.

HOUSE SYSTEM (Forms 1 – 6 only): St Michael's has four Houses – Matthew, Mark, Luke and John. Pupils are allocated a House when they enter Form 1 and the House system is explained in detail at the meeting for parents the term before children enter Form 1. A number of events in school count towards the House system, ie Assessments, Stars and Stripes and, again, information will be given about these before children enter Form 1. In addition, there are House competitions for various sports, for example, the Swimming Galas, Sports Days, Cross-Country, Football, and Netball. Parents are welcome to most of these events.



Tug-of-war at Senior Athletics

INFECTIOUS DISEASES – time absent from school

Chicken Pox
German Measles (Rubella)
Measles

Do not return to school until 5 days from onset of rash.

Whooping Cough
Scarlet Fever

Do not return to school until 5 days after commencing antibiotic treatment.

Impetigo

Do not return to school until lesions are healed or crusted, as advised by your GP.

Mumps

Do not return to school until 5 days after the onset of swollen glands.

Sickness and Diarrhoea

Do not return to school until 48 hours after the last episode of sickness / diarrhoea.

Conjunctivitis

May return to school if treatment commenced, on GP's advice.

INSURANCE: The School does not accept responsibility for pupils' accidental injury or loss of property unless it has been shown to be negligent. The School undertakes to maintain all other necessary insurances. All other insurances are the responsibility of parents including insurance of the pupil's personal property (eg laptop computers when authorised, musical instruments) whilst at school or on the way to or from school or on any school sponsored activity away from the School. Pupils' belongings whilst on school trips are insured to a certain value under the School's travel insurance. The School makes available to parents a number of insurance schemes. Details of these policies are available from the Bursar.

LUNCH: Children can have either a hot lunch or bring a packed lunch. There are two sittings for lunch; at 12 noon for Pre-Prep and Forms 1 and 2 and 1.15 pm for Forms 3 to 6 inclusive. Places for school hot lunch are limited and are allocated on a first-come-first-served basis. At the Trinity Half-Term parents will receive an application form for school lunches for the next academic year and this should be returned as soon as possible. Once lunch places have been allocated we will assume that pupils will continue to have school lunch for the remainder of their time in school. If you wish to withdraw your child from school lunch, a half-term's notice is required. There is an additional cost for school lunch, which is indicated on the form. Supervision is provided for those children who have a packed lunch.

MORNING MINIBUS SERVICE: A minibus service operates each morning from the western and northern parishes. Places are limited and interested parents should contact the school office to check on availability of spaces. There is a charge for this service.

OLD BOYS' AND GIRLS' ASSOCIATION: All pupils leaving the School will automatically become members of the Old Boys' and Girls' Association and may be contacted in the future concerning events at school. A charge to cover membership will be added to the final bill. This will include the right to receive the School Magazine for five years following departure from the School. This does not apply in the event of a pupil being expelled from St Michael's School.

OPEN DAY AND PRIZEGIVING: This takes place at the end of Trinity Term commencing at 2.30 pm. **SCHOOL WILL BE CLOSED FOR THE MORNING.** Children in Forms 1 – 6 sit together. Pre-Prep children sit with their parents.

The more formal proceedings take place in the Sports Hall and we usually invite a Headmaster or Headmistress from a senior school in the UK to be our Speaker. Prizes are given out only for Forms 1 – 6 and this ceremony usually takes just over the hour. Parents are then invited to visit the classrooms to see the children's work and to take tea in the marquee on the front lawn. Children are expected to be present to show their parents round the school. We understand that the formal proceedings may be tiring for some of the Pre-Prep A children and you are welcome to bring them along after the speeches which take just over the hour. All children should wear school uniform and **boys in Forms 1 to 6 inclusive are expected to wear long-sleeved white shirts to this event.** You will receive more information about this special day during the Trinity Term.

PARENTS' ASSOCIATION: There is a Committee made up of the Chairman, Secretary, a representative from each Year Group and the Headmaster. An Annual General Meeting for all parents is held during the Michaelmas Term each year and committee meetings are held each term. A list of Committee Members and minutes of the meetings are to be found on the school website.

PARKING: To ensure the safety of your children at 'drop off' and 'pick up' time please adhere to the following guidelines when parking your vehicle. A detailed diagram of the parking arrangements is available from the school office:

- Parents may park their cars either within the main school grounds or on the new Top Field Car Park.
- If you have more than one child below Form 3, we suggest you park by the youngest child's area.
- The area in front of main school, is a '**drop off only**' zone for Forms 3 to 6 children. **Please do not park and leave your vehicle in this area.**
- Nursery 'pick up' at 12 noon - parents should enter and leave the main school grounds **via the main exit gates only.**
- Please **do not park** immediately adjacent to the round lawn, or in the **yellow chevron box** opposite the entrance to the Jubilee Block.
- There is plenty of additional parking in the **Top Field Car Park** opposite the school exit gates.

PASTORAL SYSTEM (Forms 4 – 6 only): When pupils enter Form 4 they are allocated a Pastoral Tutor who is usually a member of the staff of the Senior School. Pupils are encouraged to talk to their Tutor if they have any worries or are experiencing any difficulties in school that are not of an academic nature. There is close liaison between Form and Pastoral Tutors and also with other members of staff.

PUNISHMENTS: Forms 1 - 6

The formal method of recording a punishment is to give the child a **warning** if the misdemeanour is not serious but nevertheless is worth recording. The warning is pinned up in the pupil's classroom. The counterfoil is taken to the Senior Master in charge of discipline to be logged on record. For more serious offences a **half-stripe** or **full stripe** is given. The misdemeanour is recorded on the stripe paper and also in the stripe record sheet file.

On receiving a stripe/half-stripe the child must present it first to his/her Housemaster and then to the Senior Master in charge of discipline. Where possible a stripe must be cleared before the end of the day on which it is issued.

All warnings, half-stripes and stripes are **considered to be an internal matter** and parents are not routinely informed. However, parents are informed of a Saturday morning detention, or if there is a major behavioural problem.

The Form Teacher and Pastoral Tutor who are both ultimately responsible for the care and welfare of the child are informed.

SCHOOL POLICIES: The school has formulated a number of policies to deal with the safety and well-being of children in its care and their education. Copies of the policies may be found in the school reference library.

SCHOOL RULES: Rules are in place for the protection and well-being of the pupils. A full version of the rules is available in each Form 1 – Form 6 classroom and on various noticeboards throughout the school. A summary of the rules is given below. A copy of the full version is also available from the school office.

HOUSE RULES Pupils are expected to move around the building and grounds in an orderly fashion showing care and consideration for other people and their possessions.

PROPERTY Pupils are encouraged to respect the property of others and 'borrowing' is strictly forbidden. Pupils are also encouraged to look after their possessions and to take responsibility for them. Items such as mobile telephones, radios and personal stereos are not allowed. Laptop computers may only be brought into school with the permission of the Headmaster. Please note that parents should insure the laptops under their own insurance scheme.

OUT OF BOUNDS For the safety and protection of the pupils, certain areas of school are out of bounds completely unless supervised by a member of staff.

BEHAVIOUR Pupils throughout the school are expected to treat visitors, staff and each other with respect, courtesy and consideration.

DRESS Pupils are expected to arrive at, and leave school in full uniform and to comply with the requirements of the uniform list, a copy of which is given to parents when children join St Michael's.

PUNCTUALITY Pupils are expected to be punctual at all times.

SCHOOL TERMS: Terms are known as Michaelmas (Autumn), Lent (Spring) and Trinity (Summer). A Diary of Events is produced for each term and you will also receive at least two mailings a term with various items of information. **School will close at 12 noon on the last day of each term. At half-term** school will generally finish at the usual time for Pre-Prep and Forms 1, 2 and 3, and at 4.10 pm for Forms 4 to 6. **(Please see Diary of Events, website and notices in school for any changes to half-term dates.)**

SKI TRIP: Pupils in Forms 1 to 6 are eligible to join the annual ski-trip. Application forms and information are sent out immediately following the February Half-Term of the preceding year and places are allocated on a first-come-first-served basis.



Fun on the ski slopes

UNIFORM: Summer uniform may be worn until the Michaelmas half-term and winter uniform until the end of May. Most new children join in September wearing winter uniform. Where indicated items of uniform should be purchased from the school shop which is open each Monday, Wednesday and Friday mornings during term time, from 8.15 am to 9.00 am. During the school holidays, appointments can be made to visit the shop by telephoning 07797 841829 (**week-day mornings only please**). Children are expected to arrive at and leave school wearing full school uniform with the exception of some Pre-Prep children who, on certain days, will arrive and/or leave in PE kit. There is a special choir uniform for children in Forms 3 - 6 and you will receive details of this if your child is invited to join the School Choir.

At special events such as Open Day and Prizegiving, performances, and trips out of the island, boys in Forms 1 – 6 are normally expected to wear white shirts. Please make sure that **all** your children's clothing is named. A second-hand uniform sale is held each term.

BOYS' Uniform List: Forms 1-6

All Terms

School blazer with braid	All Forms	School
School tie	All Forms	School
School sweater with pink stripe	All Forms	School
Maroon painting overall (with Velcro)	Forms 1-2	School
School charcoal grey long trousers (no turn-ups)	Forms 3-6	School
School grey shorts (no turn-ups)	Forms 1-2	School
White shirt for special occasions (long sleeved)	All Forms	Any supplier
Pocket Comb	All Forms	Any supplier

Winter Terms: (Winter uniform may be worn until the end of May only)

Grey long sleeved shirt	All Forms	School
Plain dark grey socks to be worn with long trousers	Forms 3-6	School
School socks (long grey with pink stripe) with shorts	Forms 1-2	School
Black shoes (rubber-soled, not slip-on)	All Forms	Any supplier
School scarf (optional)	All Forms	School
School cold weather jacket (optional for Forms 3 to 6)	All Forms	School
Grey gloves (optional)	All Forms	School

Summer Term: (Summer uniform may be worn until Michaelmas half-term only)

Grey short sleeved shirt	All Forms	School
Grey ankle socks	All Forms	School
Black shoes (rubber-soled, not slip-on)	All Forms	Any supplier
School sunhat	All Forms	School
Sun cream (SPF 20 or higher)	All Forms	Any supplier

Sportswear

All Terms

School (boys) PE holdall – black trim (with logo)	All Forms	School
School grey fleece (with logo)	All Forms	School
School black tracksuit trousers (with logo)	All Forms	School
School grey sweatshirt (with logo)	All Forms	School
School white polo shirt (with logo)	All Forms	School
Black drawstring rugby shorts	All Forms	School
Gym shoes/trainers (general purpose) – (predominantly WHITE with non-marking sole)	All Forms	Any supplier
Boys white short games socks with black bands	All Forms	School
Black swimming trunks (two pairs in kit bag)	All Forms	School
Towel (with loop at centre of long side)	All Forms	Any supplier
Swimming goggles (highly recommended)	All Forms	Any supplier

Winter Terms

School (reversible) black/grey rugby shirt	All Forms	School
Black drawstring rugby shorts (two pairs in kit bag)	All Forms	School
Long black games socks with garters sewn on	All Forms	School
Football boots (nametape on inside of tongue)	All Forms	Any supplier
Football shin pads	All Forms	Any supplier
*** Gum shield for rugby/hockey (not 'boil in the bag')	All Forms	Any supplier

Summer Term

Cricket helmet (own helmet OPTIONAL)) Please see Head of PE before making any purchase
Cricket team members may be required to acquire the following but will be advised by the games staff at the appropriate time.	
) Long white trousers	
) White cricket shirt	
) White cricket sweater	

GIRLS' Uniform List: Forms 1- 6

All Terms

School blazer with braid	All Forms	School
School sweater with pink stripe	All Forms	School
Maroon painting overall (with Velcro)	Forms 1-2	School
Pocket comb	All Forms	Any supplier

Winter Terms (Winter uniform may be worn until the end of May only)

School grey tunic**	Forms 1-2	School
School grey skirt**	Forms 3-6	School
School pink shirt	All Forms	School
School tie	All Forms	School
Plain white knee socks or grey ribbed tights	All Forms	School
Black shoes (flat, rubber-soled, not slip-on)	All Forms	Any supplier
School scarf (optional)	All Forms	School
School cold weather jacket (optional for Forms 3-6)	All Forms	School
Grey gloves (optional)	All Forms	School

Summer Term: (Summer uniform may be worn until Michaelmas half-term only)

School summer dress**	All Forms	School
Plain white ankle socks	All Forms	School
Black shoes (flat, rubber-soled, not slip-on)	All Forms	Any supplier
School sunhat	All Forms	School
Suncream (SPF 20 or higher)	All Forms	Any supplier

****The hems of these items should touch the floor when the wearer is kneeling.**

Sportswear

All Terms

School (girls) PE holdall – pink trim (with logo)	All Forms	School
School grey fleece (with logo)	All Forms	School
School black tracksuit trousers (with logo)	All Forms	School
School grey sweatshirt (with logo)	All Forms	School
White polo shirt (with logo)	All Forms	School
School black/grey shorts	All Forms	School
White short games socks with pink bands	All Forms	School
Gym shoes/trainers - (predominantly WHITE - non-marking sole)	All Forms	Any supplier
Black leotard	All Forms	School
Black swimming costume	All Forms	School
Swimming cap	All Forms	School
Swimming goggles	All Forms	Any supplier
Towel (with loop at centre of long side)	All Forms	Any supplier

Winter Terms

School (reversible) black/grey rugby shirt (optional for Forms 5 and 6)	Forms 1- 4	School
School black skorts (skirt with shorts attached)	Forms 3-6	School
Football boots (name on inside of tongue)	All Forms	Any supplier
Long black games socks with garters sewn on	All Forms	School
Shin pads	All Forms	Any supplier
*** Gum shield for hockey (not 'boil in the bag')	All Forms	Any supplier

Summer Term

No special requirements

*****School has in place an arrangement with a local dental technician to visit school in early September to measure and supply gum shields if you so wish. Information is sent to parents during the Trinity Term.**

Stationery Requirements (Forms 3- 6 only and any supplier)

Black briefcase or black 'Ness' (laptop-style) backpack:

(to accommodate A4 files) not too big and suitable for school.

Pencil case

2 pencils

Coloured pencils/crayons

Coloured felt tip pens

30 cm ruler

Rubber

Pencil sharpener

Fountain pen with appropriate washable blue cartridges

For mathematics –

Compasses

180 degree protractor

360 degree protractor (optional Form 3-6)

Set square (optional)

Scientific calculator (any of the Casio fx range)

Please ensure that all items are clearly named.

Pre-Prep BOYS' Uniform List:

All Terms

School blazer with braid	School
School sweater with pink stripe	School
School grey shorts (no turn-ups)	School
Maroon painting apron (with Velcro)	School
Pocket comb	Any supplier

Winter Terms: (Winter uniform may be worn until the end of May only.)

Grey long sleeved shirt	School
School tie	School
School socks (long grey with pink stripe)	School
Black shoes (flat, rubber-soled not slip-on)	School
School cold weather jacket	School
School scarf and grey gloves	School

Summer Term: (Summer uniform may be worn until Michaelmas half-term only.)

Grey short sleeved shirt	School
Grey ankle socks	School
Black shoes (flat, rubber-soled, not slip-on)	Any supplier
School sunhat	School
Suncream (SPF 20 or higher)	Any supplier

Sportswear – All Terms

LARGE linen bag with name-tape on outside NO ZIPPER BAGS PLEASE	School
School black tracksuit trousers (with logo)	School
School grey sweatshirt (with logo)	School
School grey fleece (with logo)	School
Black shorts	School
White polo shirt (with logo)	School
White short socks with black bands	School
Trainers (predominantly white) preferably with Velcro fastening (NO “LIGHTS”)	Any supplier
Towel	Any supplier
Black swimming trunks	School
Swimming cap	School
Swimming goggles	Any supplier

Pre-Prep GIRLS' Uniform List:

All Terms

School blazer with braid	School
School V-neck sweater with pink stripe	School
Maroon painting apron (with Velcro)	School
Pocket comb	Any supplier

Winter Terms: (Winter uniform may be worn until the end of May only)

School charcoal grey box-pleated pinafore dress**	School
Pink blouse	School
School tie	School
Grey ribbed tights, or	School
Plain white knee socks	School
Black shoes (flat, rubber-soled not slip-on)	Any supplier
School cold weather jacket	School
School scarf and grey gloves	School

Summer Term: (Summer uniform may be worn until Michaelmas half-term only)

School summer dress**	School
Plain white short socks	School
Black shoes (flat, rubber-soled, not slip-on)	Any supplier
School sunhat	School
Suncream (SPF 20 or higher)	Any supplier

**** The hem of these items should touch the floor when the wearer is kneeling.**

Sportswear – All Terms

LARGE linen bag with name-tape on outside NO ZIPPER BAGS PLEASE	School
School black tracksuit trousers (with logo)	School
School grey sweatshirt (with logo)	School

School grey fleece (with logo)	School
Black shorts	School
School white polo shirt (with logo)	School
White short socks with pink bands	School
Trainers (predominantly white) preferably with velcro fastening (NO “LIGHTS”)	Any supplier
Towel	Any supplier
Black swimming costume	School
Swimming cap	School
Swimming goggles	Any supplier

Notes (all year groups):

- **WHITE** gym/training shoes with non-marking sole. These should be **approved general-purpose/non-specialist shoes** such as tennis shoes; running shoes are not suitable. If you have a query about games footwear, please consult the PE staff.

SMARTNESS AND DRESS CODE

Children are expected to come to school looking neat and in the correct school uniform. All children have been spoken to and know what is expected. Form staff will be checking the children first thing in the morning and all staff will be looking for perfect appearance in lessons and around school. The following are guidelines:

Blazers: these should be in good repair with all buttons in place and pockets correctly attached. They should be worn with the collars correctly turned down. Pockets should not be bulging and adornments other than authorised school badges are not allowed.

Shirts and Ties: top buttons should be fastened and the tie should be neatly tied and pulled up to the collar.

Shoes: these should be suitable for both indoor and outdoor wear at school. They should give support to growing feet and should be weatherproof. **Flat, ballet pump style shoes are not considered suitable.**

Hair: this should be conventionally styled. Boys' hair should be off the collar and off the face. Girls should wear a band or clip to keep hair off their face. Long hair should be tied back at all times. **Hair accessories should be plain and either black, white, pink or grey.**

Jewellery – no jewellery is allowed unless for pierced ears. This should only be one pair of small plain gold or silver studs.

VISITS: The children occasionally make visits to locations within the island. They are supervised by staff and usually taken in the school minibuses, which are fitted with seatbelts. Occasionally, depending on numbers, children are transported in staff cars or in the cars of parents helping with the trip. **Parents who object to their children using the above forms of transport must inform the school in writing.** If more than one year group is involved, coaches are used. Details will usually be notified in writing in advance.

Pre-Prep C on a visit to Elizabeth Castle.



WEBSITE: To be found at www.stmichaelschool.je. Amongst other things the site contains an information page for parents, a section for the Parents' Association, school diary, links to UK secondary schools and glimpses of life at St Michael's.

PRE-PREP DEPARTMENT

School Day	8.40 am to 3.30 pm (classrooms are supervised from 8.30 am)
Morning break	10.30 am to 10.50 am
Lunch	12 noon to 12.40 pm
Lunch break	12.40 pm to 12.55 pm
Afternoon break	1.25 pm to 1.45 pm

Staff

Pre-Prep A	Mrs Blaine / Mrs Johnson-Deeley*
Pre-Prep B	Miss Hyde / Mrs Riddell
Pre-Prep C	Mrs Barnett / Mrs Green / Miss Mackay
Learning Support	Mrs Hairon
Speech Therapy	Mrs Huelin
School Assistants	Mrs Brown / Mrs Conneely / Mrs Howarth / Mrs Luce / Mrs Lundy / Mrs Ryan
Music	Mrs Cavey / Mrs Osborne
PE & Swimming	Mrs Falle / Mrs Reynolds / Mrs Waymouth
Matron	Mrs Cook
* Head of Department	

In addition there are a number of peripatetic music staff who teach individual lessons in Pre-Prep C.

First point of call for any queries should be the Form Teacher.



The Seasons by Pre-Prep C

GENERAL INFORMATION:

Children are delivered to and collected from their classrooms each day. They have named pegs outside their classrooms for coats and PE kit. Children should be **collected promptly from Form rooms by their parents at 3.30 pm**. After 3.40 pm any Pre-Prep children remaining in school will be taken to the late room where they will be supervised until 4.00 pm.

Children work in a more formal situation and are likely to be tired. It is therefore **important they are collected promptly at 3.30 pm and use of the late room should be avoided where possible.**

Pre-Prep C using the class laptops



AFTER-SCHOOL SWIMMING CLUB: Pre-Prep C and Pre-Prep B (PPB during the Summer Term only) are eligible for the After-School Swimming Club and information is sent out each term. Places are allocated on a first-come-first-served basis. There is no charge for the swimming club.



Pre-Prep swimming

ASSEMBLIES: Pre-Prep attend an Assembly twice a week and during the year each class will produce Assemblies to which parents will be invited. These are notified on the Diary of Events, but you will also receive an invitation nearer the time.

CONCERTS: Christmas is usually the time when all children in Pre-Prep are involved in a concert or production of some sort. The dates are usually shown on the Diary of Events and parents are invited by letter. Occasionally we do seek help with costumes. Pre-Prep C have a music concert in the Summer Term. Children are sometimes invited to take part in an Informal Music Concert and parents are invited to these, which take place on one of two Friday afternoons per term. If your child is involved in a concert you will receive an invitation by post.



Pre-Prep Nativity

INDIVIDUAL MUSIC LESSONS: Generally children take up a musical instrument from Form 1 onwards after consultation with the Form Teacher, the Head of Music and the Instrumental Teacher concerned. This may happen at any time throughout their time at St Michael's depending on their own musical development.

Children in Pre-Prep C will learn an instrument as a group during one of their class music lessons. The other timetabled lessons will include singing and general musicianship.

MEETINGS: A curriculum meeting for all Pre-Prep parents is held in September when there is an opportunity to meet the staff and other parents. The date will be shown on the Michaelmas Diary of Events and you will receive a letter.

PE LESSONS: PE lessons take place throughout the week and information will be sent to you prior to the new Academic Year indicating what uniform your child should wear to school on specific days.

When they join Pre-Prep A, children are encouraged to gain independence by changing themselves for PE lessons and it will be helpful if they can deal with their own buttons, ties and shoe-laces. However, staff are on hand to help where necessary.

SPORTS' DAY: This takes place during the Trinity Term and the date is shown on the Diary of Events. Parents are also invited by letter.



Pre-Prep sports

REPORTING: Parents' Evenings take place over two evenings during the Michaelmas and Lent Terms and are by appointment. Details of these evenings are given in the Diary of Events and in the Headmaster's Newsletters. If you have a preference for a particular designated evening please let the office know as soon as possible. Written reports are provided at the end of the Trinity Term. If you have any queries or concerns that you would like to discuss before the scheduled Parents' Evenings, please speak to the Form Teacher.

TESTING: Throughout the Pre-Prep Department there is ongoing informal assessment in all subjects.

Pre-Prep A – Baseline testing in first half-term; Language screening in November; Bury Infant Screening in February.

Pre-Prep B and C – more formal testing takes place each term including reading and spelling ages and the end of Key Stage 1 National Curriculum Statutory Assessment Tests and Tasks (SATs) in Pre-Prep C.

PRE-PREP A (Reception)

Formal work sessions generally take place at the beginning of the day and this time should be avoided when making medical and other appointments.

PRE-PREP B (Year 1)

Homework: This will include daily reading and weekly spelling.



*Learning
about a circuit*

PRE-PREP C (Year 2)

Homework: This will include daily reading, weekly spelling and number bonds. Weekend homework is usually a set piece of Mathematics or English work.

In Trinity Term, parents are invited to an information meeting about life in Form 1. The date is shown on the Trinity Term Diary of Events and the meeting usually begins at 2.15 pm. You will receive a reminder.

JUNIOR DEPARTMENT - Forms 1 and 2 (Years 3 and 4)

School Day	8.40 am to 3.40 pm (classrooms are supervised from 8.30 am)
Morning break	10.30 am to 10.50 am
Lunch	12 noon to 12.30 pm
Lunch break	12.30 pm to 12.55 pm
Staff	
Form 1	Mrs Clarke* / Mrs McAviney
Form 2	Mrs Falle / Mrs Livesey / Mr Wagg
Learning Support	Mrs Felton / Mrs Hairon
School Assistant	Mrs Luce / Mrs Lowndes
Music	Mrs Cavey
PE & Swimming	Mrs de Figueiredo (*girls) / Mrs Reynolds / Mrs Waymouth / Mr Wheeldon*

*Head of Department

In addition there are a number of peripatetic music staff who teach individuals.

GENERAL INFORMATION:

Children make their own way to their classroom each day and are collected at the end of the day from the front steps of Jubilee Block where they wait under the supervision of a member of staff.

ASSEMBLIES: The Junior Department attend all school Assemblies, which take place on Monday, Wednesday and Friday mornings each week. Class Assemblies take place throughout each term but these are performed to the school only.

AFTER-SCHOOL ACTIVITIES: Pupils in Forms 1 and 2 are eligible to join the after-school swimming and gym clubs. Places are allocated on a 'first-come-first-served' basis each term. Information and application forms will be sent at the start of the Academic Year.

During the Michaelmas and Lent Terms boys in Forms 1 and 2 may attend the fun football sessions, and girls, the fun netball sessions that take place one afternoon a week. During the Trinity Term these activities change to fun cricket for Forms 1 and 2 boys and fun rounders for Forms 1 and 2 girls. All of these activities are free of charge.

HOUSE SYSTEM: Form 1 is a time when children are allocated a House and become part of the House system.

MEETINGS: An Open Morning is held each September for parents of children in Form 1. This is an opportunity to see the Junior Department in action and to meet the staff. The date will be shown on the Michaelmas Diary of Events and an invitation will also be sent.

Form 2 is the last year that pupils will be classroom taught principally by one Form Teacher. Form 2 parents will be invited to a meeting during the Trinity Term to hear about life in Form 3, to have a tour of the Senior School and to meet some of the senior staff. The date will be shown on the Trinity Diary of Events and an invitation will be sent home.

MUSICAL ACTIVITIES: Generally children take up a musical instrument after consultation with the Form Teacher, the Head of Music and the Instrumental Teacher concerned. There is a Junior Choir involving all children in the Junior Department.



Junior Music Afternoon

PE: Children have PE on four days a week. Complete PE kit should be brought in on Mondays and taken home on Thursday for washing.

PREP: Homework is given each day and the children are also expected to read aloud to an adult from their reading book.

REPORTING: Parents' Evenings take place over two evenings during the Michaelmas and Lent Terms and are by appointment. Details of these evenings are given in the Diary of Events and in the Headmaster's Newsletters. If you have a preference for a particular designated evening please let the office know as soon as possible. Written reports are provided at the end of the Trinity Term. If you have any queries or concerns that you would like to discuss before the scheduled Parents' Evenings, please speak to the Form Teacher.

SCHOOL TESTS: Formal testing of pupils will continue in Form 1. Tests are generally held over a one week period in each of the Michaelmas, Lent and Trinity Terms.

SPORTS' DAYS: Sports' Day will be held in the Trinity Term and the date will be shown on the Trinity Diary of Events. Parents are welcome and you will receive details during the Trinity Term.



Team race on Junior Sports Day



*Musical instruments at
La Hougue Bie*

SENIOR SCHOOL – FORMS 3 – 6 (Years 5 – 8)

School Day	8.40 am to 4.00 pm (Form 3) and *6.20 pm (Forms 4 – 6) (Classrooms are supervised from 8.30 am)
Morning break	11.00 am to 11.20 am
Admin assembly	1.00 pm – 1.15 pm
Lunch	1.15 pm to 1.45 pm
Lunch break	1.45 pm to 2.05 pm

* 5.30 pm finish on Friday for Forms 4 – 6.

Staff:

English	Miss Hicks / Mrs Picot / Mrs Wallace
Mathematics	Mr Cupit / Mr Green / Mr Sinclair
Science	Mrs Le Quesne / Mr de Figueiredo
French	Mrs Lindsay / Miss Medroa / Mrs Gray / Mrs Harris
Classics / Spanish	Miss Medroa / Mrs Felton
Latin	Mr McAviney
History	Mr McAviney / Mrs de Figueiredo
Geography	Mr Riddell
Religious Studies	Mrs Lindsay / Mrs Sangan
PE & Swimming	Mr Cupit / Mrs de Figueiredo (*girls) / Mr de Figueiredo / Mr Green / Miss Hicks / Mr McAviney / Mr Sinclair / Mrs Reynolds / Mrs Waymouth / Mr Wheeldon*
Art	Mr Sinclair
Music	Mrs Cavey
PSHE	Mr Wheeldon
Design	
&Technology	Mrs Sangan
ICT	Mr Green
Learning Support	Mrs Picot* / Mrs Felton

*Head of Department

In addition there are a number of peripatetic music staff who teach individual lessons.

GENERAL INFORMATION:

CHOIR: Children in Forms 3 and 4 can opt to be in the School Choir. Children in Forms 5 and 6 join the Chamber Choir by audition only. Rehearsals take place each Tuesday at 4.05 pm for 1 hour. The choir takes part in competitions and is often invited to perform at major events within the island. Choir members are therefore expected to attend all practices.

MUSIC: Some children in Form 3 are invited to be members of the Orchestra that meet on Thursday afternoons 4.05 pm to 5.05pm. Older pupils in Forms 4 to 6 meet on Wednesday afternoons from 4.05 pm to 5.05 pm. **Orchestra members are expected to attend all practices.**

PE: The children have timetabled PE each day and the complete kit for the current term should be brought in on Mondays and taken home on Fridays for washing.

SENIOR ATHLETICS COMPETITION: This will take place during the Trinity Term and the date will be shown on the Trinity Diary of Events. Further details will be sent to you during the Trinity Term. Parents are welcome.



STUDENT PLANNERS: Children in Forms 3 – 6 have an individual student planner which they carry with them at all times whilst at school. The planner contains, amongst other things, a daily homework diary which should be signed by parents, a timetable, Self-Assessment and Assessment results, Assessment guidelines, hints for revision and examination / test results. The uniform list is also contained in this document.

FORM 3 (Year 5)

GENERAL INFORMATION:

AFTER-SCHOOL ACTIVITIES: Some pupils in Form 3 will be invited to join football or netball teams. This will involve regular practice sessions as well as some matches after school or at weekends. If selected, children should make every effort to be available. Details of all matches are posted on the notice board outside the gymnasium (for boys) and in the girls' changing rooms and parents are very welcome to attend the matches to

support the children. There are also fun football and netball clubs in the Michaelmas and Lent Terms and cricket and rounders clubs in the Trinity Term.

EXAMINATIONS: Island-wide Cognitive Ability Tests (CATs) take place for Form 3 (Year 5) children in September. Formal school examinations take place during the Trinity Term.

REPORTING: Parents' Evenings take place over two evenings during the Michaelmas Term and are by appointment. Details of these evenings are given in the Diary of Events and in the Headmaster's newsletters. If you have a preference for a particular designated evening please let the office know as soon as possible. Written reports are provided at the end of the Lent and Trinity Terms.



Form 4 in France during Activities Week

FORMS 4 – 6 (Years 6 – 8)

GENERAL INFORMATION:

FORMS 5 AND 6: During the last two years at St Michael's the emphasis is on developing the children's work ethos and helping to increase confidence. They are given more responsibility within school and, in the Sixth Form they take on the duties of Prefect.

PUPILS IN FORMS 4 – 6 are expected to remain in school until the end of a normal school day and to participate in an organised activity and supervised prep. However, we are unable to provide some activities such as horse riding, ballet or elite swimming and pupils are usually given permission to leave school early on one evening a week to participate in these activities. **The following are the possible times for them to leave:**

- 4.00 pm at the start of school activities
- 5.05 pm before tea
- 5.20 pm before prep.



Cross-Country

ACTIVITIES: Activities offered at St Michael's include most sports, cookery, computers, art and craftwork such as batik and puppet making, as well as choir and orchestra. In addition, during the Summer Term pupils in Forms 5 and 6 have a sailing or surfing activity. Membership of any school Sports Team may involve matches at weekends or during the school day. **If selected, children should make every effort to be available.** Details of all matches are posted on the notice board outside the gymnasium (for boys) and in the girls' changing rooms. Parents are welcome to come along and support the children at these matches. Sporting tours are arranged to UK schools (which are chargeable) and we host a number of visiting UK schools.

ACTIVITIES' WEEK: An organised activity week takes place in the Trinity Term.

Form 6: Sailing and team building activities at Rockley Watersports in France

Form 5: French/Art field trip to St Jacut de la Mer in Brittany

Form 4: Two days in Herm, one day in Jersey and two days in France.

Form 3: A variety of island based activities.

All Activities week trips in and out of the island are chargeable. Further details will be available nearer the date.



Form 5 in St Jacut



Form 6 at Rockley, France

REPORTING: Parents' Evenings take place over two evenings during the Michaelmas Term for Form 6 and at the end of Lent Term for Forms 4 and 5 and are by appointment. Details of these evenings are given in the Diary of Events and in Headmaster's Newsletters. If you have a preference for a particular designated evening please let the office know as soon as possible. Written reports for Form 6 are provided at the end of the Lent and Trinity Terms and for Forms 4 and 5 at the end of Michaelmas and Trinity Terms.

SCHOOL EXAMINATIONS: Form 6 will have examinations each term. Forms 4 and 5 will have formal examinations during the Trinity Term. These will be listed in the Diary of Events.

TESTING: Island-wide Cognitive Ability Tests (CATs) take place for Form 5 (Year 7) in September.

USEFUL CONTACT NUMBERS

OFFICE / HEADMASTER'S TELEPHONE:	(01534) 856904
OFFICE / HEADMASTER'S FACSIMILE:	(01534) 856620
TELEPHONE DIARY:	(01534) 852649
BURSAR'S TELEPHONE:	(01534) 857625
BURSAR'S FACSIMILE:	(01534) 856907
SCHOOL SHOP APPOINTMENTS	07797 725 957
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