

St Michael's Primary School

Courage Courtesy Concern



Information Booklet 2025-26

St Michael's Primary School
514 Ravenhill Road
Belfast
BT6 0BW

Telephone: (028) 9049 1529

E-mail: info@stmichaels.belfast.ni.sch.uk

Website: www.stmichaelsps.com

School App: May be downloaded through the App Store at [Primary365](#) (License No 1882)

Twitter: [@SaintMichaelsps](#)

Dear Parents/Guardians,

Welcome to St Michael's Primary School. It is our wish that your child feels secure and happy in school and that he/she settles quickly into the school routine. The information in this booklet has been compiled to enable you to become familiar with school practices as well as to assist you in supporting your child's education during the school year. Please read it carefully and retain it for reference.

All classes in the school have extensive programmes of work to cover every year. So that your child makes maximum progress, it is very important that he/she attends school regularly and punctually, that you talk to your child about schoolwork, **check and support your child with their homework and** contact the class teacher if there is a change in family circumstances which may impact your child's learning.

Leadership and management of St Michael's is as follows

Chairperson of the Board of Governors: Rev. Fr. Colin Grant

Principal: Mrs Brónagh McCann

Vice Principal: Mrs Anne Kennedy Armstrong

SENCo: Miss Claire Mullan

St Michael's Primary School provides a high quality educational experience, enriched by the Catholic Ethos, in partnership with governors, staff, parents, parish and the local community as well as being informed by the voice of children.

Mission Statement

At St Michael's we learn, grow and look after each other as part of God's family.

The School Day

	Monday – Thursday	Friday
Years 1 & 2	8:45am – 2:00pm	8:45am – 2:00pm
Year 3	8:45am – 2:00pm	8:45am – 2:00pm
Year 4	8:45am – 2:30pm	8:45am – 2:00pm
Years 5, 6 & 7	8:45am – 2:45pm	8:45am – 2:00pm



- Please use the designated gate on the Ravenhill Road to enter and exit the school grounds. Year 1 enter use the side pedestrian gate and you can drop your child at the entrance to the Foundation Stage playground where they are met by a member of staff.
- Breakfast Club is from 8.00 - 8.45am. You may book your child in the breakfast club using 'School Money'. The cost of breakfast is £2 which includes toast, cereal, drink and supervision. This facility will be available to Year 1 beginning Monday 16th September 2024
- Morning break for Year 1 is from 10.15am – 10.25am. In accordance with the Healthy Eating Policy children should bring a piece of fruit and water to school for a snack, milk may also be purchased. (Separate communication will be sent on the school app when milk becomes available)
- Lunch for Years 1 & 2 is from 12.00pm – 12.45pm, Year 3 & 4 12:15 – 1:00pm and for Years 5 to 7 from 12.45pm – 1.30pm

**DINNER FOR THE WEEK MUST BE PAID ONLINE ON SCHOOL MONEY BEFORE MIDNIGHT
ON SUNDAY**

£2.60 per day - £13.00 per week

(Prices quoted may be subject to a small change when price confirmed by the Education
Authority)

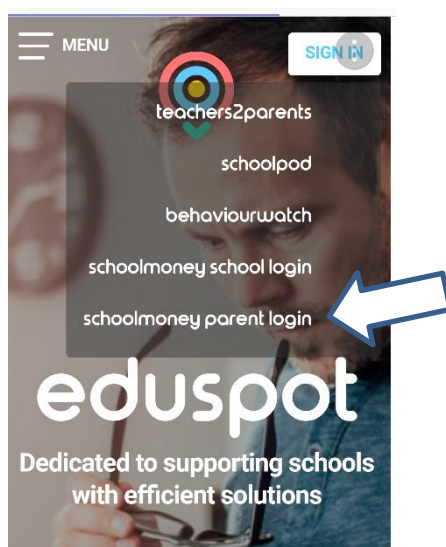


School Money Online Payments

St Michael's uses an **online** banking scheme for parents to pay for school activities including "dinner money" and "milk money".

A text message will be sent to you when your child has completed their first day at school, providing you with a password and inviting you to pay for dinners from Monday 9th September 2024.

- Go to www.eduspot.co.uk (this web address will be provided to you in your text/email). This will bring you to the parent login page.
- Click on Sign In (top right corner)
- Click School Money Parent Login

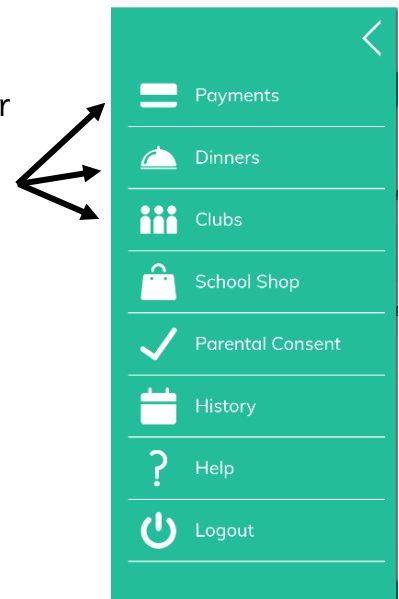


- Enter your mobile number, email address and the password that has been provided by the school. (included in the text message) and your child's first name. This is the **first name only**. If you have more than one child the system will link up all your children so that you only have to enter your personal log in on one occasion.
- When payments are required you will receive a text/email instructing you to visit the website to make a deposit.


- To make a payment click on the menu button in the top corner.






- From the menu click on either '**Payments**', '**Dinners**' or '**Clubs**' to choose what you would like to pay for.



- Select the week for payment and then the days you wish to pay for and add to basket.

SchoolLunches W/C: Mon 23 Apr 2018	+
SchoolLunches W/C: Mon 30 Apr 2018	+
SchoolLunches W/C: Mon 07 May 2018	+
SchoolLunches W/C: Mon 14 May 2018	+
SchoolLunches W/C: Mon 21 May 2018	+
SchoolLunches W/C: Mon 28 May 2018	+
SchoolLunches W/C: Mon 04 Jun 2018	+
 Total: £0.00	

Dinner Bookings		
	Christine (No Bookings available)	£0.00
	Joshua	£0.00
SchoolLunches W/C: Mon 23 Apr 2018 -		
Cost per meal: £2.60		
Monday	<input type="checkbox"/>	£0.00
Tuesday	<input checked="" type="checkbox"/>	£2.60
Wednesday	<input type="checkbox"/>	£0.00
Thursday	<input checked="" type="checkbox"/>	£2.60
Friday	<input type="checkbox"/>	£0.00
Total £5.20		Add To Basket
SchoolLunches W/C: Mon 30 Apr 2018 +		
 Total: £0.00		

- When you click on **the basket** please follow directions for bank payments.
- Please note: If for any reason you are unable to login, we would advise you to contact the school office to double check the mobile number/email address we have recorded against your child's name. If you are entering information that is different from that on school records the system will not allow you to login. The school will then need to update your information to enable you to use the School Money system.

Teaching Staff 2025-26

Mrs Brónagh McCann	Principal	
Mrs Anne Kennedy Armstrong	Vice Principal	
Year 1	Miss Claire Doherty	Miss Lauren Deane
Year 2	Mrs Michaela Savage	Miss Nicole Hughes
Year 3	Mr Niall Duggan	Mrs Patricia Carson
Year 4	Mrs Anne Hathaway	Mrs Siobhan Curran
Year 5	Mr John Hunter	Mr Mark McGuigan
Year 6	Mr Donal Kennedy	Mrs Sheena Dunwoody
Year 7	Mrs Claire Deane	Mr Brian McFlynn
Miss Claire Mullan	SENCo	

Support and Supervisory Staff

Secretaries	Mrs Lynn Newman Mrs Christine McManus	
School Caretaker	Ms Elizabeth Nelson	
Classroom Assistants	Mrs Carole Holohan Mrs Neelam McTernan Mrs Julie-Anne George Mrs Christina McLoughlin Mrs Maria Cashman	Ms Jacqui Keery Miss Chloe Conlon Ms Jean O'Brien Miss Olivia Price
SEN Classroom Assistants 1:1 with Pupil	Miss Sam Gibson Mrs Maria Crawford Mrs Mary Fields Mrs Linda McCurry Ms Eman Hashky Mrs Fiona Pelissier	Mrs Ann O'Reilly Mrs Claire McCollum Miss Kirsty McFall Miss Melissa Mawhinney Ms Mary MacFarlane
ICT Technician	Mr Andrew McKee	
Lunchtime Supervisors	Miss Melissa Mawhinney Miss Sam Gibson	Miss Chloe Conlon Mrs Anes Murua
School Patrolman	Mr John Griffin	

School Holidays

School is closed on the following dates (inclusive) in the year 2025-26

Monday 27 th October – Friday 31 st October	Half Term Break
Monday 22 nd December – Monday 5 th January	Christmas Holidays
Wednesday 11 th February – Friday 13 th February	Mid Term Break
Monday 16 th & Tuesday 17 th March	St Patrick's Day Celebrations
Friday 3 rd April – Friday 10 th April	Easter Holidays
Monday 4 th May	May Day Bank Holiday
Friday 22 nd May & Monday 25 th May	Spring Bank Holiday

School finishes Tuesday 30th June for Summer Holidays

Any additional staff training days will be available on the school calendar, which you will have access to on the School App

Arrangements for Children's Safety

Your child's happiness and safety depends on parents and teachers working together. At school your child will follow established routines to ensure that he/she gains in confidence and feels secure. During the coming year the Board of Governors will continue to keep under review all aspects of school security. In the meantime, I would ask for your full co-operation in adhering to the following arrangements:

All pupils should have arrived to school by 8.45am. Registration takes place at 8:50am and after this time, pupils will be registered as late. Children arriving after 9:10am are recorded as unauthorised late for the morning session. A percentage for attendance & punctuality will appear on the Annual School Report.

Children taking breakfast are supervised by Miss Melissa Mawhinney and Miss Chloe Conlon from 8.00am to 8.45am.

Please encourage your child to walk into class independently. As the teacher has charge of thirty children, it is important that their attention is not distracted for long periods.

If your child is being collected by someone they are not expecting, it is essential that you inform the school by sending an email beforehand.

All parents coming to the school during class time should report to the school office on arrival at the school.

Please use the short cut on the school app to **email** the school if your child is going to be absent.

Do not use SeeSaw to explain absences, please note that messages on SeeSaw are viewed by all teachers.



An email should also be sent to the school office if your child needs to go out during school hours for an appointment. This should include expected time of return.

Children leaving St Michael's during school hours must be collected by an adult.

Please ensure that you provide permission on the school money system when your child is going on a school outing. A General School's Policy has been established to prevent disappointment should your child does not have parental consent for an educational trip out of school and an emergency telephone message from you has to be accepted.

Please ensure to sign the General School's policy and return to the school office.

A CHILD WHO DOES NOT HAVE HIS/HER PARENTS' PERMISSION CANNOT LEAVE THE SCHOOL TO TAKE PART IN AN ACTIVITY e.g. EDUCATIONAL VISIT

Children who cross the road must always use the Pedestrian Crossing or cross with the Patrol person.

Remind your child if you are unavoidably delayed that he/she should remain with the class teacher and not stand alone on the roadside.



Parent Consultation

Informal Parent/Teacher consultations may be arranged in exceptional circumstances during the school year. A formal teacher/parent interview will be organised in the first term.

Annual Reports will be sent to parents at the end of the academic year.

If you need to speak to your child's teacher urgently, please email the school office; info@stmichaels.belfast.ni.sch.uk and every effort will be made to accommodate you. We will do our best to arrange a mutually convenient telephone appointment as soon as possible.

Healthy Eating Policy

At St Michael's Primary School we ask all parents to provide a healthy break for their children which they can eat whilst playing in the school grounds.

A healthy break should include;

Water to drink – No juice should be sent to school.

Fruit – Sometimes the younger children have difficulty managing a whole apple. Perhaps you could consider cutting it into quarters. Oranges are also easier to eat if they are quartered. Grapes cut into halves and strawberries are very popular with the children.

Healthy lunches are also required. It can be difficult to include only healthy foods in packed lunches but it would be helpful if you could try to introduce an extra piece of fruit and keep biscuits to a minimum. Please note that we do **not** permit **sweets, chocolate** nor **crisps** to be eaten in school.

Can we remind you that the school is a NUT FREE ZONE. We have children with severe nut allergies and so we ask you to check all products to ensure that they are free of nuts. For this reason we prefer you to restrict biscuits to Digestive or Rich Tea.

As we are an 'Eco Friendly' school we would ask that snacks and lunches are provided in Tupperware containers which can be reused.



St Michael's operates a NON-SMOKING POLICY inside the building and in the school grounds. Please do not bring dogs/animals into the school grounds.



Supervision for Out of School Activities

In order to comply with supervision regulations for out-of-school activities, we request the help of adults who are available and willing to assist the teacher. We cannot take children out of school unless we have an adult pupil ratio of:

1 to 10 for Years 5 – 7

1 to 8 for Years 1 – 4.

1 to 6 for a sporting activity

If you are willing to accompany children on school outings please inform the class teacher. Occasional volunteers who accompany classes do not need to be vetted with the exception of those attending swimming lessons.



Changes in Family Circumstances

Please let us know as soon as possible of any change in family circumstances that may affect your child's learning or behaviour.

Homework Policy

The online learning forum 'SeeSaw' is used for homework as well as a two-way communication forum for uploading pupil work. The class teacher will support you in setting up SeeSaw for your child. **Please use the school email info@stmichaels.belfast.ni.sch.uk for sending personal message to the class teacher. Messages on SeeSaw are reviewed by many teachers.**

Children receive regular homework to consolidate what has been taught in school and to keep you up to date with your child's progress. The work set may be oral, practical or written. If your child appears to have difficulty in completing their homework please do not hesitate to inform the class teacher by email or on SeeSaw.

Details of the Homework Policy, Curriculum Policies and General School's Policy may be accessed either on the School App or School Website at www.stmichaelsps.com

St Michael's school uniform consists of:

- A maroon jumper or cardigan
- A maroon tie, elasticated tie Year 1-2 only (long tie Year 3-7)
- A bespoke check shirt
- A maroon pinafore with maroon or grey tights *or*
- Charcoal grey trousers with grey socks
- Black traditional school shoes
- A striped summer dress with white socks *or*
- Charcoal grey shorts with grey socks
- A pair of stud earrings may be worn. Hoops are not permitted in the interests of pupils' safety
- Jewellery, with the exception of a wristwatch, should not be worn to school. Smart watches or wrist bands with bluetooth, online technology or cameras are not permitted.
- Uniform is always worn in school and on school trips unless specified otherwise

All items of school uniform can be purchased from Truly Fare

<https://trulyfarebelfast.com/collections/primary-st-michaels> and from other outlets.



On days when your child is participating in Physical Education Year 1 and 2 children should wear the following uniform to school.

- maroon jogging bottoms and / or maroon shorts
- a white polo shirt
- black shoes (black plimsolls should be brought in your child's school bag)
- maroon jumper/cardigan can be worn on PE days

Other Essential Items

- A St Michael's school bag for homework
- A St Michael's PE bag and wellington boots
- Lunch/snack box and water bottle



Behaviour

All rules governing behaviour in school have been made for the safety of the children and staff and to promote best possible learning. Children are expected to follow their class charter and in doing so grow in respect for themselves, others and their environment.

To avoid confusing your child, it is important that you agree with and support the school's standard of acceptable behaviour - e.g. a child who has been hurt by another child must not hurt back, but should report the incident immediately to the adult who is in charge of him/her at that time.

Parent Helpers

At St Michael's we regularly welcome visitors into our classrooms. Please let us know if you have any time to spare and have practical occupational skills that would be of interest for a class lesson. We also require parental support for school trips and school events throughout the year.

After School Club

MR Sports and Playball provide afterschool clubs during the week. Please see the provision of clubs on

www.mr-sports.co.uk .



At St Michael's Primary School we all work to provide a wide and varied curriculum for your children giving them as many opportunities as possible to develop academically, spiritually physically and personally.

We look forward to working in partnership with you this year to encourage your child to achieve to his/her full potential.



Complaint Procedure for Parents/Guardians

At St. Michael's anyone wishing to make a complaint will be listened to courteously. Any concerns will be dealt with sympathetically, appropriately and confidentially.

See Complaints Policy on the school website/ school app.