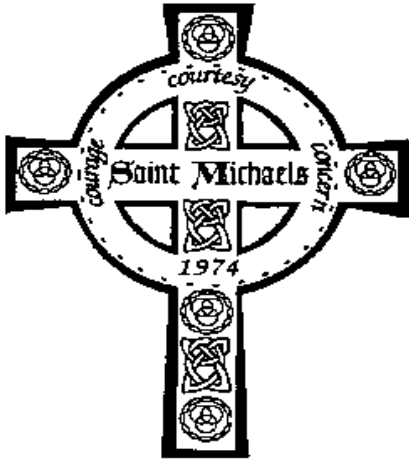




St Michael's School Information 2026-27

Mission Statement

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



The School Day

The School Day

Class	Drop-off Time	Drop-off Location	Pick-Up	Pick-Up
			Time Mon—Thurs	Time Friday
Y1	8:30- 8:45am	P1 Playground Gate	2pm	2pm
Y2	8:30—8:45am	Side entrance	2pm	2pm
Y3	8:30—8:45am	Side entrance	2:30pm	2pm
Y4	8:30—8:45am	Side Entrance	2:45pm	2pm
Y5	8:30—8:45am	Side Entrance	2:45pm	2pm
Y6	8:30—8:45am	Middle Gate	2:45pm	2pm
Y7	8:30—8:45am	Middle Gate	2:45pm	2pm



MAKE EVERY DAY COUNT



School Attendance



Attendance Matters

Attendance and punctuality are very important at St Michael's Primary. Regular attendance is paramount for our children to be able to achieve their best both academically and in forming and maintaining friendships.

Our attendance target is for each child to have a minimum level of attendance of at **least 96%** (7 days absence in a school year).

We understand that children will suffer from illnesses across the year, however regular poor attendance can have a detrimental effect.

Take a look at the attendance ladder . Are you staying *'in the green'*?

We monitor attendance on a regular basis at school and communicate with parents at the end of each term where there are concerns.

Attendance Ladder

Equates to:





Absences

Notifying School of Absence

Illness

If your child is ill you must contact school before 8:45am, on each day of your child's absence, using the school email, giving the reason for absence. Following registers closing at 9:10am the school office contacts any families who have not notified an absence. For absence of more than 3 days medical evidence *may* be requested.

Absence Requests Medical

Routine Medical and Dental appointments should be made outside of school hours where possible. Requests for absence for specialist clinics during school hours should be sent **via email to the school office**. Please attach evidence of appointment e.g. letter, screenshot etc where possible.

Absence Requests Exceptional Circumstances

At St Michael's, it is a policy of the Governing Body that absence for family holidays in term time is not authorised, a minimum of two weeks notice is required where possible for requests for exceptional absences.

School Actions for Absence

•95% - 100% Attendance

Well done, you are on track to meet the end of year target of 96% .

•90% - 94.9% Attendance

If attendance falls between 90% and 94.9% ,at the end of each term letters will be sent to parents notifying them of current attendance. We understand that illness is unavoidable and wish to work with parents to get attendance back on track to meet target by end of the school year.

•<90% Attendance

This is known as Persistent Absenteeism. We will write to parents at the end of each term notifying them of the current attendance. Where attendance falls below 85% these cases will be referred to the Educational Welfare Officer for follow-up.



Punctuality

Daily Registration

The school day begins at 8:45am.

Registration is taken by teachers at **8:50am**. Pupils who arrive after this time will be marked as late.

Pupils who **arrive after 8:45am** should enter via the front door and go straight to the school office to sign in.

It is vital that pupils sign in at the office to ensure that appropriate health and safety regulations are followed and that all pupils are accounted for.

Pupils who arrive **after 9:10am** will be marked as 'late after registration period' and this counts as an absence for the morning session.

School Actions for Punctuality /Late Arrivals

Punctuality is monitored by school and we recognise that on occasion there may be a valid reason as to why your child may not be in school on time.

However, when a child is late on three or more occasions within a 2-week period, the teacher will aim to highlight this concern to the child's parents or carer.

The school leadership team monitor punctuality on a half-termly basis. If a pupil is considered to be regularly late (on 5 occasions or more), the parents will be informed of the school's concerns by letter and offered support to resolve any problems that may be impeding their child being in school on time.

**All absence must be communicated via the school office. info@stmichaels.belfast.ni.sch.uk
Please do not tell the teacher/use Seesaw or Google Classroom to notify the school of absence.**



School Uniform

We believe that school uniform plays a valuable role in contributing to the tone and ethos of the school, promoting a sense of equality amongst our pupil community. All items of the school uniform are available from Truly Fare, and the PTA organise and manage a pre-loved recycled uniform shop. All items of school uniform should be clearly labelled to encourage pupils to look after their clothes.

The following is an outline of St Michael's Primary School uniform:

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.



PE Days

On days when your child is participating in Physical Education 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

Year 1 & 2 pupils may wear their PE uniform daily as they will be partaking in Playbased learning sessions .

On days that your child has a club, they should wear their full school uniform and change for the club if necessary.



Healthy Eating

- We follow a Healthy Eating Policy In St. Michael's.
- Please read through this on our school website.
- Fruit and vegetables at Breaktime. We suggest small portions for our Foundation Stage pupils to make it manageable for the pupils.
- Pupils are encouraged to bring water to school, and have access to water in school if they need to refill their bottles.
- Milk is available to order. This should be done through School Money.
- A healthy Packed Lunch.
- We are a 'Nut Free' school-NO NUTS, peanut butter etc.
- Ensure **all** your child's belongings are **labelled**.



Breakfast Club and Afterschools

Breakfast Club is from 8.00 - 8.45am.
You may book your child in the breakfast club using 'School Money'.

MR Sports provide afterschool clubs during the week.

Please see the provision of clubs on

www.mr-sports.co.uk .



ST MICHAELS PS

We are very proud to be the after school and wraparound provider at St Michael's PS. We have an extensive programme of clubs throughout the week offering a sporting and non sporting option each day plus a later wraparound service until 5pm.



AFTERSCHOOL PROGRAMMES

2-3pm for P1-3 | 3-4pm for P4-7
Price From - £5.00/ class

**SAVE
20%**

**PAYMENT OPTION 1
PAY WITH
CHILDCARE
VOUCHERS**

PAYMENT OPTION 2

Split the payment into 3!
Take the cost of the term
and pay it over 3 months
to help manage the costs.

PAYMENT OPTION 3

Select all sessions and
make payment or pay for
individual sessions
according to your
circumstances.



MONDAY

Mini Games | Futsal | Arts & Crafts
(P1-2 only)
2-3pm (P1-2) & 2.30-4pm (P3-7)



TUESDAY

Gaelic Football | Drama
2-3pm (P1-2) & 2.30-4pm (P3-7)



WEDNESDAY

Gymnastics | Clay Craft | Multisport
(P3-7 only)
2-3pm (P1-2) & 2.30-4pm (P3-7)



THURSDAY

Football | Dance
2-3pm (P1-2) & 2.30-4pm (P3-7)



FRIDAY

Tennis | Basketball | Multisport
(P4-7 only) (P4-7 only) (P1-3 only)
2-3pm (P1-2) & 2-3pm (P3-7)



Medical information

If your child has a medical condition that the school should be aware of please ensure that we have the relevant information so we can help them whilst they are here.

If your child requires any medication to be kept in school or needs any short-term medication, please complete the Medication Form below and return it to the school office.



Safeguarding

All adults who work in St. Michael's are vetted in accordance with safe recruitment and selection procedures. All staff receive annual refresher training on Safeguarding and Child Protection and Designated teachers have specialist training every 2 years.

Our Child Protection Policy is updated annually and approved by our Board of Governors. It is accompanied by a Staff code of conduct, an anti-bullying policy and an online safety policy to ensure an integrated approach to safeguarding.

Mrs Claire Deane

Designated Teacher for Child Protection

Mrs Anne Kennedy Armstrong

Deputy Designated Teacher

Miss Claire Mullan

Deputy Designated Teacher

Mrs Bronagh Mc Cann

Principal

Mrs Rachel Mc Gonigle

Designated Governor for Child Protection

Mrs Patrica Carson *Foundation Stage Leader*

Mrs Sheena Dunwoody *Key stage 2 Leader*

**St Michael's Primary School
Safeguarding Team**





Pastoral Care

Courage, Courtesy & Concern

Pastoral Care

Every pupil at St Michael's is valued. Our Pastoral Care Procedures are underpinned by the values Respect Trust Care, inherent in our school motto 'Courage Courtesy Concern'. We are committed to providing a nurturing environment so that each child is happy, safe and confident. Our pastoral approach encourages a caring ethos and good quality relationships throughout the entire school community.

We encourage our pupils to be caring towards each other and to care for those around them. If they do have any problems, they are encouraged to follow the Pastoral Care Procedures below: -

1. Talk to the class teacher who has daily contact with pupils and monitors their work, behaviour and well-being.
2. Talk to the Key Stage Leader who has overall responsibility for the classes at their Key Stage.
3. Talk to the Pastoral Leader who co-ordinates the Pastoral Care System or
4. Talk to the Principal who oversees the Pastoral System and liaises with parents when necessary.



Positive Behaviour Policy

In St Michael's we promote Positive Behaviour through:

- Class Charter – pupils are involved in establishing classroom expectations to ensure the space is a safe and happy place
- Reward system, dojo points awarded to classes, individual stars awarded throughout the day
- Assemblies to outline expectations of behaviour and reinforce our Golden Rules
- Circle time to explore behaviour and expectations
- Pastoral procedures visible in all classrooms, yellow card and red card given for behaviours

When dealing with a pupil who is persistently disrupting class:

- Teachers will use strategies to promote positive behaviour in class- movement breaks, mile walk.
- Follow Pastoral policy:
- Parents will be informed and invited to work alongside class teacher
- Pupil may move seats, have time out sessions with the year group colleague
- Behaviour recorded in Pastoral Book
- Behaviour Reflections/ Behaviour Contracts
- Referral to SENCO and PLP developed



Addressing Bullying Behaviour Policy and Procedures

When discussing allegations of bullying type behaviour, we use language that is aligned to the Addressing Bullying in Schools Act (NI) 2016, and other relevant legislation and guidance. We refer to the behaviour not the pupil and use the following:

- **pupil displaying bullying type behaviour** rather than the 'bully'.
- **pupil experiencing bullying type behaviour** rather than the 'victim'.
- **socially unacceptable behaviour** rather than 'bad behaviour' or 'serious/gross misconduct etc'

Any incident(s) which do not meet the legal definition and TRIP criteria will be addressed under the Positive Behaviour, Special Educational Needs, Child Protection, Safeguarding, Pastoral and Inclusion and Diversity policies. (Please see the parent and pupil guides in appendix 6).

Parents /Carers reporting a bullying concern:

In the first instance, parents/carers or others report concerns to their child's class teacher in one of the following ways:

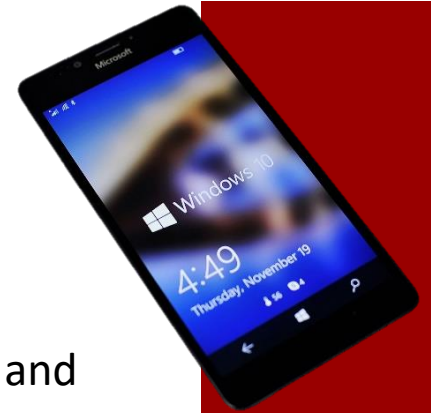
- Speaking with the class teacher through agreed channels e.g. by requesting a telephone call via the school office or general email info@stmichaelsps.org
- By writing a note to a Class teacher
- By sending an email to a Class teacher

Please note, we do not advise parents to send confidential information regarding concerns of bullying type behaviour to the general school email address.

[Addressing Bullying Type Behaviour in School - ParentCarer Guide.pdf](#)



Home Communication



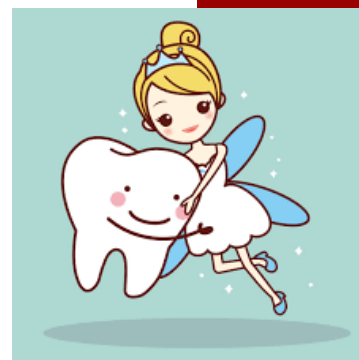
- Information from school will be delivered via the school app and website
- At the end of each month the school will send out a newsletter to parents.
- Year 1-3 use the Seesaw Platform, and Year 4-7 use Google Classroom to outline homework activities and events that take place in school.
- Please do **NOT** use Seesaw/Google Classroom as a texting service to deliver messages. (Office hours are in Operation)
- You should email the school office if you need to inform the class teachers of an absence and / or appointments
- Your email will be forwarded to the teacher who will respond at the first opportunity. This may be the following day.
- In the case of an emergency, please phone the school office.



Advice on Uniform and Personal Belongings



- Please label **every** item of your child's uniform, including coats.
- Children will need to have a waterproof coat every day for outdoor activities and learning.
- Please **LABEL** snack boxes, lunch boxes and water bottles.
- Water bottles should have a **sports top / cap**



THANK YOU!

