

ST MICHAEL'S CE PRIMARY SCHOOL  
STEVENTON



***PARENT HANDBOOK***

***2019/20***

## **WELCOME MESSAGE FROM THE HEADTEACHER**

*Welcome to St Michael's CE Primary School community. When a pupil arrives at St. Michael's, they will be welcomed by a community which prioritises learning, celebrates achievement and nurtures the individual.*

*Staff and pupils are challenged to be the very best they can be; everyone at St. Michael's is expected to embrace the core values of Respect, Perseverance and Courage.*

*When a pupil leaves St. Michael's they are prepared and empowered to face the challenges and opportunities of learning, collaborating and succeeding in their chosen secondary schools.*

*We have put this handbook together to answer some of the questions you may have about the School. I would also encourage you browse our website [www.stmichaelssteventon.co.uk](http://www.stmichaelssteventon.co.uk) where you will find more information.*

*Please do not hesitate to approach us with any further questions you may have about school life.*

*Mr G Mottram*

*Interim Headteacher*

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**Interim Headteacher** Mr G Mottram

**Nursery Class Teachers**

Mrs Bennett & Mrs Drabble

**Foundation Class Teachers**

Mrs Jenkinson & Ms Jaeger

**Year 1 Teacher**

Miss Williams

**Year 2 Teacher**

Mr Thompson

**Year 3 Teacher**

Mr Keymer

**Year 4 Teachers**

Mrs Satchwell & Mrs Sipson

**Year 5 Teacher**

Dr Paynter & Mrs Elliot

**Year 6 Teacher**

Miss Clarke

***Non Teaching Staff***

Mrs Scaysbrook (School Business Manager)

Miss Bosley (Administrator)

Mrs Ashford (Administrator)

Mrs Emerson (Bursar)

The allocation of Teachers and Teaching Assistants to classes is determined by the Headteacher to optimally meet teaching requirements. If you are unsure about the staff associated with your child please ask the School Business Manager.

## ***PRACTICAL INFORMATION***

### ***STARTING SCHOOL***

In the term before starting school, we invite your child to taster sessions in the Foundation Stage (FS) where they can spend a few hours meeting the teachers and exploring their new classroom and garden. We also invite parents to an informal evening at the school so that you can meet the teachers and find out more about what your child will be doing at school.

### ***THE SCHOOL DAY***

#### ***The School hours are:***

<b>08:45</b>	Doors open for FS children
<b>08:50</b>	School starts and registers are taken
<b>12:00 – 13:00</b>	Lunch Break
<b>15:15</b>	School Finishes

#### ***A Typical School Day***

<b>09:00</b>	First teaching session
<b>10:10</b>	Collective Worship
<b>10:30</b>	Morning break
<b>10:45</b>	Second teaching session
<b>13:00</b>	Third teaching session

## ***COLLECTIVE WORSHIP***

We are a Church school and celebrate each morning, either as a whole school, class or key stage, with a Christian act of worship. On Monday we hold a “Celebration Assembly” where excellent effort by individual children is celebrated by the whole school. If the effort of your child has been celebrated in this way, they will bring a Merit Certificate home in their book bag. We also mark children’s birthdays.

Members of the Parish Church lead collective worship once a fortnight using ‘Open the Book’.

## ***GETTING TO SCHOOL***

We encourage children to walk to school. They may also cycle or scoot. We have a covered bike shelter where they can safely park, but, for the safety of others, **children may not ride their bikes or scooters in the school grounds**. If you need to bring your child to school by car, please park with consideration for the safety of the children and other road users

## ***ARRIVING AT SCHOOL***

Please bring Foundation Stage children into school by the separate entrance at the far left of the main building. Parents are encouraged to settle their children into the classroom before leaving.

Children in years 3 to 6 line up in the courtyard and those in years 1 -2 line up on the front playground when the bell rings at 8:50. Although the teachers are present at this time if you need a quick word, it is usually better to speak to them at the end of the day when they are less busy. Also see details about weekly teachers’ surgeries later in this handbook.

If you have children both in FS and other classes, you are very welcome to wait with your older children until the bell rings before taking your FS child to their classroom.

Please do encourage your child to be on time, but note that although the playground is open for the convenience of children before the start of the school day the Local Authority cannot accept liability for their safety and welfare before the teachers are on duty.

Please note that the entrance in the courtyard is for staff and children only. Parents needing to come into school (apart from those bringing foundation children into the foundation class) must sign in at reception.

For security, the gates are locked between 8:55 and 14:55pm and entrance is through the front gate only. If your child arrives late (after 8:50) they will need to enter via reception and sign the late book in the School Office.

## ***COLLECTING FROM SCHOOL***

School finishes at 15.15. Children in years 2 – 6 come out of school into the courtyard area. Those in FS and year 1 should be met at the foundation stage gate. For safety reasons, children in FS and Years 1, 2, 3 and 4 will only be released to a known adult. Please let us know, in writing, if someone different is collecting your child.

Should you be late for picking your child up please phone the School Office and we will keep your child in school until you arrive.

## ***MORNING SNACKS***

All children up to Year 2 receive a free snack of fruit or vegetables at morning break time. You are welcome to provide your own **fruit or vegetable snack** if you prefer. Mid-morning milk is provided free of charge to children up to their 5th birthday; children may opt to continue receiving milk after this date for a small charge.

We encourage children to drink plenty of water during the day. Please make sure your child has a named plastic bottle of water (**not squash or juice**) at the beginning of each day. We will refill it if necessary.

## ***LUNCHES***

Our school lunches offer a choice of healthy, balanced meals which are cooked on the premises. Since September 2014, due to a change in government policy, all pupils in Foundation, Year 1 and Year 2 may have free school lunches. Your child will just need to say which menu choice they would like during registration in the morning. Your child may choose to have free school lunches on any or every day or to bring a packed lunch.

For pupils in KS2 school lunches are £2.30 per day. You may pay daily, weekly or termly by cash, cheque or through school money. We ask you to pay for meals by the week they are taken. Children in KS2 are entitled to free school meals if their parents are in receipt of some means tested benefits – please check, in confidence, with the school office if you wish to clarify whether you qualify.

Menus are on a three week cycle and are available on our website. Please inform the School Office, in writing, if your child has any food allergies or other special dietary requirements.

If you prefer, your child can bring a packed lunch – please pack it in a sturdy container but please do not include chocolate, sweets or fizzy drinks. Chocolate covered biscuits (Kit-Kat, Penguin etc.) are allowed.

All children eat their lunch in the hall.

## **BOOK BAGS**

We use children's book bags on a daily basis to transfer letters, messages, homework, reading journals, reading books, library books etc. between school and home. Please provide your child with a named book bag, ensure they bring it to school every day, and check its contents every evening.

Please do not put your child's water bottle in their book bag.

## **HOMEWORK**

Homework in some form is set throughout the school – it may be just to bring in an object beginning with a certain letter in the Foundation Stage or, for Year 6, it may be a piece of extended research on a particular topic. Reading or sharing books with others is part of the homework for each child every week.

The purposes of setting homework are:

- to promote the partnership between home and school.
- to extend learning beyond the classroom.

In the curriculum meeting for each class at the start of the September term, you will be told what homework your child will receive each week and when they need to hand it in.

## **UNIFORM**

At St Michael's we are proud of our school uniform with its colours of blue and gold. We like all children to wear school uniform as it encourages a sense of belonging, a feeling of equality and a pride in being a member of our school.

Children should wear:

- ✓ grey, black or navy trousers, shorts, skirts or pinafores
- ✓ navy or gold polo-shirts
- ✓ navy sweatshirts or cardigans (not hoodies)
- ✓ blue or yellow checked dresses in the summer
- ✓ black school shoes (not trainers) or sandals with socks in the summer
- ✓ plain socks or tights in white, grey, navy or black
- ✓ St Michael's yellow t-shirt with black or navy shorts for PE

Foundation & KS1 children need plimsolls for PE and KS2 children need trainers for outside PE.

Please ensure that all items are labelled with your child's name.

No nail varnish, jewellery (except stud earrings) or other accessories may be worn. Hair accessories should be in school colours and kept to a minimum.

Uniform can be bought directly from 'Trutex Schoolwear and More' at 14 Cockcroft Road, Didcot (01235) 211011.

## ***SCHOOL LIBRARY***

Every classroom has its own selection of books that the children are encouraged to read at home and at school. The school library also has an extensive choice of fiction and reference books that the children can borrow.

## ***LETTERS, FORMS, MONEY ETC.***

When you need to send a letter, form and/or money to school, please put it in a sealed envelope labelled with your child's name and a brief description of its contents. This should be put either into the letter box located outside of the reception or in your child's book bag and it will be collected during registration. We also have an online payment system, School Money that can be used to pay for school dinners and trips. You will be given access to School Money when your child starts school.

## ***MEDICAL AND CONTACT DETAILS***

The safety and wellbeing of your child is of paramount importance to us. We ask that you notify us of any medical needs or allergies your child has, and keep your contact details up to date so that we may contact you in an emergency. We are happy to train staff to meet your child's individual care needs, or to administer medication, in line with your detailed written consent.

Children who suffer from asthma and require access to inhalers may keep them with them during the school day.

If there are any specific circumstances, permanent or temporary, which mean that your child is unable to participate in any particular activity please notify the school in writing. It is equally important that if/when the situation changes you notify the school in writing.

## ***ATTENDANCE, ILLNESS AND ACCIDENTS***

***Good attendance (>95%) is vital for your child to reach their academic potential and avoid gaps that will impact on their future learning.***

### ***Illness***

If your child is not well enough to attend school, please notify the school by phone or email on the first day of absence. A child who is obviously unwell is best at home with an adult. In cases where we suspect illness at school, we will contact parents/carers by telephone and ask them to collect their sick child. If your child has vomiting or diarrhoea they should not return to school until 48 hours after the last bout.

If your child does not arrive at school and we have not been notified we will phone you to ensure their safety.

### ***Holidays in Term Time***

Following a change in government policy in September 2013, headteachers are no longer able to grant holiday in term time. Due to this, any absence for a family holiday will be unauthorised. Should you need to take your child out of school for an exceptional circumstance please put your request in writing to the headteacher before the leave is due to be taken. Only the headteacher can authorise absence in exceptional circumstances.

### ***Medical Appointments***

In order to cause the least disruption to your child's education, please make non urgent medical and dental appointments outside school hours.

### ***School Closure***

In the event of an emergency school closure, we will notify you by text and via our website. Closures are also listed on [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk) and announced on local radio stations.

### ***EDUCATIONAL ACTIVITIES AND VISITS***

We believe that educational visits are of great value to children. Visits are arranged for classes whenever possible in conjunction with their current learning.

For some of these visits, the school will ask for a voluntary contribution towards the cost of a trip or activity to allow it to take place. Without a voluntary contribution from a substantial number of parents, a visit might not take place or may have to be altered.

We hope that parents will continue to support this valuable aspect of their child's education and that any family who may have difficulty meeting the full voluntary contribution requested should contact the Headteacher in confidence to discuss how the school may be able to help.

Year 5 and 6 children have the opportunity to go on at least one residential trip. This not only complements the creative curriculum but also encompasses many aspects of personal, social and health education, and provides them with personal and physical challenges.

### ***EXTRA-CURRICULAR ACTIVITIES***

We provide many different after-school clubs, which vary according to the time of year. Some are run by our staff, and others are run by external organisations – most require a payment.

Examples of the after-school clubs currently running are football, karate, chess, art, hockey, tag rugby, forest school and choir.

## ***SCHOOL COUNCIL***

Our School Council is voted in by the pupils themselves. An election is held every autumn term and each class from Years 2 to 6 votes for two pupils to represent them on the Council. The School Council comes up with ideas for making the school better, such as deciding on new playground equipment. It also helps organise and run fundraising events, such as for Children in Need.

## ***ANNUAL EVENTS***

### ***Church Services***

Throughout the year, teachers and children take part in several church services at St Michael's Church, which is a short walk away along the Causeway. These include Harvest Festival, Christmas Carol Service and Easter Service. The services are prepared and led by the school children and usually take place during school time. We actively encourage family and carers to come along.

In addition, the church holds a Christingle service in the evening of the first Sunday in December for which the children prepare Christingle oranges at school to take along to the service.

### ***SSA Christmas and Summer Fetes***

The Steventon School Association usually runs two fetes during the year, at Christmas and in the summer. These are extremely popular – many stalls and activities are run by parents, often with children's help, and they are very valuable fund-raisers for the school.

### ***Nativity Play (Inc. FS singing) KS1***

As part of our Christmas celebrations, the children in KS1 (Years 1 and 2) perform a nativity play towards the end of the Christmas term. They put on several performances, during the day and early evening, to allow many family and community members to see it.

Family members of FS children are invited to see their children perform in their own Christmas celebration during the school day.

### ***School Play (spring) Lower KS2***

We have recently introduced a production in the Spring Term performed by the children in Years 3 & 4. This gives the children an opportunity to develop their acting, singing and dancing skills. Previous productions have included Dragon Days and Joseph & The Amazing Technicolour Dreamcoat.

### ***School Play (summer) Upper KS2***

One of the highlights of the children's time at St Michael's is the main musical production in the Summer Term. This involves all children in years 5 and 6, with the Year 6 children taking centre stage. In previous years we have seen Charlie and the Chocolate Factory, Pantastic and Ali Baba & The Bongo Bandits. The musical is performed in the School Hall to family and community members, usually for two evening and one afternoon performance.

### ***Sports Day***

Every year, towards the end of the summer term, we hold a School Sports Day on the school field to which families are invited to come along to and support the children. The children are split into teams, each team having a mix of children from each year and with siblings kept together. There are lots of different challenges, and the overall winners receive certificates. It is always lovely to see how well the older children help the younger children in their team and, whilst it is competitive, it is predominantly fun. At the end of the day, running races are held for boys and girls in each class (and sometimes for the adults too!).

### ***MOVING TO SECONDARY SCHOOL***

Children transfer to secondary school in the September after their 11th birthday. St Michael's designated school is John Mason in Abingdon but many of our pupils also apply to Fitzharrys or Larkmead (both in Abingdon) or to the two single-sex schools in Didcot - St Birinus for boys and Didcot Girls' School. There is excellent liaison with the staff of all these schools and between us we aim to make the transition as smooth as possible for all our pupils. The Local Authority is responsible for admission arrangements.

# **TEACHING AND LEARNING AT ST MICHAEL'S**

## **KEY STAGES EXPLAINED**

You will often come across the terms Early Years Foundation Stage and Key Stages 1 and 2 which are important markers in your child's time at primary school.

The National Curriculum is divided into Key Stages that children are taken through during their school life. At the end of each Key Stage your child will be formally assessed against targets defined in the National Curriculum. The Key Stages are:

Nursery (EYFS)	Ages 3-4	
Reception (EYFS)	Ages 4-5	
Key Stage 1 (KS1)	Ages 5-7	Years 1 and 2
Key Stage 2 (KS2)	Ages 7-11	Years 3, 4, 5 and 6

## **CLASSES**

We have eight classes at St Michael's from Nursery to Year 6. Our classrooms are named after trees: Acorn (Nursery), Willow (FS), Maple (Y1), Sycamore (Y2), Rowan (Y3), Elm (Y4), Ash (Y5) and Oak (Y6).

## **EARLY YEARS – NURSERY AND FOUNDATION STAGE**

In the Nursery and Foundation Stage children learn through a mix of child initiated, teacher initiated and adult led activities. The prime areas of learning are: communication and language, physical development and personal, social and emotional development. The four specific areas, through which the prime areas are strengthened and applied, are: literacy, mathematics, understanding the world and expressive arts and design.

## **KEY STAGES 1 AND 2 (KS1 AND KS2)**

In September 2014 a new National Curriculum was introduced in all maintained schools in England. The subjects are as follows: English, mathematics, science, art and design, computing, design technology, geography, history, languages [French in KS2], music and P.E. In addition, R.E. is a statutory subject, taught in line with locally agreed syllabus adopted by the Local Authority. PSHCE [personal, social, health and citizenship education] is non statutory and is taught to equip pupils with a sound understanding of risk and with the knowledge and skills necessary to make safe and informed decisions.

We teach many subjects through our Creative Curriculum topic-based work. Teachers introduce a new topic each term (6 per year) providing a broad and balanced coverage of the National Curriculum. You can find details of the current projects in the class pages on our website. At times some subjects may be taught separately to ensure coverage of the National Curriculum. Mathematics is usually taught as a discrete subject.

## **ASSESSMENT**

Our teachers continually assess your child's progress, measured in terms of National Curriculum expectations for their year group. We also use **Standard Assessment Tests (SATs)** given to 7 year olds at the end of Key Stage 1 and 11 year olds at the end of Key Stage 2 in the Summer Term. Formative (ongoing) and summative (end of term) assessments are monitored throughout the year to ensure your child is making good progress, and to guide their learning, with extra intervention work provided if necessary. Teachers discuss pupil progress with the head teacher at three points during the year and with parents at the regular Parent/Teacher meetings and in the End of Year Report.

## **BEHAVIOUR**

We have high expectations, and believe in the power of visible consistency as well as the importance of building trusting relationships. The ethos of our school is based on mutual respect, encouragement, praise, care, and consideration of others. Our Core Values are Respect, Perseverance and Courage. The school culture is set by the adults, in their interactions with children and with each other.

We believe that everyone has the right to learn in a safe, calm and positive environment. In order to achieve this, everyone needs to know which behaviours are acceptable and expected. School rules are made to allow children to work, learn and play happily together. The school rules are:

- Be kind;
- Be respectful;
- Be safe.

The principles behind these rules are those of self-respect, respect for others and respect for the environment. We work to develop everyone's understanding that we have a right to learn, to feel safe and to be respected.

At the beginning of each school year, every class discusses and draws up its own set of rules which reflect the spirit of the school's rules and are based on these principles and rights. All pupils agree to keep the class rules and KS2 pupils may sign and display a copy of them.

There are several reward systems in place at St Michael's. The emphasis is on recognising and rewarding good behaviour and effort.

**Smileys** are given to children to recognise the extra effort they have put into their school work and completed homework. At the end of terms 2, 4 and 6 children will be given a bronze, silver, gold or platinum certificate based on the number of smileys they have gained.

**House Points** are awarded in recognition of behaviours which are “above and beyond” in demonstrating our Core Values.

**Merit Certificates** are given to children who have been put in the Celebration Book for a particularly special mention. The names of the children are read out in our weekly celebration assembly on Mondays and the children are congratulated by the school. The children may be put in the book for anything the teacher considers worthy of mention in assembly. It may be academic achievement, effort, kind deeds or working as part of a team.

**Letters** are sent home from the Headteacher to parents to inform them of exceptional progress and effort.

**Whole Class Rewards** are awarded when a class achieves it’s House Point target.

**Attendance Certificates** are given to those children who achieve outstanding (99% +) attendance. They are given at the end of the Autumn, Spring and Summer terms. We acknowledge that children cannot help being ill, and do not expect them to come to school if they are ill, but we are trying to discourage pupils from having time off for appointments that are not urgent and from taking holidays in term time.

## **THE SCHOOL HOUSES**

Upon starting school, your child will be allocated to one of our four houses: Street (red), Frideswide (blue), Brunel (yellow) or Blandford Fletcher (green). Children can earn “House Points” for their house for good or thoughtful behaviour. Children feel a strong sense of belonging to their house, and strong cross-year-group friendships are formed in houses.

## **SAFEGUARDING**

We take our responsibility to safeguard and promote the welfare of children seriously; working together with other agencies to ensure adequate arrangements exist within our setting to identify, and support those children who are suffering harm or are likely to suffer harm. Should you have any concerns regarding safeguarding our safeguarding lead is Mr Atkins. Our safeguarding policy can be viewed on our website [www.stmichaelssteventon.co.uk/policies](http://www.stmichaelssteventon.co.uk/policies).

## **KEEPING YOU INFORMED**

We use a wide range of means of keeping parents informed about what's going on at school. These include our website ([www.stmichaelssteventon.co.uk](http://www.stmichaelssteventon.co.uk)), a noticeboard in the courtyard, newsletters (by email and also available on our website), and email/text messages. Please ask the school, or another parent, if something is not clear.

### ***GATHERING PARENT VIEWS AND FEEDBACK***

The school always welcomes formal and informal parent feedback, either verbally, in writing, or via email. The Governors also carry out an annual parent survey.

### ***CURRICULUM EVENINGS***

At the start of each school year, the class teachers hold curriculum evenings for the parents to let you know what your child will be learning throughout the year and give you lots of useful information about how you can help them.

We also aim to run one-off specialist talks for parents throughout the year, to keep you abreast of how we teach your children, for example on mathematics and phonics. These evenings are very well supported and popular with the parents.

### ***TALKING WITH YOUR CHILD'S TEACHER***

Teachers are always happy to talk to you about any aspect of your child's schooling that you would like to discuss.

#### ***Informal Chat after School***

If you just need a quick word with your child's teacher, they are usually available after school when the children come out of class. This is a better time than the start of the day.

#### ***Weekly Teacher Surgery***

The teachers are available to discuss any aspect of your child's education and progress at their weekly teacher surgery which can be booked through the school office. Each teacher allocates one afternoon, after school, per week for this purpose.

#### ***Termly Parent/Teacher Meetings***

Towards the end of the Autumn and Spring terms the teachers hold parent/teacher meetings in the afternoon and early evening for you to discuss your child's progress. You will need to sign up on a sheet outside the classroom in the preceding week to book a slot.

### ***END OF YEAR REPORT***

At the end of the Summer Term the teachers write a comprehensive End of Year Report for every child. This includes the assessment levels achieved for the core subjects and objective appraisals of their areas of strength and where they can improve.

## ***QUESTIONS, CONCERNS AND COMPLAINTS***

The Staff and Governors are committed to doing everything possible to make your association with St Michael's as straightforward and enjoyable as possible. However, we recognise that things sometimes go wrong. This may be a simple misunderstanding which can easily be resolved or, though we hope not, a real issue for complaint.

Whatever happens we want to resolve any concern you may have to your satisfaction as speedily as possible. Therefore please do not hesitate to come and talk to us.

Your first port of call, depending on the issue, should be one of the following (contact details are given at the end of this Handbook):

- Class Teacher
- Headteacher

If you are not satisfied with our response (and we hope this will never be the case) we have a formal Complaints Procedure which can be obtained from the School Office or from our website.

## ***GETTING INVOLVED***

### ***READING***

Reading with your child is vital. Research shows that it is the single most important thing you can do to help your child's education. It is best to read little and often, so try to put aside some time for it every day.

Your child will have a reading book in their bookbag - try to read the book together every night. Throughout their time in our school your child will have a 'Home Reading Record' book for you, and them, to record any reading done at home – whether from school books or any other source, e.g. a comic, recipe, electronic book etc.

### ***HELPING AT HOME***

We encourage parents to be involved with their child's time at school, and it is clear that home backgrounds affect children's behaviour. To benefit your child:

- Talk to your child about what they are doing at school.
- Encourage them to find out things for themselves.
- Read books with your child. Take them to the local library and help them to choose books.

- Let your child help you in the kitchen and when you are doing other work in the home.
- Listen to your child. Encourage them to ask questions. If you do not have the answer, why not find out together?

Your child will bring home work each week which may include reading, spellings, writing, maths and topic work. Your interest in this will increase their motivation and satisfaction. It should not take a great deal of time and it is important that you see the work is completed and returned to school. If you have any concerns about your child's progress or learning, you should speak to your child's teacher in the first instance.

The whole school community helped to draw up a Home-School Agreement in line with government requirements. We ask parents to sign this agreement when your child starts school, although there is no statutory obligation to do so.

### ***HELPING AT SCHOOL***

We welcome support both in the classroom and on educational visits. Please talk to your child's teacher if you wish to become involved in this way. Specific requests for help are made through the school newsletter and by the class teachers.

### ***STEVENTON SCHOOL ASSOCIATION***

Steventon School Association (SSA) is a key and very valuable part of the school community. All parents of children at the school belong to the SSA, and through it raise considerable funds to benefit the children. This makes a real difference to our children. In recent years, the SSA has provided our outdoor classroom, helped the school update its play and P.E. facilities by contributing towards the multi - use games area and partly funding the library. The SSA also helps in less visible ways, by regular donations to classrooms, financial support for trips, and presents for leavers. We also value the skills of parents who help out around the school, helping to keep our costs down.

Getting involved in the SSA is a great way to meet other parents, help with fundraising in big or little ways, and directly benefit the children.

### ***PARENT GOVERNORS***

The Governing Body of St Michael's School has several parent governors, voted for by all parents. Elections are held when a vacancy arises and all parents are invited to apply. Parent governors play a vital role on governing bodies, holding the unique position of having a parental viewpoint of the school. Through their children, they have a first-hand experience of the teaching, and how the school is perceived from the 'consumers' point of view. This enables parent governors to bring a different perspective to the strategic management of the school.

## **GOVERNORS**

By law, a Local Authority School has to have a Governing Body, and the law also states what a Governing Body does and the rules by which it must abide. The Governing Body helps a school to provide the best possible education for its pupils by:

- setting the school's values, vision and strategic aims, agreeing plans and policies and making creative use of resources
- monitoring and evaluating performance, acting as a critical friend to the Head teacher to support and challenge them in managing the school, and
- ensuring that the school is accountable to the children and parents it serves, to its local community, to those who fund and maintain it, as well as to the staff it employs.

Individual governors also take on specific roles within the Governing Body, for example, taking an overview of Special Education Needs, a specific curriculum subject, Safeguarding of Children, or a finance role. Governors also hear appeals arising from complaints to the school, or various disciplinary matters.

Governors are appointed, or elected to represent areas of the community with an interest in the school: parents, staff, Local Authority, Foundation (church) and the local community.

The minutes of Full Governing Body meetings are public documents, and available to view at the School Office, or downloadable from our website.

## ***SCHOOL INFORMATION***

St Michael's CE Primary School,  
The Causeway,  
Steventon,  
Abingdon,  
Oxon OX13 6SQ

Phone: 01235 831298

email (office): [office.3241@st-michaels-pri.oxon.sch.uk](mailto:office.3241@st-michaels-pri.oxon.sch.uk)

Interim Headteacher: Mr G Mottram

email: [Headteacher.3241@st-michaels-pri.oxon.sch.uk](mailto:Headteacher.3241@st-michaels-pri.oxon.sch.uk)

Website: [www.stmichaelssteventon.co.uk](http://www.stmichaelssteventon.co.uk)