

St Michael & John's RC Primary School

CLITHEROE



Prospectus 2024 - 2025

Following the example of Jesus, together we learn, love and respect one another to be the best we can be.

The information and particulars contained within this booklet are correct as of September 2023. However, please be mindful of the fact that changes may occur at any time during the course of the year.

Welcome to St Michael & St John's RC Primary School

St Michael & John's RC School is located in the heart of Clitheroe and serves the families of the town and surrounding villages. Priority for admission to the school is given to Roman Catholic children as the school is part of the Salford Diocese Network of Catholic Schools however, the school welcomes and supports children of all faiths and backgrounds. Our Christian values underpin all that we do and, whether children are from Catholic, other faith or no faith backgrounds, our children develop as respectful, aspirational young people with an excellent attitude to learning, well equipped for the next steps in their learning journey. Copies of the school Admission Policy are available upon request or on the school website.

“St Michael and St John's Roman Catholic Primary School is a welcoming place to be. Pupils are friendly and respectful. They are willing and keen to celebrate others for who they are and who they wish to be. Pupils said that they feel cared for and safe.” (Ofsted July 2023)

“One is immediately struck by the incredible warmth of welcome that the school provides.”(Salford Diocese March 2016)

The School from Lowergate



CONTACT DETAILS:

St Michael & John's RC School
Lowergate
Clitheroe
BB7 1AG

Telephone: 01200-422560

Fax: 01200-422531

Email: bursar@ssmj.lancs.sch.uk

Website: www.ssmj.lancs.sch.uk

Chair of Governors: Mr Mark Evans

Headteacher: Mrs Zoe Mabbott (BEd. NPQH)

Parish Priest: Father Paul Brindle

A Message from the Headteacher

Dear Parents/Carers

I would like to warmly welcome you to St Michael and St John's RC Primary School. We are very proud to be recognised as an "outstanding" Catholic school by Salford Diocese (March 2016) and a 'good' school in all areas by Ofsted in July 2023. I hope that you find the information in this prospectus and on our school website useful and informative.

St Michael and St John's is a wonderful Catholic Community and our mission statement encompasses our vision for our school with the children at the very centre. All that we do and achieve is underpinned by our distinctly Catholic ethos.

My aim, as Headteacher, is that we work together for the benefit of the whole community, providing a safe, happy and hardworking atmosphere in which all our pupils and staff are encouraged and supported to give their best and make the most of all learning opportunities offered to them within a well-disciplined and nurturing environment. At St Michael and St John's your child will feel valued and their unique qualities and talents will be recognised and celebrated.

Our pupils are wonderful and along with our dedicated staff and governors make our school a very special place to be. We are very proud of the behaviour, achievements and talents of our pupils who thrive and eagerly embrace all the opportunities that St Michael and St John's has to offer.

Some findings by Salford Diocese (March 2016) when judging the school to be an Outstanding Catholic School.

"Parents were keen to express how all feel included and that any concerns they have are quickly and sensitively dealt with. They spoke with great passion about the lovely 'family atmosphere' and 'sense of community' that exists in the school. This, they said, was due to the very approachable headteacher and staff."

"Children love coming to school. As one child put it, "I love school and hate to stay off." Parents also spoke very clearly about the high quality communication the school provides as well as the varied programme of curriculum workshops and social events so that everyone is well informed and included."

"The staff and pupils pay great attention to the pastoral and emotional needs of all the children in St. Michael and St John's so that one can truly say that in this school every child does indeed matter."

"The home, school and parish links are inclusive, creative and effective. This is in many ways due to the commitment of the two priests of the parish and headteacher to work together in order to ensure that the children receive the highest possible quality of Catholic education."

“Relationships are outstanding at St Michael and St John’s and a strong sense of teamwork and belonging exist. The inspectors noted at all times behaviour was outstanding. Children are respectful of each other. Adults working as a committed team have high expectations of the children and in this atmosphere the children at St Michael’s and St John’s really thrive.”

Some Findings from Ofsted (July 2023)

“Leaders, staff and governors have high expectations of pupils’ learning and behaviour. This includes those pupils with special educational needs and/or disabilities (SEND). Pupils enjoy their lessons and try their best in all that they do.”

“Pupils behave well during lessons and at social times. They are polite and respectful to each other and to adults.”

“Pupils benefit from a wide range of enrichment experiences. For example, all pupils, from the youngest to the oldest, are invited to enjoy a wide range of clubs, such as science and art. The outdoor spaces are thoughtfully designed to offer pupils the chance to sit quietly and reflect as well as to explore nature and learn how to take care of the environment. “

“Leaders have made considerable improvements to the curriculum since the previous inspection.”

“Leaders have ensured teachers have benefitted from a wide range of curriculum training. This is evident in their strong subject knowledge and the way in which they present learning. Teachers take every opportunity to help pupils recap and remember their previous learning.”

“Leaders have prioritised reading across the school. Pupils love to read. They told inspectors how much they enjoyed listening to their teachers reading to them each day. The inviting and well-stocked library encourages pupils to take books home to read.”

“In early years, skilled staff take every opportunity to engage children in high-quality conversations as they learn and play. Staff extend and develop children’s vocabulary and early language skills.”

“Leaders have successfully adopted a new phonics programme. Staff have been well trained, so that they deliver the programme effectively. Pupils are increasingly accurate and fluent readers. Reading books are closely matched to the sounds that they know. Pupils who struggle to read are offered timely support.”

“Pupils with SEND access the same ambitious curriculum as their peers. Leaders and teachers accurately identify pupils’ additional needs. They ensure that pupils with SEND receive the support that they need to achieve all that they can. Teachers are well supported to understand the best ways to help pupils with SEND thrive in all aspects of their development.”

“Governors use their wide range of expertise effectively to provide support and challenge for leaders. Staff are proud to work at the school. They appreciate the support that leaders provide for their well-being and workload.”

“Leaders ensure that staff know how to keep pupils safe. Staff and governors have been appropriately trained. They are aware of the risks that pupils may face in school and in the local community. Staff know pupils well.”

It is an honour to be the Headteacher of St Michael and St John’s as we live out our mission statement and continue to move forward, striving for excellence to ensure that all our pupils are the best they can be.

Visitors frequently comment on and praise the caring ethos that exists within our school family. You are very welcome to come and see this for yourself.

We embrace the strong links within our Parish of Our Lady of the Valley and our Church, St Michael and St John’s. We also enjoy close links with St Augustine’s High School. Our children are given regular opportunities to explore their spirituality through whole school Masses, class Masses, liturgies and assemblies.

I believe that providing the best education relies very much on an active partnership between home, parish and school. We send home regular information such as newsletters and parent e-mails to keep our families informed and we are continually updating our website. Our school has an 'open door policy' and if you have any queries or concerns about any school related matter, then please do not hesitate to contact your child’s Class Teacher, the Deputy Headteacher or myself either by speaking to us informally in

the playground, by e-mail or by telephone. You can also make an appointment to speak to any member of staff at a mutually convenient time, our administrative staff will be happy to arrange this for you.

As a parent I know how important it is to feel confident that your children are in a happy, safe place that will enable them to become citizens we can all be proud of.

If you are a parent/carer I thank you for choosing our school for your child. I look forward to working with you in the years to come and if I can be of any assistance, please do not hesitate to contact me.

Kind regards,

Mrs Z M Mabbott,

Headteacher

School Organisation:-

The School is organised into seven teaching groups from Foundation Stage through to Year 6. There are approximately 151 children in the school. The class teachers are supported by teaching assistants with further support provided for those children who may have an additional learning need. The staffing within school for the current academic year is given below:-

Teaching Staff	Teaching Assistants	Lunchtime Staff	Premises Staff
Mrs Zoe Mabbott (HEADTEACHER) MANAGER) Mr Sam Cross (DEPUTY HEAD) Mrs Laura Thornton Mr Tom Swindells Mrs Faith Bennett Miss Katrina Harkin	Mrs Claire Canavan Mrs Louise Brown Mrs Helen Turner Miss Karla Matthews Mrs Farzana Hussain (temp)	LCC Catering Services Welfare Mrs A Young Mrs R Taylor	Mr Alan Moon (SITE) Contract Cleaners
School Bursar Mrs Joanne Holmes			
Governors			
Mrs Z Mabbott (HEADTEACHER) Mr M Evans (CHAIR/ FOUNDATION) Mrs A Rowley (VICE CHAIR/FOUNDATION) Mr S Stell (PARENT GOVERNOR)	Father Paul Brindle (FOUNDATION) Vacancy (LOCAL AUTHORITY) Mr K Downes (FOUNDATION GOVERNOR)	Mrs A Greenwood (FOUNDATION) Mrs C Juriansz (FOUNDATION) Vacancy (STAFF GOVERNOR)	Mr A Isherwood (PARENT GOVERNOR) Mrs D Clucas (FOUNDATION)



The School Day:-

*It is requested that for safety reasons, children should arrive at school no earlier than 8.45 am
The playground will be supervised from this time*

8.45am teacher on duty stays on the playground. Children enter straight into school

8.55am – Registration

10.20 - 10.35am – KS1 Break

10.50 – 11.05am – KS2 Break

12.00 - 1.15pm – Lunch KS1

12.15 - 1.15pm – Lunch KS 2

Flexible Break – KS 1 only

3.30pm – Home time (3.20pm for EYFS Children)

Our Mission Statement

St Michael & St John's RC Primary School, whilst celebrating and benefitting from our Catholic heritage and traditions is a vibrant, dynamic and enterprising learning community. Our life as a school family is underpinned and inspired by core Christian values that define our mission, identity and vision.

School Aims & Mission Statement

Following the example of Jesus, together we learn, love and respect one another, to be the best we can be.

Learn... We encourage our children to achieve their true potential and to take full advantage of all opportunities offered to equip them for their spiritual and educational journey.

Love... We believe that each child is a unique creation belonging to God and made in His image. We want our children to recognise this, as they develop their self-esteem and build relationships.

Respect... We support our children in appreciating their individual talents and in valuing the gifts given to others. We encourage the children to recognise that they are all equally valued within school and the wider community.

Our School Vision/Intent Statement:

Within an excellent nurturing ethos and caring community, driven by our Mission Statement and Catholic values, we demand the highest expectations from all and for all. Through an inspiring and relevant curriculum our children of today become equipped with the knowledge and skills to be successful and valued future citizens of tomorrow.

In return we expect each child to give his or her best!

Learners of today, leaders of tomorrow.

What to do if.....

My child is late for school:-

- For safeguarding reasons, you will need to bring your child into the front office and sign them in using the tablet. You can then hand your child over to a member of staff. If the office is unmanned, please ring the buzzer and wait for a member of staff to come down to collect them. Please do not leave your child in the front office unsupervised.

My child is too sick to attend school:-

- Contact the school by telephone (01200-422560) as soon as you know your child will be absent. Please leave a message on the answerphone stating the reason for their absence.
It is the school's decision whether or not to authorise an absence – Documents are required for medical appointments.

I am going to be late collecting my child from school:-

- Notify school that you have been delayed (01200-422560). Your child will then be brought to the school office where they will await collection. Please identify yourself to an adult when you arrive to collect your child.
- Should you wish anyone else to collect your child please notify the school, you may be asked to provide a password for the adult collecting, to say to the teacher, before handover (usually only for younger children if the person is not known to the school).

My child is unhappy about an aspect of school life:-

- Try to establish what it is that is causing your child concern.
- If appropriate please contact school to arrange an appointment with your child's class teacher – the teacher will see you the same day if at all possible.
- If necessary, further meetings may be arranged if the problem remains unresolved or you are welcome to make an appointment with the Deputy Headteacher or the Headteacher.

My child has asthma or a medical condition and may require treatment:-

- If your child uses an Asthma inhaler this should be with them at all times. The spray dispenser should have your child's name written on it for ease of identification and children should be aware of how to self-administer. The bursar will provide you with an asthma form to fill in so that we have all the necessary details about your child's asthma.
- If a child is unable to self-administer written permission and clear instructions of dosage etc. should be provided at the school office. Please collect a form from the Reception area or the office for this purpose.
- If a (larger) spacer is required, this may be stored in school by arrangement (please label with child's name)
- The school **MUST** be made aware of any medical condition requiring special treatment particularly severe allergies which may be triggered in school. A care plan will be drawn up between the family, school and medical agencies to ensure all are aware of the appropriate day to day action.
- Some children require antibiotics to be taken **FOUR** times a day. In these instances only, the school will, on completion of the appropriate form, administer one dose at lunchtime. There should be no need for this where the medicine is prescribed for three times per day as this can be accommodated outside of school time.
- Medicines must not be sent into school with your child. They need to be handed in at the office where information will be logged and they will be stored securely. Staff cannot administer medicines unless the appropriate paperwork has been completed by the parent/carer.
- Medicines such as pain relief (e.g. Calpol/Ibuprofen) should **not** normally be sent into school. If a child requires medicines of this nature, please discuss this with school.

My child is taken ill or has an accident at school:-

- The school will always contact families when a child is unwell or injured at school. Please ensure that the school has up to date contact details. This is particularly important with mobile telephone numbers which are often changed on a regular basis.

I want to book a holiday during term time:-

- This is not usually permitted, however, you should complete a Leave of Absence form available from the school office.
- Headteachers are only permitted to authorise leave during term time *'in exceptional circumstances only.'* Examples of exceptional circumstances are few and far between and additional evidence and/or documentation will be requested.
- All absences do count against the school and we are held to account for all absences during term time.
- In accordance with our School Attendance Policy governors may issue fines. Please see our Attendance Policy which is located on the schools webpage or by clicking this link - <https://primarysite-prod-sorted.s3.amazonaws.com/st-michael-and-st-johns-roman-catholic-primary-school/UploadedDocument/e68a2e84-7fcf-49fd-88d9-e4a0c62645f5/attendance-policy-september-2023.pdf>

School Meal Provision:-

The School has a kitchen on site which offers a choice of healthy options every day. Children in EYFS, Year 1 & Year 2 are entitled to a free school meal daily. A school meal costs £2.75 per day (£13.75 per week) payable in advance. Parents use the Parent Pay facility to select and pay for meals in advance. We ask that you prebook your child's meal using this system. The Local Authority does not allow credit terms for school meals. Some children choose to have a school meal on certain days of the week whilst bringing a packed lunch on the other days. Finally, some children bring a packed lunch from home every day.

Please do not send sweets or fizzy drinks into school as part of a packed lunch as these are not allowed. It is important that you contact the school, so we can inform the Cook, if your child has any food allergies. She will do all in her power to make the necessary provision and the school alongside the school nurse will create a care plan if required.

Nut free school

Due to some children with severe nut allergies we are a nut free school. The kitchen provides meals without nuts and we ask that children do not bring nuts for lunch or snack. If they do, we request that a member of staff is informed to reduce any risk of contact.

School Water:-

All children have access to water and are encouraged to bring a small plastic bottle which they can fill, when required, with water. Please do not send in juice or flavoured water.



Free School Meals:-

Presently all Infant children are entitled to a free hot school meal, however, if you think your child might be entitled to receive a free school meal, please contact the Pupil Access Office (01254-220747) or call in at the school office. Please do not hesitate to claim your entitlement, as school receives additional funding which will benefit your child for example by paying for them to attend trips/visits/clubs

Sam please could you put the link in it is found under LCC free meals – tried but failed.

School Uniform:-

The school uniform is as follows:



White long/short sleeved collared shirt

Tie

Dark Grey trousers /shorts

Dark grey pleated skirt or pinafore

Wool piped jumper/cardigan with school badge

Grey socks for boys & White or grey ankle/knee socks for girls/or grey tights

Plain black shoes /no fashion motifs

Summer dress remains the same – green gingham only.

Green book bags are also available.

PE Kit:-

The children wear a t-shirt in the house colours (Whalley - Red; Bolton - Blue; Fountains - Green and Sawley - Yellow), navy shorts, white socks and black pumps. A white t shirt is acceptable if you have difficulty sourcing the coloured ones.

Children will be expected to do PE outside as long as weather is safe and they are dressed appropriately. For this they will need an outdoor kit to be kept in school. Black joggers or leggings and a black hoodie or jacket. No sports/designer names. All uniform may be purchased from: -

Grays Schoolwear
22 Lowergate
Clitheroe
BB7 1AD

Abbey Street Shopping Centre
T/A VIJ Brothers
2-4 Abbey Street
Accrington
BB5 1EB

Ribble Valley Schools
Bank House
Harris Court
Wellgate
Clitheroe BB7 2DP

Jewellery and Hair Styles:-

Jewellery should not be worn in school. Girls with pierced ears should wear studs which they must be able to remove unaided for PE lessons. Nail varnish should not be worn and hair styles should be appropriate for school. Hair colours, hair gel or shaving are not permitted. Simple hair accessories such as bobbles or headbands are permitted, but no 'Jo Jo bows or large hair pieces. If in doubt please ask at the office. The school uniform and PE policies are available on the school website. No jewellery of any kind should be worn during PE for Health & Safety reasons.

Performance Data

Age related Expected Standard

One measure which the DFE uses, is the percentage of pupils attaining Age Related Expectations (the broad, nationally expected level for 11 year olds) or more by the end of Year 6 in Reading, Writing and Maths.

SSMJ KS2 Pupils Achieving the Expected Standard 2023

Reading: Expected 85% (national: 73%)

Writing: Expected 74% (national: 71%)

Maths: Expected 96% (national: 73%)

Grammar, Punctuation and Spelling: Expected 85% (national 72%)

Reading, Writing and Maths combined: Expected: 70% (national 59%)

SSMJ KS2 Pupils Achieving a High Standard 2023

At St Michael and St John's RC Primary School, we pride ourselves on making sure pupils are provided with lots of challenge.

Reading: 41% (national 29%)

Writing: 7% (national 13%)

Maths: 22% (national 24%)

Grammar, Punctuation and Spelling: 30% (national 30%)

Reading, Writing, Maths combined: 7% (national due to be released)

Average Scaled Score

Reading 107 (national 105)

Maths 107 (national 104)

Grammar, Punctuation, Spelling 106 (national 105)

The DFE website places school data in School Performance Tables and these are accessed through the following link: www.education.gov.uk/

Parental Contributions to School Activities:-

Each term sports activities are arranged for which a voluntary contribution is sought from parents. A voluntary contribution is exactly what it says and no child will be discriminated against if a contribution is not forthcoming. No child will ever be left out of any such activity. In the event of there being insufficient funds for the activity to take place, the school would seek to review the nature of the activity in order to make it viable. Clubs will only be cancelled as a last resort.

The school has a PTA, the 'Friends of St Michael & St John's' Organisation which often subsidises school events, trips and activities. They plan exciting and enjoyable events which raise funds for school to purchase items such as Ipad and picnic tables. The Friends welcome new ideas, support and new members. We are also able to liaise with the St Vincent de Paul Society (SVP) of the Parish which works to support families who may, from time to time, be experiencing financial or other forms of hardship. Families are encouraged to contact the Headteacher (in confidence) if they feel they might benefit from contact with the SVP or if they feel the school could help in any other way. In addition to the above sources of support the school budget includes an element of funding under the category of 'Pupil Premium'.

Pupil Premium:-

This funding is used by the school to ensure full curriculum access and support for those pupils whose families may be experiencing financial hardship. The school allocation is based upon the number of children in receipt of Free School Meals during the financial year 2023/24 . This funding is used in a variety of ways including increasing Teaching Assistant allocation to deliver targeted support programmes, direct funding of residential and out of school trips, support for extra-curricular music tuition and emergency financial support for families. The impact of this support is measured by comparing pupil progress and performance of an identified group against that of the school population as a whole. Families receiving Free School Meals will be provided with financial support for all curriculum matters where a cost may be incurred e.g. trips, music tuition, after school clubs etc. Other families experiencing financial difficulties should approach the Headteacher, in confidence, as these funds may be available to support your child's education.

Information for Parents in Conclusion

We pride ourselves on our strong and effective partnerships with parents and look forward to working with you. Parents are encouraged to contact school in the event of any concerns or queries, however insignificant they may appear. The first point of contact is The Bursar, Mrs Long, in the school office, who will be able to direct you to the appropriate person. The email is bursar@ssmj.lancs.sch.uk. Whenever possible, an appointment will be made on the same day. Parents also have daily contact with teachers through various computer tools such as Dojo that the school uses. If you would like to contact the Headteacher directly please telephone the school and if the Headteacher is unavailable, an appointment will be made for you.

The school website www.ssmj.lancs.sch.uk is updated on a regular basis and is a good source of information. There is a year planner/calendar page with all the main events listed. There are weekly newsletters and these are sent home via teachers2parents. This ensures the newsletter arrives on your computer the minute it is sent out. For parents who have no internet access, hard copies can be sent with the children on request. Copies of the newsletters are also placed on the front entrance door.

Our School Twitter is also an excellent source of communication and a place where we share news. @ssmjclitheroe and you can follow our Facebook page at St Michael & St John's R.C. Primary School, Clitheroe

The school continually seeks the views of parents and pupils for example through questionnaires and the results of these are used to identify areas for future development. Ofsted also seek parental views on the school and you are encouraged to use the link below if you wish to express your views. <http://www.parentview.ofsted.gov.uk/>

Written reports are sent out termly with a final end of year report in July. Parents also have the opportunity to discuss their child's progress at two parental consultation evenings each year. The meetings usually take place in October and March. More frequent meetings are available for parents should they wish to speak with a member of staff about their child.

The school is inspected by Ofsted and by the Diocese of Salford. The latest Ofsted Report and Salford RE Report are available using the link on the school website. Hard copies are available from the school office.

Finally, I would like to thank you for choosing St Michael & St John's RC Primary School for your child. We look forward to working in partnership with you to provide the best possible education for your child. If you would like any additional information, please do not hesitate to contact us.

Mrs Zoe Mabbott
Headteacher