

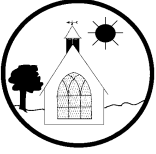


**St. Michael's Woolmer Green**  
**Church of England VA Primary School**

**Prospectus**

# CONTENTS

An Introduction to our School .....	3
Aims of the School.....	3
Achievements .....	4
Admissions.....	5
Child protection/Safeguarding children .....	4
Code of Behaviour.....	5
Collective Worship.....	5
Curriculum.....	6
Equal Access Arrangements.....	6
Extra-Curricular Activities and Sporting Aims.....	6
Friends of St. Michael's Woolmer Green.....	7
Gifted Children.....	7
Inclusion.....	7
Playtime Charter .....	7
Recent Developments.....	8
School Lunches & Healthy Eating .....	8
Special Educational Needs.....	8
The Role of the Church .....	9
The Role of the Governors .....	9
Application for Admission.....	10
Admissions Policy .....	12
Accessibility Plan .....	15



# St. Michael's Woolmer Green C of E Primary School

London Road, Woolmer Green, Herts, SG3 6JP

Tel: 01438 813267 Fax: 01438 815623 e-mail: [admin@woolmergreen.herts.sch.uk](mailto:admin@woolmergreen.herts.sch.uk)

Website: [www.woolmergreen.herts.sch.uk](http://www.woolmergreen.herts.sch.uk)

Headteacher: Mr Brendan Mallon



## Welcome to St Michael's Woolmer Green School

In joining us at St Michael's Woolmer Green your child will be part of a community which shares Christian values where everyone works together to create a happy and secure environment. It is our aim to care for the particular needs of each child to ensure that every opportunity is provided for all pupils to develop and reach their full potential.

We warmly welcome children of all faiths and cultures. We also invite applications from families outside our immediate area.

Ours is a caring school with caring adults who seek to develop positive relationships with our parents and children. Together, we can ensure that your child will benefit from an exciting and enriching education at St Michael's and will enjoy a happy and successful time here.

Parents who are considering a place for their child at St Michael's are warmly invited to visit the school. Please telephone for an appointment.

Mr Mallon  
Headteacher



## **An Introduction to our School**

Our school was established in 1859 and, from 1878 to 1900, the old building was used as a church as well as a school.

Our Year 6 class is sited in the original building alongside a pleasant library and computer suite. We are lucky to be surrounded by a large, tree-lined playing field and newly surfaced playground.



## **Aims of the School**

The aims of our school are those of a Church of England primary school.

We aim to:-

- maintain a happy and caring atmosphere in which all are valued, secure and motivated.
- provide each individual with an equal opportunity to develop fully and achieve the highest possible standards in all areas of school life
- create a stimulating, relevant and balanced curriculum which meets each pupil's learning needs and to prepare pupils for the opportunities, responsibilities and experiences of adult life
- raise the confidence and self-esteem necessary for responsible independent and collaborative learning
- foster spiritual, moral, social and cultural values which develop respect and care for oneself, other individuals, the community and the environment
- encourage open and questioning minds which will promote a life long love of learning by providing a curriculum which should develop enjoyment of, and commitment to, learning
- develop habits of self-discipline and acceptable behaviour
- encourage parents to play an active role in their child's education
- promote a feeling of ownership by all those concerned in the life of the school.

The Governors and staff recognise that these aims can best be achieved through a close partnership between home and school.



## **Achievements**

### **OFSTED**

"This is a good school. It has some outstanding features". "Standards are above average but there is no complacency in the school's drive to continually improve the quality of education provided and increase pupils' achievement. Personal development is excellent. Pupils enjoy school very much and attendance is good. Behaviour is exemplary and pupils are bursting with enthusiasm for learning in all aspects of the curriculum. Very good foundations are laid for their future learning and working lives. Care guidance and support are outstanding. Pupils say they feel safe and secure and that they have complete trust in their teachers. They demonstrate an extremely clear understanding of how to stay healthy, keep fit and eat sensibly".

St. Michael's Ofsted March 2007.

A full report is available from the school or from the following website [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

### **Artsmark Gold re-accreditation**

We were awarded Artsmark Gold in 2009 which puts us as one of the country's top providers of an all-round Arts education.

### **Hertfordshire Quality Standard**

After months of planning and hard work, our Foundation Stage team were awarded the Hertfordshire Quality Standard in 2005 for their outstanding provision for the under fives.

### **Healthy Schools Award**

We were awarded National Healthy Schools status in 2007 in recognition of our extensive programme to promote healthy eating and regular exercise.

## Admissions

Admission dates are as follows:

Date of fifth Birthday	Admission date	
1 <sup>st</sup> Sept. to 28 <sup>th</sup> Feb.	Autumn term	full time
1 <sup>st</sup> March to 31 <sup>st</sup> Aug.	Autumn term	mornings only with the option of full time
	Spring term	full time

St Michael's Woolmer Green seeks to serve the village community and it is hoped that all the children who live in the village and others who desire a place can be admitted. (See Admission Policy).

## Child Protection/Safeguarding children

The school works in partnership with parents to support children in every way possible. However, the Children Act 1989 places a clear responsibility on schools to ensure that they work together with other agencies to safeguard and promote the welfare of all children. As a result, if concerns are raised within the school, or if a child or parent reports a situation involving possible abuse, we would have to refer the matter to Social Services. This is in line with Government and Hertfordshire policy.

## Child Security

Our policy is to keep our children safe at all times. Child supervision is high, and unsupervised opportunities are very limited, particularly for younger children. No child stays after school without prior knowledge of the parents, and in most circumstances a permission slip is requested. Children are expected to return home directly after school unless specific arrangements have been made with parents. If the parent or collecting adult is not there, children should immediately return to their classroom and see their teacher. Pupils are encouraged to report observations or suspicious incidents to staff or parents.

## Code of Behaviour

This Code of Behaviour has been agreed by pupils and staff:

### St Michael's Woolmer Green School Code of Behaviour

At St Michael's Woolmer Green School we will treat one another in a fair and equal way and treat others in the way we wish to be treated.

At St Michael's Woolmer Green School we will listen to, and talk respectfully to, one another and always tell the truth.

At St Michael's Woolmer Green School we will value our own and others' work and achievements and always do our best.

At St Michael's Woolmer Green School we will look after all school and personal property.

At St Michael's Woolmer Green School we will move carefully and quietly around the building for the safety of ourselves and others.

**We are proud of our school**

The Behaviour Code is displayed in all classrooms and prominent places around the school.

## Collective Worship

We worship together on a daily basis in school and, from time to time, in St. Michael's church. This is important to us as a church school and it serves to join us as a community to pray, reflect and celebrate together. We share Christian values and teaching but respect other faiths too. Parents have the right to withdraw their children from our services if they wish.

## Curriculum

Our curriculum is based on the framework of the National Curriculum which sets out for your child an education which covers a broad range of subjects. We also plan for the Primary Strategy, and Curriculum Guidance for the Foundation Stage. All children study these core subjects:

English

Mathematics

Science

ICT

and the foundation subjects:

Design and Technology

History

Geography

Music

Art

Physical Education

Religious Education

French

## **Equal Access Arrangements**

1. All pupils are welcome to our school including those with disabilities.
2. We have a fully comprehensive equal opportunities policy in operation so that no child is treated less favourably than others.
3. Existing facilities to assist access to the school by pupils with disabilities are:
  - Parking for disabled
  - Portable ramp
  - Toilet for disabled
  - Dyslexia friendly environment
  - Differentiated curriculum
  - Staff well qualified to cater for all needs.
4. Our accessibility plan is in the appendix.
5. The Governing Body's policy on pupils with special educational needs is reviewed annually and fully implemented throughout the school and monitored by the Headteacher, SENCO and Designated Governor for Special Needs.

## **Extra Curricular Activities and Sporting Aims**

A variety of clubs are held in school, including:

- |                  |                        |
|------------------|------------------------|
| ▪ Football       | Athletics              |
| ▪ Speed Stacking | Choir & Christian Club |
| ▪ Singing        | Netball                |
| ▪ Zumba          | French                 |
| ▪ Art            | Cookery                |

Some of these clubs run throughout the year, others are seasonal.

Children in Year 6 have the opportunity to take part in cycling proficiency tests organised by a qualified instructor.

Children in Years 6 have the opportunity to take part in a school journey. This alternates between a camping venue and an adventure week. This involves a stay of two nights away from home.

All other sporting activities take place as a regular part of our PE curriculum. These include: Netball, Football, Athletics, Swimming, Dance.

## **Friends of St Michael's Woolmer Green School**

All members of the school community belong to the Friends' Association, which meets regularly to support the school in a variety of ways. Your active participation and new ideas for fund raising are most welcome. Enjoyable social events, such as the annual Christmas Bazaar, Summer Fete and discos for the children, have raised money which has enabled the school to increase its resources as well as develop specific areas of the curriculum.



## **Gifted (More Able) Children**

We assess our children at regular intervals and track their progress closely. From this we identify gifted and talented children in a wide range of areas. We then plan appropriate teaching and learning opportunities for them in order that they reach their full potential. Our Gifted and Talented Policy is available in the school office.

## **Inclusion**

Our teaching and facilities are adapted so all children, regardless of race or ability have equal access to a high quality provision.

## **Playtime Charter**

### **St Michael's Woolmer Green School Playtime Charter**

- ✓ Always be polite
- ✓ Play sensible games
- ✓ Be aware of other children
- ✓ No litter please - always use the bin
- ✓ No ball games before school
- ✓ Move sensibly around the quiet area and the gardens
- ✓ Stop when the whistle blows
- ✓ Walk to your lines sensibly and line up quietly
- ✓ Wipe your feet as you come into school

## **Recent Developments**

- ipads to aid observations in Reception year
- £30,000 new soft surface area to Playground
- Two new classrooms completed in October 2013

## **School Lunches and Healthy Eating**

Our school lunches are good! They are prepared in our own kitchen by Hertfordshire Catering staff, who take a great deal of pride in presenting a variety of well-cooked food in a pleasant environment. Our latest menus include a choice of salad and fresh fruit every day, freshly cooked vegetables and no overly processed products. They already exceed the Government's minimum requirements. Before your child starts school, you are invited to join us with your child for a school lunch.

Lunch money should be brought in a named envelope to school on Mondays, or can be paid for a term or half term in advance. Parents who consider their child is entitled to free school meals are asked to contact the school office, where the matter can be dealt with confidentially.

If you prefer, your child may bring a packed lunch. We provide water to drink. If you wish your child to bring an alternative lunch-time drink, it should not be fizzy nor in a glass container.

To change from school lunches to packed lunch requires two weeks' notice in writing.

We are also, officially, a Healthy Eating School. We operate a fruit and vegetable only snack policy and actively encourage drinking plenty of water throughout the day. Fresh fruit and vegetables are provided at morning break for Foundation Stage and Key Stage 1. Please provide your child with a water bottle, freshly filled each day.

### **Special Educational Needs**

Each child's progress is monitored and recorded regularly throughout the school. A member of staff co-ordinates the organisation of Special Educational Needs provision where appropriate. An individual programme may be devised to meet a particular child's needs if learning difficulties are being experienced and this will be discussed with parents. Our Special Educational Needs Policy is available from the office.

### **The Role of the Church**

Our school is Voluntary Aided and has close links with the village church of St Michael's, where we attend for a special children's service each term as well as Harvest and carol service. Everyone in the school community is encouraged to share the love, trust and sense of fellowship that being in a church school can bring, and to work in partnership to nurture the children according to Christian values. It is our aim that pupils will develop sensitivity and understanding when exploring not just their own beliefs but also those of others. We welcome children of all faiths.

### **The Role of the Governors**

There are 14 governors who take overall responsibility for the school and its organisation.



# St. Michael's Woolmer Green C of E Primary School

London Road, Woolmer Green, Herts, SG3 6JP  
Tel: 01438 813267 Fax: 01438 815623 e-mail: [admin@woolmergreen.herts.sch.uk](mailto:admin@woolmergreen.herts.sch.uk)  
Website: [www.woolmergreen.herts.sch.uk](http://www.woolmergreen.herts.sch.uk)  
Headteacher: Mr Brendan Mallon



## SUPPLEMENTARY INFORMATION FORM – 2015-16

Child's surname: \_\_\_\_\_ Forenames: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male/Female: \_\_\_\_\_

Address\*: \_\_\_\_\_ Postcode: \_\_\_\_\_

**\*The address given should be the child's permanent address at the time of application and not an accommodation address. Parents are required to provide a recent (within 3 months) utility bill. If a child regularly lives at more than one address Mon.-Fri, the address provided should be the address where the child spends the majority of their time. Both parent/carers must declare this individually in a letter sent with the application.**

Telephone no: \_\_\_\_\_ (home) (mobile): \_\_\_\_\_

Name of Parent/Carer: : \_\_\_\_\_

**(the term "parent" is defined in the Education Act 1944 and Children's Act 1989 as "a person who has parental responsibilities OR a person who has care of the child)**

Father/mother's address if different from above: \_\_\_\_\_

\_\_\_\_\_ Contact Telephone no: \_\_\_\_\_

Name and address of Nursery/pre-school/previous school attended: \_\_\_\_\_ Telephone no: \_\_\_\_\_

**Under which category are you applying for a place at St. Michael's Woolmer Green school (see Admissions Policy) (please tick):**

- Category 1: Children in the care of a Local Authority.
- Category 2: Siblings of children, already at the school at time of entry, living within that part of the Ecclesiastical Parish of Welwyn and Woolmer Green.
- Category 3: Children who, at the time of admission are living within that part of the area of the Ecclesiastical Parish of Welwyn and Woolmer Green.
- Category 4: Children who live outside the area as defined in Category 2, but who are siblings of children already at the school **at the time of entry**.
- Category 5: Children living outside the area as defined in Category 2 above whose parents/carers have, at the time of application, and for a period of six months previously attended public worship at a C of E church. (proof will be required).
- Category 6: Any other children.

Signed : \_\_\_\_\_ (parent) Date : \_\_\_\_\_

I attach an original utilities bill or will bring in person to the school office which will be dated within the last three months.

I understand that I may be asked to provide additional proof of residence.

Signature of parent/guardian/carers: \_\_\_\_\_

**OFFICE USE ONLY: Date received:** \_\_\_\_\_

**If you are applying under category 5, please complete this section and ask your parish priest or minister to sign it. Please return this to the school .**

**Supplementary Information Form for those claiming church attendance**

Parents and Clergy are asked to complete and sign this form to assist the governors in ensuring that those most qualified for admission under category 5 is properly considered. Please note that priority will be based on parent/carers links with the church and not just the child's membership.

The relevant criteria (in priority order for the offering of places) are as follows:

Category 5: Children living outside the area as defined in Category 2 above whose parents/carers have, at the time of application, and for a period of six months previously attended public worship at a C of E church. (proof will be required).

Name of child: \_\_\_\_\_

Name of parent/carers: \_\_\_\_\_

Child's permanent address: \_\_\_\_\_

Name of Church: \_\_\_\_\_

Address of church: \_\_\_\_\_

Name of Clergyman and position in Church: \_\_\_\_\_

I confirm that we have regularly worshipped at the above church as a family at least one in each calendar month for a minimum of 6 months.

Parent/guardian/carers signature: \_\_\_\_\_ Date: \_\_\_\_\_

I confirm that this family has regularly worshipped at this church at least once in each calendar month for a minimum of 6 months.

Clergy signature: \_\_\_\_\_ Date: \_\_\_\_\_



# St. Michael's Woolmer Green C of E Primary School

London Road, Woolmer Green, Herts, SG3 6JP

Tel: 01438 813267 Fax: 01438 815623 e-mail: [admin@woolmergreen.herts.sch.uk](mailto:admin@woolmergreen.herts.sch.uk)

Website: [www.woolmergreen.herts.sch.uk](http://www.woolmergreen.herts.sch.uk)

Headteacher: Mr Brendan Mallon



## ADMISSION POLICY 2015-16

St Michael's Woolmer Green is a Church of England Voluntary Aided Primary School within the Parish of Woolmer Green and Welwyn. The Governors will admit the planned admission number of up to 30 children to the reception class during each academic year.

The Local Authority or LA, (Hertfordshire County Council) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will coordinate the process on behalf of the school according to the scheme published each year. The governing body, as the admission authority, will allocate the available places in line with this policy.

The closing date for admission application forms to be received by the home Local Authority is **advertised by that Authority**. Information on completing the 'on line' application and notification dates of admission decisions are published in the LA admissions literature which is also available from their website.

All applications **must** be made on the **home** LA common application form. Parents/carers are requested to complete our supplementary information form (SIF) and return it to the school office by the date given above. If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the LA form only, which may result in your application being given a lower priority.

The school provides for the admission of all successful applicants who have reached their 4<sup>th</sup> birthday by the beginning of September 2014. However please note the following:

- a. Parents offered a place may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age. All children must join the school in the Reception year or a new application will need to be made for a Year 1 place
- b. Parents can request part time attendance until the child reaches compulsory school age.

### How Places Will Be Allocated

Children who have a Statement of Special Educational Needs and children with an EHC (Education, Health and Care) Plan which names the school will be admitted to the school.

In the event of there being more applicants than there are places available, the Governors will apply the following criteria in the priority order of categories as listed:

- |                   |   |
|-------------------|---|
| <b>Category 1</b> | "All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, residence or special guardianship order (see definitions)"  |
| <b>Category 2</b> | Siblings of children, already at the school at the time of admission, living within that part of the area of the Ecclesiastical Parish of Welwyn and Woolmer Green hatched in red as shown on the plan display in the school and on the school website. (See Sibling definition overleaf).  |
| <b>Category 3</b> | Children who at the time of admission are living within that part of the area of the Ecclesiastical Parish of Welwyn and Woolmer Green hatched in red as shown on the plan which is on display at the school and the school website.  |
| <b>Category 4</b> | Children who live outside the area as defined in Category 2, but who are siblings of children already at the school at the time of admission.   |
| <b>Category 5</b> | Children living outside the area as defined in Category 2 above, whose parents/guardians have, at the time of application, and for a period of six months previously, attended public worship at a Church of England church at least once a calendar month. Applicants in this category are required to provide written evidence from their parish priest or minister on the SIF form (Clergy section). |
| <b>Category 6</b> | Any other children.   |

### **Looked After Children**

The Childrens Act 1989 defines a child who is 'looked after' as a child or young person who accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

### **Sibling**

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of the application and be likely to remain in the school at the proposed date of admission.

### **Tie Break**

Where the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the tie-break will be **distance from the school**, measured using the computerized mapping system operated by the LA as described in their admissions booklet and website. The distance will be measured from the address point of the pupil's home to the address point of the school.

**Twins & multiple births:** Every effort will be made to accommodate twins and other "multiple birth" applications.

### **Admissions Procedure**

You will be advised of the outcome of your application initially by a letter from the LA on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you may ask us for the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

### **Appeals**

Hertfordshire parents wishing to appeal who applied online should log on to their online application and click on the link "register an appeal". If you did not apply using Hertfordshire's online application system please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack. For In Year applications – parents wishing to appeal should contact the school directly in the first instance.

### **Continuing interest (waiting) list and 'in-year' applications**

In the event of more applications than available places the governors will maintain a continuing interest list (waiting list). These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered to the child that best meets the published admission rules. **All 'in year' applications are managed by the school, and to who in year applications should be made, but a SIF is still requested.**

**The school will review the in-year waiting list at the end of each academic year. Parents are requested to inform the school if they wish their child's name to be removed.**

© "Crown copyright and database rights 2014 Ordnance Survey 100019606. You are not permitted to copy, sub-licence, distribute or sell any of this data to third parties in any form".

## St. Michael's Woolmer Green Accessibility Plan 2013-18

To improve accessibility for all children, their parents and visitors to St. Michael's Woolmer Green School					
Objective	Strategies	Resources Costs	Evaluation	Success Criteria	Target date
<b>Short term</b>					
To provide visitors with access to the school.	<ul style="list-style-type: none"> <li>▪ To provide access as appropriate.</li> </ul>		User comments	Access for all Redwood's classroom	Sept. 2013
The School works hard to ensure that provision for a disabled pupil is appropriate to their needs. We strive to ensure they are not treated less favourably than others.	<p>As necessary:</p> <ul style="list-style-type: none"> <li>▪ To take advice from advisory teachers and specialists re. specialist equipment needed e.g. Concept keyboards, hearing loops, tables, writing equipment, in order to meet the need of individual children</li> <li>▪ Provide an Accessibility Plan to meet the individual needs of the pupil</li> <li>▪ Provide teaching assistant support as appropriate</li> <li>▪ Training of CTs and TAs to be accessed depending on disability of child</li> </ul>		Adaptations made and in place	Aims met	
<b>Medium term</b>					
School plans improve access to designated areas over successive financial years The school decides which of its entrances and exits have priority and plans to fit ramps and handrails to all of these	<p>Add ramps and hand rails to</p> <ul style="list-style-type: none"> <li>▪ External steps by hall</li> </ul>		Effective use by pupils parents and visitors	Progressive planned improvements to the physical environment of the school	2018