



## HORTON ST. MICHAEL'S CE FIRST SCHOOL AND NURSERY

Headteacher: Mrs Lesley Montgomery

### INTRODUCTION TO SCHOOL & NURSERY

Welcome to Horton St. Michael's CE First School and Nursery. We hope you find the following information useful; please visit our school website for lots more .... [www.hortonstmichaels.co.uk](http://www.hortonstmichaels.co.uk).

#### Timings (School)

Arrival: from 8.35am  
Registration: 8.45am  
Morning Break: 10.25-10.50am  
Lunchtime: 12.00noon-1.00pm  
Afternoon Break: 2.00-2.15pm  
Closing Time: 3.10pm

#### Timings/Sessions (Nursery)

Whole day: 8.45am-3.10pm  
Morning session: 8.45am-11.45am  
Morning top-up: 11.45am-12.45pm  
Afternoon top-up: 12.00noon-12.40pm  
Afternoon session: 12.40pm-3.10pm

#### Classes

We have 4 classes: Catkins (nursery children aged 3+); Hazel (Reception Year children); Sycamore (Years 1 and 2); and Maple (Years 3 and 4). Details of our staffing can be found on the attached sheet.

#### The Governing Body

Our Chair of Governors is Helen Stead; we have several parents who are Governors: Ian Gardner, Annette Pass, Juliet Thomson, Alison Ward-Banner and Jemma Wentworth. The full committee meets every school term, as do the sub-committees for Teaching & Learning and Resources.

#### The Friends (Parents' Association)

We are very fortunate to have a hugely successful Parents' Association who organise many fund-raising events throughout the year. Thanks to the efforts of parents/carers, we are able to provide the children with extra resources and equipment, activities and part-funding of school trips. All parents/carers are welcome to join in.

#### School Office

The School Office/Admin team is made up of Denice Stocking (Clerical Assistant), Suzanne Pointon (School Secretary) and Angela Woodward (Finance & Support Officer) who aim to provide a professional and friendly service to parents, staff, governors and children.

#### Kipling Breakfast Club & After School Club (for children age 4+)

Breakfast Club is available from 8.00-8.35am and the After School Club runs every day from 3.10-5.05pm. There are two sessions: session 1 - 3.10-4.10pm and session 2 - 4.10-5.05pm. More information about the booking process and pricing is available from the school office.

#### "LearningBook" Assessment Tool for EYFS

Our Early Years team use an online system called LearningBook to record videos, photos and statements surrounding your child's learning journey. The great news is that you too can access your child's LearningBook from home and add comments.

### School Uniform

Full details of our uniform can be found on our website. **GoGo Designs**, based in Leek, is our uniform provider.  
Address: 12-14 St. Edward's Street, Leek ST13 5DS  
Telephone number: 01538 381781  
Email: sales@gogodesigns.co.uk

### School Meals

Our school meals are freshly prepared and cooked on the premises by Paula Hayes, our Cook. A two-course meal and drink costs £2.30. Meals are chosen and ordered online through our Catering Partner "Fresh Start Catering". Hot buttered toast is available at morning break.

### National Milk Scheme

Children in nursery and Reception Year are eligible for a free cup of milk on a daily basis up to the age of 5.

### National Fruit Scheme

Children in Reception and Years 1 and 2 are entitled to a free portion of fruit every day.

### School-Home Communications

We make every effort to communicate with parents/carers effectively and at appropriate times and do so face to face, by telephone, in writing, by email or text message depending on the nature of the message. School news and key dates are communicated through termly newsletters and updates. Our website is another way of keeping up-to-date with what's happening in school and nursery, the address is: [www.hortonstmichaels.co.uk](http://www.hortonstmichaels.co.uk). The "events" section of the website is kept up-to-date with what's going on. We also ask parents/carers to check their child's school bag everyday for information.

### Payments to School

With the exception of tuck shop payments, we are a **cashless** school and use an online payment service called **ParentPay** to collect and manage payments for items such as school trips and other fees. The system also allows parents the opportunity to give consent and to send messages back to school, if required. It is very user friendly (and secure) and the feedback from parents has been extremely positive.

### Pupil Premium Funding

Even though every child in Reception, Years 1 and 2 will receive free school meals through the Universal Infant Free School Meal scheme, certain children may be entitled to **additional funding** if parents/carers are in receipt of certain State Benefits. Pupil Premium funding in our school is spent on providing small teaching groups, extra resources, as well as supporting children through free school trips including the Year 4 residential, violin lessons, one After School Club (excluding Kipling Club) per week and morning snack. For more information visit: [www.staffordshire.gov.uk/freeschoolmeals](http://www.staffordshire.gov.uk/freeschoolmeals)

### Walking Bus

Fancy a healthy journey to school?!! Our Walking Bus operates on Wednesday and Thursday mornings (based on the season and demand), meeting at The Hotel Rudyard car park in time to leave at 8.15am prompt and making its way to school in time for registration. More information from the School Office.

### School Nurse & Health

During the course of the year, the School Nurse team come into school to do routine health screening. If parents/carers have any concerns about their child's health, we can help by starting a referral process. The Flu Vaccination Team also visit school in Autumn Term to administer the flu vaccine nasal spray to children (with parental consent of course).

### School Photography

Local photographer, John Taylor, comes into school twice a year to take photos of the children. The first time is in early Autumn Term for individual portrait photos—great for Christmas gifts; the second time is during Summer Term to do whole school, class and group photos. These are available to buy at competitive prices.

### Other Things Your Child Can Look Forward To

- ☺ A home visit from staff prior to starting (for nursery and reception)
- ☺ A variety of school trips (past trips have included Chester Zoo, Chatsworth, Peak Wildlife Park, Buxton Opera House, Leek Town FC)
  - ☺ Forest School and outdoor learning
  - ☺ Recreational after school clubs (age specific)
  - ☺ House activities, eg sports day
- ☺ Celebrations eg Harvest, Remembrance, Christmas, Easter
  - ☺ Dress Down Days
- ☺ Fund-raising events (for parents/carers too!)

