

St Michael's RC Primary School Early Years Foundation Stage 2025 - 2026

Ribble Drive
Whitefield
Manchester
M45 8NJ

Telephone: 0161 766 6628

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: @michael_primary



MISSION STATEMENT

'Holding God's hand, we nurture hearts, minds and spirits.'

Welcome to St Michael's

St Michael's staff promote a strong Catholic identity where everyone is valued and encouraged to grow into well-educated, caring, confident and active members of society. We are a school that pride ourselves on working in partnership creating a strong and cohesive community, where everybody loves and looks after each other in our secure, safe, and happy school.

As well as giving our pupils a firm grounding in the Catholic faith, we ensure that we deliver a broad, stimulating, balanced and exciting curriculum which challenges every single child. We aim to ensure that the St Michael's curriculum is bespoke to meet the needs of our children, providing knowledge and understanding first at a local level, expanding to national and global perspectives. Our delivery and teaching approaches match the children's individual needs.

At St Michael's, we are proud of our breadth of learning, our environments in and out of the classroom, our friendly purposeful learning atmosphere and the extracurricular provision made available to our pupils.

We expect the highest standards from our pupils in all aspects of school life – in their attitudes to learning and in their behaviour.

We try to encourage at all times an active partnership with parents, pupils, governors and parish to help ensure the best possible education for each one of our pupils. Unlocking potential for each child is our goal, to enable children to dream, believe and achieve their hopes for the future.

We are aware that in choosing to send your child to St Michael's you are making an act of trust. We set out to ensure that every child entrusted to our care is made welcome and that their time here is happy and successful.



This brochure in addition to our school website, www.stmichaels.stoccat.org.uk has been put together to provide you with information about the life and work of our school. If you require a paper copy of any documentation contained on the website, please contact the school office and we will be happy to provide them.

Should you have any further questions, please do not hesitate to contact me. We are always delighted and proud to welcome visitors to St Michael's and would be more than happy for you to visit and see for yourself what a lovely vibrant school we have! So welcome to St Michael's and I look forward to meeting you soon.

Yours sincerely
Mrs T Grogan
Headteacher

Early Years Foundation Stage

In our Setting, children work in a happy secure atmosphere where they feel valued and receive a curriculum that recognises God's wonderful world and makes his love known and felt.

The curriculum is delivered through the Early Years Foundation Stage Framework which is the regulatory and quality framework for the provision of learning, development, and care of children from birth to five. It is a play-based curriculum where children access learning through play in our indoor and outdoor environment.

The EYFS recognises every child deserves the best possible start in life and the support to fulfil their potential. We do this through the four distinct, but complimentary themes as laid out in the EYFS.

- A unique child
- Positive relationships
- Enabling environments
- Learning and development



It is through play the children will develop intellectually, creatively, physically, socially, and emotionally.

At St Michael's we recognise that through play children will:

- Explore the world around them
- Practise and build up ideas/skills
- Learn to understand the need for rules
- Take risks and make mistakes
- Think creatively and imaginatively
- Learn to communicate with others and investigate and solve problems.

Progress is measured in smaller steps known as the Early Learning Goals. These cover seven areas of learning:

- Personal, Social, Emotional Development (PSED) - developing relationships, self-confidence, self-awareness and managing feelings and behaviour.
- Communication and Language - developing speaking, listening, and understanding skills.
- Physical Development – moving and handling skills, health and self-care
- Literacy – developing reading and early writing skills.
- Maths – developing numbers, shape, space, and measures.
- Understand the World – people, communities, the world, and technology.
- Expressive Art & Design – using media, materials, and imagination.

Our ongoing assessment is an integral part of the learning and development processes. We do this using an online learning journey called 'Seesaw'. This system records photos, observations and comments in line with the Early Years Foundation Stage curriculum. This enables us to build up a record to help assess your child's progress and each child's learning and achievements during their time with us.

Seesaw offers a window into your child's learning and development as you join their journey through their Early Years education. You can comment on any observations too. We also encourage you to contribute information and evidence of your child too by uploading photos, videos and comments of their learning development and experiences from home.



DfE rules from September 2013 state that parents do not have any entitlement to take their child on holiday during term time once they reach statutory age. Any application for leave must be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave. No request for absence will be granted during national test week. Please see the school website for our attendance policy.

Nursery Children Only

Please inform us in writing of any term-time holidays. Please note that fees will still be payable.

The School Day

Doors Open at 8.45am

Nursery and Reception 8.45am – 3.15pm

Lunchtime Nursery 11.30 – 12.15

Lunchtime Reception 11.30- 12.30

School Uniform

Children are required to wear school uniform and the co-operation of parents is sought in maintaining high standards of dress.

It is of great help if all items of clothing are clearly marked with your child's name.

Nursery Uniform

White polo shirt

Navy blue round necked sweatshirt or cardigan (St Michael's emblem jumpers are available from stockists, Monkhouse or PT's in Bury or PT's in Radcliffe).

Charcoal Grey school trousers/skirt/pinafore

Sensible black shoes (not boots or trainers – no laces or buckles Velcro is best)

Wellies to be kept in School

Spare clothes – to be kept on your child's peg

Reception Uniform

White polo shirt



Navy blue round necked sweatshirt or cardigan (St Michael's emblem jumpers are available from stockists, Monkhouse or PT's in Bury or PT's in Radcliffe).

Charcoal Grey school trousers/skirt/pinafore

Sensible black shoes (not boots or trainers – no laces or buckles Velcro is best)

Wellies to be kept in School

Spare clothes – to be kept on your child's peg

PE Uniform

Both Nursery and Reception may come into school in their PE kits. Black shorts/black leggings that are plain (no logos or brands) a white polo shirt, and a black cardigan.

Jewellery

No earrings are to be worn, this is for the purposes of your child's health and safety.

Religious Education

The school is a Roman Catholic school conducted in accordance with the rites, practice, and observance of the Roman Catholic Faith.

It is expected that children admitted to the school will take a full and active part in the religious life of the school and its parish community. Parents who wish to withdraw their children from religious instruction and worship, in accordance with Section 25 of the Education Act 1944, must make arrangements with the school's governing body.

The children are supported by the school throughout their preparation to receive the sacraments, in the Parish Sacramental programme.

Toothbrushing

In Nursery and Reception, we are part of Bury Toothbrushing scheme.

Special Educational Needs

At St Michael's we recognise that each child is an individual and has the right to a broad, balanced, and differentiated curriculum. Provision is made, as far as possible within the



school for children with special educational needs (SEN), whether academic, physical, or emotional. At St Michael's we endeavour to:

- identify and assess children with SEN as soon as possible
- plan for and provide appropriate support for identified children, liaising with parents and outside agencies where applicable
- monitor, record and evaluate the individual child's progress on a continuous basis

Mrs Birkett-Rothwell is the school Special Educational Needs Co-ordinator. The school has close contact with Bury's SEN services and the school educational psychologist. Contact Mrs Birkett-Rothwell by email on: SENCO.stmichaels@bury.gov.uk

Home-School Partnership - We believe that the partnership between home and school is very important. Parents are encouraged to keep in touch with what their child is doing at school. As parents, you can help your child by talking with and listening to them, by reading with them and by generally being enthusiastic about what they are doing at school.

There will be an opportunity for you to look at your child's work and discuss your child's progress with their teacher during the School Year. Parents will also receive a written report at the end of each school year. If you do have any concerns, no matter how small, please make an appointment to see the class teacher out of school hours.

We are a cashless school and any payments made to school are through our Trust bank account. Please speak with the school office if you require assistance. Please ensure your mobile telephone numbers and email addresses are correct and up to date as we use these as our main forms of communication. Please follow us on Twitter @michael_primary We tweet regularly, and you can keep an eye on what we have been doing in class.

Out of School Care - From Reception age onwards (Not applicable to Nursery)



The school operates very successful breakfast and after school clubs. Places at both clubs need to be booked and paid for in advance in advance by phoning school. Details are available from the school office.

Child Protection and Safeguarding

As a school the welfare and safety of all our children is paramount. Parents should therefore be aware, that when it appears to a member of the school staff, that a child may be being abused, the school **MUST** report the matter to Bury Authority **IMMEDIATELY**. This is a requirement and is not a matter for the discretion of the Head Teacher or members of the school staff.

Details of the school's child protection procedures can be found in the school's child protection policy. This can be found on the school website.

Charging or Remission Policy

Parents may be asked to provide a voluntary contribution to help meet the cost of class visits or outings, theatre groups and other activities. Pupils will not be excluded from these activities if no contribution is received but, in the event of not receiving adequate contributions, such events as identified above may have to be cancelled.

General Information

Mornings



Nursery and Reception classes meet at the EYFS Entrance, walking through the open gate into the Early Years outdoor area, the gate is located at the end of garden. The Gate opens 8:45-8:55 and School finishes at 3:15-grown-ups to wait in garden. Children will be sent out safely.*Please be patient, this may take a while.



Children can enter their classrooms from 8.45am.

Snack time



In our Early Years department, the children have access to snacks throughout the day. We will provide a healthy snack e.g: fruit/breadsticks and milk. The children can help themselves at any point of the day.

You can sign up to Cool Milk to order in advance for your child.

Under 5-Year-olds are entitled to free school milk but you still need to order this through Cool Milk.

Lunch Time

Nursery

Children who attend a full day session in our Nursery will need to bring a packed lunch, clearly marked with their name. We are a **NUT FREE SCHOOL** and have children with severe nut allergies – please do not send in any snacks that contain nuts e.g. Nutella, Snickers, pesto etc.

Reception

All Reception children are entitled to a free school lunch.

If your child is having a school dinner, please ensure you inform us if they have any allergies. It would be helpful if they could practise using a knife and fork at home.

If your child is having a packed lunch, they will need a labelled lunch box, which will be kept in the classroom until lunchtime.

Your children will be supported by Early Years staff throughout dinner times.

What Your Child Needs for School

- Wellies – to remain in school- we will play out in all weathers
- Waterproof coat with hood- to be left in school
- A spare set of clothes in case of accidents



- School Reading Folder –provided by school.
- Sunhat and sun cream in warm/hot weather
- Hats and gloves in cold weather

**Please ensure all items of clothing are labelled with your child's name*

Home Time

To ensure the safety of your child at home time, we ask Parents and carers to inform members of staff if anyone, other than themselves, is collecting your child. If we do not recognise the person or have not been informed, we will ring you for confirmation. No child will be released to **anyone under 16**, regardless of whether we know them or not, unless a written agreement has been put in place.

The children will be waiting on the carpet and their name will be called when a member of the Early Years Team recognises their parent. We ask for your patience at this time as we safely send the children out of school.

Reception and Nursery

Our school gates will be opened at 3.10pm for parents/carers. Please wait at the Reception or Nursery fence. The children will be dismissed one at a time to a named adult at 3:15pm.

Please try and be prompt when collecting your child, as children often get distressed when their friends are collected, and they are left. If you are going to be late, please inform the school office as soon as possible.

Absence

Please telephone the school office (0161 766 6628) as soon as the morning session commences if your child will be absent due to illness. You can inform us in writing, email, phone. We ask for medical evidence if your child has attended an appointment. If no contact is made by 9.15am then the school office will telephone you.

In the event of vomiting or diarrhoea your child should be kept off school for 48 hours after the last episode in line with the Health Protection Agency. Please inform us if your child has an infectious disease so that appropriate action can be taken. **Please note for Nursery children that fees will still be applicable.**



If your child must attend an appointment during school time, you will need to send a letter into school giving the reason for the appointment. Wherever possible, please arrange non-urgent appointments out of school hours.

Dietary Needs/Medical Information

Please inform us, and keep us updated, regarding any allergies or special dietary/medical requirements. If your child requires an inhaler, please order an extra one for school use.

Should your child need medication throughout the school day, please take it to the school office where you will need to sign a form. Please note we can only **administer prescribed** medication and only if it is required to be given 4 times a day.

General Administration

Remember to inform us of any change in address, telephone number, medical information, or emergency telephone numbers.

Car parking

The area around school is very congested. We ask that parents park a short distance from school and walk the rest of the way. The Church car park is ideal and is a lot less stressful than trying to park at school. Please consider the safety of the children if you drive or park on the streets around school and respect the residents' right to access their property.

Preparing for School

Please encourage your child to become as independent as possible in these last few months before September as this will help the settling in process.

Ways in which to prepare your child:-

**Please note, if your child cannot do all of the following, please do not worry, just let us know.*

- Going to the toilet, wiping themselves, flushing the toilet and washing/drying their hands independently
- Putting coats on and taking them off – fastening zips and buttons
- Recognising their own name



- Singing Nursery Rhymes
- Rhyming words
- Reading/sharing books and discussing characters/setting/main events
- Cutting skills
- Capital Letters only at start of name
- Encourage your child to walk into school
- Please talk about school in a positive way
- Practise holding pens/pencils/crayons when mark-making
- Taking turns when playing a game or with toys
- Being able to use language to communicate their needs



Final thoughts

The Early Years Foundation Stage is a play-based curriculum. The children learn through play in both our indoor and outdoor environment. They will also access focused adult sessions and group activities.

The children will have lots of opportunities to learn, play and celebrate their learning throughout the year.

If you have any questions about anything, please do not hesitate to ask any member of the Early Years Team or the school office.

We look forward to meeting you in September.

The Early Years Team



MEET THE GOVERNORS

The Governors of St Michael's believe that the nature of a Catholic school is distinctive. They wish to witness in our school:

- a. a sense of God's love as real
- b. recognition of the Gospel values
- c. a sense of love and duty for our neighbour
- d. a desire to worship within the community
- e. a desire to promote and develop a sense of community

The school governing body meet at least once a term and, working closely with the Headteacher, monitor the work of and make decisions about the school. These decisions include how the school budget is spent and the appointment of staff.

Governors	
Role	Name
Chair	Mrs C. Pritchard
Foundation Governor	Canon Steven Parkinson
	Mrs J. Greene
	Mr D. Burns
Parent Governors	Mrs R. Moran





St Michael's
Roman Catholic Primary School

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	Mrs E. Delves
Staff Governor	Miss C. Grundy



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