Welcome to Micklem Primary School

Prospectus – 2026 / 2027

Contents

	Page
Welcome to Micklem Primary School	**3**
Micklem School Aims	**4**
About Us – Teaching Staff	**5**
About Us – Support Staff	**6**
About Us – Governors	**7**
Micklem School and the Community **Building and Facilities** **Micklem Parents / carers**	**8**
Extra-Curricular Activities **Admission to Micklem School** **Communication / Visiting Arrangements**	**9**
School Organisation **Daily Routine** **School Discipline**	**10**
Holidays **Safeguarding** **Equal opportunities**	**11**
School Curriculum **Special Educational Needs**	**12**
School Uniform **Hair** **Jewellery**	**13**
Games and PE	**14**
School Meals **Milk**	**14**
General Welfare	**15**
Money into School **Governors Policy on Charging** **Governors Policy on Sex Education**	**16**
Parents / carers – Access to Documents **Curriculum Complaints Procedure** **Other Useful Addresses / Telephone Numbers**	**17**

Welcome to Micklem Primary School

Boxted Road
Hemel Hempstead
Hertfordshire
HP1 2QH

Telephone: 01442 408964
www.micklem.herts.sch.uk

This brochure will provide you with some information about Micklem Primary School and what we offer you and your children.

We look forward to developing a happy and successful partnership between yourselves and our school over the coming years. We will encourage you to participate fully in the education of your child, enabling him / her to gain maximum benefit from their time at Micklem.

The information contained in this brochure is accurate at the time of printing, but you are advised to contact the school if there is something you would like to discuss further.

Kalpna Shah
Chair of Governors

Joshua Swift
Head Teacher

Micklem School Aims

- To provide a secure, stimulating, caring and happy learning environment for all

- To encourage all to achieve their potential

- To give each child a solid foundation through a sound value system, and to encourage participation in all aspects of school life

- To develop a partnership with parents / carers, and good relationships with the local community

- To promote tolerance and respect for each other, valuing and supporting the endeavours of each other

- To effectively resource and implement the National Curriculum through a broad and balanced curriculum

- To acquire learning skills and an understanding of how to learn. To create situations that will encourage children to work collaboratively, co-operatively as well as independently

About Us - Teaching Staff

Head Teacher	**Joshua Swift**
Deputy Head Teacher	**Danielle Noble**
Assistant Head Teacher	**Geraldine Sentance**
Special Needs Co-Ordinator	**Kelly Palmer** +
Nursery	Zoe Mackie +
Reception	Jennifer McParland
Year 1	Paula Stokley +
Year 2	Laura Lopez
Year 3	Charlie Frost
Year 4	Jasmine Durrant
Year 5	Geraldine Sentance
Year 6	Erin Walker
Pupil Premium Teacher	Danielle Noble
Non-Qualified Teacher	Megan Szymkiewicz Lisa Fahy
SEND Teacher	Claire Hammond

About Us - Support Staff

Office Manager Administration Assistant	Susan Willington + Jo Moriarty +
Early Years Practitioners	Lucy O'Shea Laurence Lopez + Shelley Roberts Melissa Haynes
HLTA	Allison Potts
Teaching Assistants	Debby Harvey Emily Swinbank Susan Downes Alison Waterton Katie Miles Tina Hesketh Maria Fazli Justine Batchelor Laura Williams Sarah Varney Lara Howlett
SEND Learning Support Assistants	Danielle Downes Abbie Birtchnell Steph Johnson Jo Hill
Mid-day Supervisors	Leigh Furniss Claire Watson Lara Howlett Debby Harvey Emily Gibson
Pastoral Team	Kim Evans + Jessica Gilden +
Breakfast Club	Claire Watson Susan Downes Debby Harvey
After School Club	Kim Evans Megan Szymkiewicz

	Emily Swinbank Debby Harvey Susan Downes Amy Willington
School Cook Kitchen Staff	Abbey Preston Lisa McClean
Site Manager	Eric Hull
School Cleaners	Leigh Furniss Cherry Huang
Peripatetic Teachers	Callaine Edghill / Leigh Miller
School Counsellor	Safe space

About Us - Governors

Chair	**Kalpna Shah**
Parent Governors	Christopher Wales Rupert Cavenagh-Mainwaring Suzanne Carter Debbie Hazlehurst Toby Gilden Adam Beer
Staff Governors	Joshua Swift Kim Evans Danielle Noble
Governors	Dee Norman

+First Aid Trained

Micklem School and the Community

The school has strong links with the local community in order to enhance the education of the children. We regularly visit local places of Worship. Children benefit from opportunities to visit the River Gade, Boxmoor Trust and the local parks and shops. Members of the local community contribute to the school at several levels from community policing to the local shops.

We use our local area as a valuable learning resource. Part of our ethos is to contribute to our local and wider community. We do this through our charity work. We are working towards improving our sustainability – for example

- we have reduced the use of single use plastic
- We support and encourage our children to walk and cycle to school as part of our school travel plan
- All children in KS1 and Early Years receive free fruit
- Every child in the school starts their day with a 'Magic Breakfast' which consists of toast or bagels

Building and Facilities

The school is a well-established County Primary School, accepting children from the term after they turn three and set in extensive grounds. We have a spacious two-storey building with seven large classrooms all including their own cloakrooms. The school also has two mobile classrooms, one of which is our school nursery.

The school is situated close by to local shops and is set in an established residential area. Many of the parents / carers attended Micklem themselves, so there is a strong sense of community. Children enter Nursery in the term after they turn three. Children enter Reception in the autumn of the academic year in which they are five and leave for secondary school when their eleventh birthday falls on or before 31 August. Children progress through the school as a single year group. The school has approximately 230 pupils on the school roll.

Several clubs and societies hire our hall, but should you be looking for a venue to host an event, please contact the school office.

Micklem Parents / carers

Parents / carers support our school in a number of ways. Invaluable help is appreciated within the classrooms, educational visits and participating in PTA events.

The PTA actively fund raises throughout the school year holding a variety of events to interest all, which benefit your children directly. Parents / carers are actively encouraged to get involved as much as they are able to. **All** parents / carers are automatically members of the PTA.

Extra-Curricular Activities

There are several lunchtime and after school clubs run by the school staff. These change termly but have in the past included netball, football, art club, cookery, movie club, rugby, cricket, football, dance, multi sports, and Makaton. Our Art Club have previously gone on a trip to The National Gallery in London and our Makaton and Dance clubs have performed at our Summer Fayre.

Breakfast Club

Breakfast club runs every morning from 7:30am.

For further information on breakfast club please go to our website or speak to the school office.

After School Club

After School club runs every day from 3:15pm until 6.00pm.

For further information on after school club please go to our website or speak to the school office.

Admission to Micklem School

Admissions to Micklem School are currently allocated by Children's Services. Information is issued by County Hall automatically to parents / carers. Parents / carers with children of Reception class age will need to apply online at www.hertfordshire.gov.uk and children are admitted in September. Nursery applications can be made directly with the school.

Communication / Visiting Arrangements

We actively encourage parents / carers of prospective pupils to visit the school but ask you to make an appointment. Parents / carers of pupils are welcome to discuss any queries or concerns with the Class Teacher or Head Teacher. There are also termly Guardian Consultation evenings, which you are encouraged to attend. A written report on your child's progress is sent out annually from the end of the foundation stage and every year thereafter.

Micklem School always strives to have open channels of communication with our parents / carers through a variety of means – these include –

- School newsletter
- Class letters
- Open classroom sessions
- Website
- Availability of teaching staff on the playground before school
- Facebook
- X
- Emails
- Arbor

Unless requested all our communication is electronic rather than paper based.

The Daily Routine

- For Nursery children only, the school day begins at 9.00am and ends at 12pm. For those children attending 30 hours, the school day ends at 3.00pm.

- For Reception to Year 6, the school day begins at 8:55am and all the children are expected to be in school, suitably equipped and ready to learn by this time. The school day ends at 3:15pm.

- The side gate is open at 7.30am for Breakfast club.

- The main gate is opened at 8.45am for children to come into school.

- In the event of a child's absence, parents / carers are asked to contact the school between 8:00am and 8:55am informing us of the reason. It is essential that parents / carers inform the school of the reason for any absence or lateness. This has to be recorded in the class register, which is a legal document, subject to scrutiny.

- Children arriving late, after registration is completed, will be logged as an 'unauthorised absence'.

- Parents / carers are informed of the number of unauthorised absences (absence without an appropriate reason) at the end of each academic year.

- Jewellery such as earrings, rings and necklaces are **dangerous** and should **not** be worn at school. The school cannot be held responsible for watches, jewellery or any other valuable items belonging to your child. If earrings are worn they must be studs which the children can remove themselves. Smart watches are not permitted.

- Children in KS2 may bring fruit if they wish to do so, for morning break. Infant children will have fruit provided. Children are **not** allowed to have crisps, chocolates or sweets. Please also ensure that due to allergies, children are not to bring anything in which contains nuts.

- Children are allowed water in a plastic container in class. Please ensure these are clearly named. Juice and fizzy drinks are not permitted.

- Children will not be allowed to leave the premises except at the end of the school session unless we have prior permission from their parent/carer to do so. Children should be collected by their parents / carers or responsible person and signed out.

- Mobile phones are not allowed except for children who have permission to walk home alone. They must be switched off and handed to the class teacher at the start of the day and will be returned at the end of the day.

School Discipline

The school aims to run a caring and orderly community where children are able to develop socially as well as academically. The school seeks to develop self-discipline in the children by encouraging their willing co-operation. The Class Teacher generally deals with minor discipline problems. If problems are persistent or more serious they will be dealt with by the Head Teacher often in consultation with the parents / carers. The school has a behaviour policy, which aims to encourage and foster good behaviour and is based on the Therapeutic Thinking Hertfordshire Steps approach. Each parent is given a copy of the

Home School Agreement which they and their child are asked to sign and return to school. This will enable us to work together for your child's benefit.

Holidays

School attendance regulations require that holidays should be taken during the school holidays. To help parents / carers in arranging holidays a list of school term dates are available on the school website.

Changes to legislation makes it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers no longer have the discretion to allow up to 10 days in a school year for a family holiday or to agree to extended leave for parents to visit their country of origin.

If there are exceptional circumstances behind your request you should discuss these with the Head Teacher. If your child is absent from school because of holiday which has not been agreed, this will be classified as an unauthorised absence and you may be fined or legal action taken against you. By taking family holidays during the designated holiday periods, you will be supporting your child's full school attendance, learning and development.

Safeguarding

The school takes the issue of child protection very seriously and rigorous procedures are put in place prior to any staffing appointments being made. All members of staff, together with volunteers, undergo full Disclosure Barring Service checks before working with children.

The school works in partnership with parents to protect and support children. However, the Children's 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 a child or parent reports a situation involving possible abuse or neglect, we would not be able to guarantee confidentiality. This would be referred to Children Services in line with Government and Hertfordshire policies.

Equal Opportunities

Micklem School is committed to ensuring all children are given the opportunity to play a full part in all activities. They have access to the same broadly based and balanced learning opportunities and positive steps are taken to prevent unequal treatment or discrimination.

School Curriculum

The school curriculum aims to provide each child with the educational opportunities to develop their skills fully across the curriculum

➢ **Early Years Foundation Stage**

The Nursery and Reception classes at Micklem Primary School follow the Early Years Foundation Stage (EYFS). This consists of the three prime areas: Personal, Social and Emotional Development, Physical Development, Communication and Language, these underpin the learning that takes place in the four specific areas: Literacy, Mathematics, Understanding the World, Expressive Arts and Design. Learning takes place through an appropriate mixture of adult directed and child initiated learning. All children have the opportunity to learn through playing and exploring. The key characteristics of effective learning; playing and exploring, active learning, creating and thinking critically are all supported to ensure the children are engaged, motivated and learning.

➢ **Key Stage 1 and 2**

The school follows the legal requirements as set out in the 1988 Education Reform Act. The curriculum for KS1 and KS2 is based upon the National Curriculum 2014 and includes English, Maths, Science, Art, Design and Technology, Computing, History, Geography and a foreign language.

➢ **Physical Education**

In PE the children are offered a balanced programme including games skills, expressive dance and gymnastics, plus swimming lessons for every child in Reception to Year 6.

➢ **Religious Education**

Religious Education has a Christian emphasis and follows the Hertfordshire Agreed Syllabus. Children may be withdrawn from RE and / or assemblies at the parents / carers' request to the Head Teacher in writing.

➢ **PSHE**

PSHE is taught throughout the school and focusses on supporting the children's personal, social, health and emotional development.

➢ **Relationships and sex education**

Relationships and sex education is taught through our RSE / PSHE Jigsaw scheme of work.

Special Educational Needs

Every effort will be made to support children with Special Educational Needs within the classroom environment or by a variety of approaches best suited to the child's needs. This may include teacher and teaching assistant support. In accordance with our Inclusion Policy, children's needs are identified, assessed and monitored. Parents / carers are closely involved in this. Advice and support from outside agencies will be sought as appropriate. These agencies include:

- School's Psychologist Service
- Advisory Teachers for Visual and Hearing Impaired Children
- Advisory Teachers for Children with Specific Learning Difficulties
- Dacorum Education Support Centre
- Specialist Advisory Service at Woodside Centre

Learning passports are formulated, monitored and updated by staff in consultation with parents/carers. All children are given access to the National Curriculum although this may be differentiated to cater for the individual needs. Being a fully inclusive school we always strive to cater for children with a variety of disabilities. Each case is given careful consideration to ensure that all children can fully participate in school life.

School Uniform

The School Governing Body agreed that Micklem School children should wear a school uniform.

We feel that this is a good idea for the following reasons:

- Uniform gives the children and the school a sense of identity
- It helps the children take pride in our school
- It solves the problem of being fashionable and the daily problem of what to wear
- It creates a good impression and helps with identification when the children represent the school
- Uniform is a very economical form of dress and Micklem School Logo items can be ordered on-line via Mapac. (www.mapac.com/education/parents/uniform/micklemschoolhp12qh)
- It prepares children for secondary school and life beyond

The uniform consists of:

- Navy sweatshirt or cardigan
- White polo shirt
- Black trousers, shorts, skirt or pinafore
- Black shoes

All items should be clearly named to help identify lost property. School Logo items of uniform can be purchased through our supplier Mapac. Alternatively, plain uniform can be purchased from shops/supermarkets etc. Our PTA also sell Pre-Loved Uniform at a cost of £2 per item.

Hair

All children, girls and boys, are requested to tie hair up where it is long enough to do so. This is for both health and safety reasons and to look smart and ready for school. Hair must be tied up in PE. In swimming, all children must wear a swimming cap.

Non regulation hairstyles are not part of school uniform and should not be worn. These include:

- Patterns cut into the hair
- Hair dyed, either wholly or partly, in a non-natural hair colour

Jewellery

Rings, necklaces, bracelets and earrings are a hazard in school and should not be worn:

- Wearing of jewellery can result in tearing or piercing of flesh;
- There is a potential for injury to the wearer due to inadvertent contact of jewellery with other people, clothing etc.
- There is a risk to other people especially at playtimes and PE lessons where injury could occur due to contact with jewellery worn by another person;

Jewellery may be worn if required for medical reasons, e.g. a medical bracelet. In these circumstances parents/carers must apply in writing to the Headteacher.

Watches should not be smart watches and not linked to mobile phones.

Earrings: The wearing of earrings is discouraged in school. If parents opt for their child to wear earrings they must be small studs only; hoops and large or dangly earrings are not permitted. Only one pair of small studs is allowed to be worn in school.

If your child wishes to have his/her ears pierced, then please ensure that this is done at the beginning of the 6 week summer break to allow plenty of time for wounds to heal.

If a child has had their ears pierced and they are still within the 6 weeks healing period where they cannot take them out, they will need to be taped up for PE before school until the 6 week period is over. This is on the understanding that parents take responsibility for sending their child with earrings in, should their child have an injury as a result of having earrings in. If children wear a stud/pair of stud earrings there must be a parent's/carer's understanding that the school will not be liable in the event of an accident/incident.

The taping should be sufficient to prevent the stud post penetrating the bone behind the ear should an unintentional blow be received (e.g. from someone or from equipment such as a ball). Taping should be done at home. Staff are not permitted to remove or tape earrings for pupils.

Where staff consider the taping to be unsatisfactory to allow the child to participate safely, they will need to consider alternative lesson arrangements for the child.

Children who have had their ears pierced beyond the initial 6 week healing period and who are participating in P.E., swimming, sports clubs and /or physical activities should not come to school wearing earrings unless they are able to remove the earrings and store them safely themselves on those days. Staff are not permitted to remove or insert earrings on health and safety grounds and will not be held responsible for the storage of earrings.

Games and PE

In the interest of personal hygiene and safety, all children should have a pair of plimsolls or trainers in school. PE tops can be purchased from Mapac (www.mapac.com/education/parents/uniform/micklemschoolhp12qh)
PE kit should be kept in a bag which can be left on the child's coat peg/cubby hole and then taken home on a Friday to be washed.

- Navy sport fabric, polyester top with Micklem School printed logo
- Navy shorts
- Navy or black jogging bottoms/sweatshirt
- Plimsolls or trainers (must be suitable for outdoor games)

School Meals

Micklem Primary School offers pupils choice which means that at morning registration children choose from a daily menu, which includes a hot option, a vegetarian option, jacket potato and a sandwich option. The menu also includes a Wednesday Roast and Friday Favourite days which include fish, chips and pizza. Children can opt to have dinners on just one or both of these days rather than the whole week. All infant children are entitled to a free school meal and the expectation is that they take up this offer rather than bring a packed lunch into school.

Parents/carers are also able to pre-select their child's meal choices by using the Arbor app.

Younger children eat at the first sitting then each class starts second sitting on a rota basis.

Dinner money must be paid in advance on a **Monday** due to the school's banking arrangements via the Arbor App.

Children in KS2 may bring a packed lunch from home if they wish. Packed lunches should be placed in a container, clearly marked with the child's name and year group. Glass bottles should not be brought into school for safety reasons. At Micklem School we encourage healthy eating and packed lunches must not contain sweets or chocolate. Due to allergies, we ask that children do not bring nuts of any kind into school, (including peanut butter and chocolate spread) and that grapes are cut in half.

Parents / carers who feel they may qualify for free school meals may contact the school office for the appropriate form and information. All enquiries will be dealt with in the strictest confidence.

It is important to apply if you think you may qualify even if your child wishes to have a packed lunch as this also entitles them to free milk.

Milk

Milk is available for children for which there is a small charge at the beginning of each term.

General Welfare

It is essential that we hold current information where we can contact you during the day in case of emergency.
It is essential that we have your current mobile and landline number.
Please do not forget to let us know if this information changes.

The school staff will attend to any minor accidents and care for the children who are taken ill during the day until the parents / carers can be contacted. If a child has any injury to the head/face/neck area, parent/carers will be notified via email and the child will be monitored for the rest of the day. If the school has any cause for concern, parents/carers will be called immediately.

Whilst we do not expect children to be absent unnecessarily we do ask that you do **not** send your child to school if they are clearly unwell. If your child has had sickness or diarrhoea then we ask that they refrain from coming into school until 48 hours after the last bout.

It is important that the school is advised of any allergies or illness to which your child is susceptible.

The school will administer medicines if required to and we will follow the guidelines set out in our Managing Medicines in School policy as detailed below:

- Medication must be sent in its original packaging (box) and where possible include the information leaflet.
- Prescribed medication must be clearly labelled with the pharmacist's original label and the child's name and dosage must be clearly stated on the label.
- We cannot administer medication that has been prescribed to someone else.
- Any over the counter medicine must be labelled by yourself clearly stating your child's name and the dosage they require.
- If you wish us to administer paracetamol to your child please bring this in as individual sachets.
- We will not administer medication if it has passed its expiry date
- Parents will need to complete a form authorising us to administer medicine before we will administer any medication. This form can be found on our school website.
- We will record when your child is given medication and we will send an email to let you know they have had it (this includes inhalers).
- At the end of each term we will send home any medication we hold for your child in school (excluding EpiPen's). If you wish us to administer the medicine to your child the following term please hand the medicine back to the school office on the first day of the new term.
- If your child has a care plan we will review this with you annually

In order to ensure that safety standards are met we would be grateful if the above guidelines are always followed. We are not in a position to administer medication which does not comply with the above guidelines. These procedures are necessary to safeguard your child and the person administering their medication.

Money into school

The school offers parents the opportunity to pay for school items electronically through the Arbor App, this is our preferred payment method as it provides both yourself and us with an audit trail of payments made and saves the school office time when processing payments.

Governors Policy on Charging

Parents / carers will be asked for voluntary contributions to meet the cost of educational activities which greatly enrich your child's learning. A child will not be excluded from any organised event because their parents / carers do not make a voluntary contribution but we do have to ask that any permission slips are returned as the child will not be able to go without this. The Governors will continue to subsidise visits when necessary, but if it is felt that insufficient parental contributions have been made, educational visits may have to be cancelled. Parents / carers may also be asked to make a contribution to cover the cost of non-consumable items if the children wish to take these home.

Governors Policy on Sex Education

Children's questions will be answered honestly and appropriately as they occur throughout the school. Relationships and sex education is taught through our Jigsaw scheme of work. Parents will be notified in advance of specific lessons with a focus on sex education. Parents can view the materials and have a right to withdraw their child.

Parents / Carers - Access to Documents

The following documents are available in school for parents / carers to view:

- Statutory documents relating to the National Curriculum and Assessment
- Hertfordshire statement of curriculum policy
- Schemes of Work currently used by teachers
- School policy documents
- Hertfordshire Agreed Syllabus for Religious Education

Should you wish to see any of these documents or your child's records, please contact the Head Teacher in the first instance. Much of this information is available on the school website.

Complaints Procedure

The school aims to work closely with parents / carers and we hope that parents / carers who have any concerns or anxieties will, in the first instance raise them with the Class Teacher or Head Teacher. We find that most concerns can usually be resolved through discussion. A copy of the schools complaints policy and procedure is available on the schools website.

Other Useful Addresses / Telephone Numbers

Hertfordshire County Council
County Hall
Hertford
SG13 8DF

Telephone: 01992 555555