

**INFORMATION RELATING TO ST. MICHAEL'S
PUBLISHED BY THE GOVERNORS**



St. Michael's Catholic Grammar School
Nether Street, North Finchley, London N12 7NJ
Telephone: 020 8446 2256
Fax: 020 8343 9598
E-mail: office@st-michaels.barnet.sch.uk
Website: www.st-michaels.barnet.sch.uk

HEADMASTER: Mr J. A. Ward, B.A.

Mission Statement

Love one another



As I have loved you

(John 15:12)

IN PRACTICE THIS MEANS

St Michael's is a Catholic school in which Gospel values inform all aspects of community life.

We are distinguished by the quality of education and care extended to all those in the school community.

Each person is recognised as an individual and everybody is valued and enabled to fulfil their potential.

In partnership with the wider community, we are prepared to make full use of all the opportunities available so that we are freed to become the individuals God wishes us to be, and to create a better world.

- † THE PATTERN OF CARE AND SUPPORT IN OUR COMMUNITY GIVES EACH INDIVIDUAL THE OPPORTUNITY TO EXPERIENCE SENSITIVITY, COMPASSION, FAIRNESS, SELF-DISCIPLINE AND FORGIVENESS.
- † ALL INDIVIDUALS ARE AWARE OF THEIR POTENTIAL; HIGH EXPECTATIONS ENCOURAGE US TO ACHIEVE IT THROUGH PRAISE, SUPPORT AND CHALLENGING ACHIEVABLE TARGETS.
- † EVERY PUPIL CAN SAY "MY EDUCATION IS PLANNED, PURPOSEFUL, MEETS MY NEEDS AND ASPIRATIONS, CHALLENGES AND INSPIRES ME".
- † WE MEET THE NEEDS OF EVERY PUPIL AND ENSURE ACCESS TO OPPORTUNITIES, WHILE VALUING INDIVIDUAL DIFFERENCES AND THE DIVERSITY OF CULTURAL BACKGROUNDS.
- † FOR US, KNOWLEDGE AND LOVE ARE THE CORNERSTONES OF EDUCATION AND WE PLACE EMPHASIS ON SKILLS, ATTITUDES AND VALUES THAT FOSTER AND DEVELOP THE GROWTH OF THAT KNOWLEDGE AND LOVE THROUGHOUT EACH INDIVIDUAL'S LIFE.
- † IN PRAYER AND WORSHIP, ST. MICHAEL'S OFFERS TIME TO REFLECT ON, AND TO CELEBRATE, OUR SENSE OF AWE AND WONDER AT GOD'S LOVING CONCERN.
- † OUR LITURGIES ENCOURAGE THE PARTICIPATION OF ALL, CHALLENGING EACH ONE OF US TO ENRICH OUR LIVES WITH THE VISION OF THE GOSPEL.

St. Michael's Catholic Grammar School

St. Michael's is a Voluntary Aided 3-form entry secondary grammar school for girls with boys in the Sixth Form. It was established in 1908 and is under the trusteeship of the Congregation of the Sisters of the Poor Child Jesus. It became a Voluntary Aided Grammar School in September 1958.

The prime aim of the school is the formation of responsible and committed Catholic citizens. It seeks to encourage the highest standards in academic achievement, social responsibility and personal development in a specifically Catholic environment.

It is a compact school comprising six adjacent buildings of widely contrasting styles; the Sixth Form centre is The Grange, an adapted 19th century private house with a lawn and surrounded by trees to which a Resources Centre was added in 1996; the Lower School, a stone building from the early 1900s; the Main School built in the 1950s. Science and Technology Laboratories have since been added and in 2009, a Sports Hall.

ARRANGEMENTS FOR PROSPECTIVE PARENTS

In order to provide parents who are considering whether to make application for their child to come to St. Michael's with an opportunity to get to know as much as possible about the school, an "Open Evening" is arranged at a suitable date each year. This consists of a guided tour of the school for small groups of parents during which they can meet members of staff and gain information about the curriculum in general and individual subjects. There is a short address by the Head:

- (a) explaining the selection criteria and the admissions arrangements,
- (b) bringing forward considerations for parents on the suitability of the school for their child.

ADMISSIONS POLICY

St Michael's Catholic Grammar School was founded by the Sisters of the Poor Child Jesus to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants and candidates are therefore expected to give their full, unreserved and positive support to the aims and ethos of the school.

The number of intended admissions to Year 7 is 96 at age 11. Applicants should have had their eleventh birthday in the academic year (1st September – 31st August) immediately preceding entry. Only girls who have ability suited to the curriculum of the school and whose parents or guardians desire for them a Catholic education will be admitted to the school.

ADMISSIONS PROCEDURE AND CRITERIA for the academic year 2014-15

Within living memory, St Michael's has always been oversubscribed with candidates who fulfil Criterion 1.

1. Catholic girls:

- who are baptised and have made their First Holy Communion in the Catholic Church and
- whose parents provide a written reference from the applicant's parish priest stating that one or both parents are practising Catholics who attend Mass on Sundays with the child.

Each year the Governing Body will admit to the test all girls (eligible by age) who fulfil this criterion.

All applicants selected in accordance with Criterion 1 will be required to take written tests in Verbal and Non-Verbal Reasoning, English and Mathematics. Following the tests all applicants will be ranked in order starting with the highest score. Applicants must reach a minimum standard in each written paper. Places will be allocated strictly in accordance with score but in allocating places between two or more girls who have an equal ranking, the Governing Body will give preference for those remaining places, in priority order, to Catholic girls who are looked after under the provisions of the Children Act 1989 and Catholic girls who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after.

A waiting list is maintained until 31st December. Candidates are ranked on it in accordance with score.

2. St Michael's, historically, has always been oversubscribed with candidates who meet Criterion 1. In the unlikely event that the number of such applicants falls below 150 in any one year, the Governing body will invite other applicants to the test. In inviting to the test girls other than those fulfilling Criterion 1 above, the Governors will give priority as follows:

Such other numbers of female applicants (eligible by age) as may be needed to bring the total numbers of girls to be tested to 150. In the event of over-subscription within this criterion, the Governing Body will give priority in accordance with the following criteria listed in order of importance:

- a. Catholic girls who are looked after under the provisions of the Children Act 1989 and Catholic girls who have been adopted (or made subject to residence

- orders or special guardianship orders) immediately following having been looked after;
- b. other Catholic girls;
 - c. non-Catholic girls who are looked after under the provisions of the Children Act 1989 and non-Catholic girls who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after
 - d. girls from families practising in other Christian denominations (supported by a minister's reference);
 - e. other girls

Distance is measured in a straight line between the address point from the child's home, supplied by the Royal Mail, to the School's main gate (unless specified otherwise) using the Council's computerised geographical information system, is the Distance tie-break to be applied when there is oversubscription with a category.

To apply for a place at this school, you should complete and return two separate forms in order to make a full application. You should complete the School's Supplementary Information Form and return it to St Michael's School. You must also complete a Common Application Form from the LEA where you live and return it to the School Admissions section of the same LEA. Both these forms must be received by the Closing Date.

If there are any special circumstances likely to affect a child's performance in the test, parents should contact the Admissions Secretary. Unsuccessful applicants have a right of appeal to an independent panel against the decision of the Governors not to admit their daughter.

The School may exceptionally admit vulnerable children who are hard to place, in accordance with locally agreed protocols, provided they are practising Catholic girls who meet the necessary academic standard. Accordingly, outside the normal round of admissions, the governing body is empowered to give absolute priority to a child where admission is requested under a local protocol which carries the agreement of the governing body for the current admission year. The governing body has this power even when admitting such a child would exceed the normal admission number.

Entrance to Years 8 – 11

The school holds a waiting list for Years 8 – 11 of Catholic girls who fulfil Criterion 1 of our Admissions Criteria. Parents should inform the school if they wish their daughter's name to be entered on this list.

SIXTH FORM ADMISSIONS POLICY for the academic year 2014-15

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants and candidates are therefore

expected to give their full, unreserved and positive support for the aims and ethos of the school.

SIXTH FORM ADMISSIONS PROCEDURE and CRITERIA

These are the same for girls already at St. Michael's as for girls and boys applying to St. Michael's Sixth Form from another school.

As most of our own Year 11 girls stay on we would normally expect to have 60 places available in our Sixth Form to new female and male students who meet our course requirements.

- 1 Applicants will be required to have achieved at least 6 GCSE passes at grade A* to A. All applicants should have A* to B in English Language and Mathematics.
- 2 Applicants must have at least a grade A at GCSE in the subjects (or those closely related to them) they wish to study at Advanced Level as a grade A* or A at GCSE is a necessary preparation for success at A Level. Where a GCSE subject has different components, we shall expect at least an A in each component of a Higher paper (where applicable). If students wish to study a subject at Advanced Level which they have not studied at GCSE, they will be expected to have at least a Grade A in the most closely related subject(s) i.e. in English Language and Literature for English Literature, in English Language for Politics, in Maths and English Language for Business Studies, Economics, Psychology and Sociology and in English Literature for Classical Civilisation. However, in creative or practical subjects like Art, Drama, Food, Media Studies and Technology (Product Design), a B grade may be acceptable if an applicant can demonstrate evidence of talent, aptitude and prior achievement in that subject area. There is also greater flexibility in Psychology and Sociology where a B in English Language and Maths may be sufficient for the candidate who is highly motivated towards success in Social Sciences.

In the event of over-subscription of candidates who meet Criteria 1 and 2 above when provisional offers are being made, the following criteria, in priority order, will be used:

- Catholic girls and boys who are looked after under the provisions of the Children Act 1989 and Catholic girls and boys who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after
- Catholic girls and boys who exceed the minimum entrance requirements
- Non-Catholic girls and boys who are looked after under the provisions of the Children Act 1989 and non-Catholic girls and boys who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after
- Non-Catholic girls and boys who exceed the minimum entrance requirements

Distance is measured in a straight line between the address point from the child's home, supplied by the Royal Mail, to the School's main gate (unless specified otherwise) using the Council's computerised geographical information system, is the Distance tie-break to be applied when there is oversubscription with a category.

Application forms from applicants from other schools should be received by the School by the last day of the Christmas Term. They will hear in writing after Easter whether we are able to make them an offer of a place or a place on the waiting list. Any offer will be provisional upon GCSE results. This provisional offer must be met in full. Students who make a late application run the risk that all the places on the AS courses of their choice will be taken.

Definitions:

- 1 'Catholic' means a baptised person who is in full communion with the Catholic Church, that is to say, a member of any Catholic Church that is in full communion with the See of Rome. Membership of a Catholic Church is gained by baptism in that Church. It can also be gained by other baptised Christians who are subsequently received into the Catholic Church.
- 2 'Practising Catholic' means *weekly* family attendance at Mass on Sundays which is confirmed by a *Catholic Priest's* reference ('Family' normally includes the Catholic or Catholics who have legal responsibility for the child).
- 3 'Looked after' children are children in public care as defined in Section 22 of the Children Act 1989.
- 4 'Home address' means the place where the child resides for more than 50% of the school week.
- 5 'Parent' means the parent or person having legal responsibility for the child.
- 6 'Christian' means a member of a church which belongs to 'Churches Together in Britain and Ireland'.

APPEALS

Unsuccessful applicants have a right of appeal to an independent panel against the decisions of the Governors not to admit their child.

THE CURRICULUM

In Year 7 the pupils follow a general course of study including Religious Education, English, Mathematics, Information Technology, French, History, Geography, Integrated Science, Music, Art, Drama, P.E., Technology and Education for Living with Citizenship.

In Year 8 the curriculum is widened to include a second modern language and Latin.

In Year 9 the girls begin elements of the Key Stage 4 curriculum in some subjects.

During Year 9 the choice is made of which courses the girls will follow in Years 10 and 11 for public examinations. All pupils follow exam courses in Religious Studies, English, Mathematics, History and/or Geography and Dual Science or Biology, Chemistry and Physics. Other subjects which may be studied are Technology, Information Technology, French, German, Spanish, Latin, Italian, Music, Art, P.E. and Drama. All girls study at least one Modern Language. These subjects are studied for the General Certificate of Secondary Education. In addition to these examination subjects, pupils continue to have lessons in P.E., Education for Living and Citizenship. Work Experience is arranged for Year 10.

In Year 12 the normal course of study is four Advanced Subsidiary subjects and in Year 13 three subjects at A2 Level. The following subjects are taught to Advanced Level:-Religious Studies, English, History, Geography, Economics, Mathematics, Chemistry, Physics, Biology, Art, Music, Latin, French, Spanish, German, Italian, Business Studies, Design Technology, Drama, Psychology, Sociology, P.E., Politics and Classical Civilisation, each year according to need and staff availability.

Students are also prepared for the Oxford and Cambridge entrance examinations. All pupils in the sixth form follow a Religious Education course. In Year 12 the students follow a structured General Studies programme which comprises study skills, careers education and personal and social development. Work Experience and Community Service are also arranged for Years 12 and 13. The school is very well equipped with laboratories and subject rooms including six Science Laboratories, three Technology Laboratories, three Computer Suites, a Language Laboratory, a Library, a Music Suite, a large Hall well equipped for Drama, a Sports Hall, Art Rooms and other practical rooms. There is a fully equipped Sixth Form Centre resourced with full Information Technology access.

EDUCATION FOR LIVING

The lesson content is quite specific and always in a Christian context. However parents retain the right to withdraw their children from the Sex Education part of this curriculum.

There is considerable importance given to liaison between the various departments involved, and the Assistant Head in charge of this programme is not only responsible for giving the key lessons in this subject but also for the integration of the course through several departments such as Religious Education and Science.

CAREERS GUIDANCE

The Tutorial Curriculum includes a planned programme of Careers Education. Enterprise is featured in Year 8; in Year 9 the emphasis is on developing an awareness of the wide range of career and employment opportunities available, while in Year 10, the world of work is explored through the Work Experience programme. In Years 11, 12 and 13 there is emphasis on further and higher education; career awareness is developed using visiting speakers and visits. Year 13 and Year 10 have opportunities to extend Work Experience abroad.

Careers Guidance is provided for all. Form Tutors and Subject teachers are always prepared to give advice and in Years 9 and 11 Interviews are arranged with Senior Staff. The Careers Officer is available for consultation and individual interviews are organised for all in Years 11 and 12.

RELIGIOUS AFFILIATION AND EDUCATION

The school is a Catholic Voluntary Aided secondary school. Formal religious education and collective worship in accordance with the doctrines of the Catholic Church are provided throughout the school. Equally important as fostering a living Christian faith is the experience of belonging to the school community. It is recognised, however, that to be truly effective the school must function in close cooperation with the homes and local parishes. Indeed the school can only build on the home which is the first and most important educator.

There is voluntary weekly Mass in the Chapel for the pupils as well as class masses. The school has a Chaplain who is available for these Masses and to offer advice to pupils and parents.

There is a tradition of extra-curricular social and charitable activities. Years 12 and 13 are given scope and encouragement to foster these activities in the school, both on a form basis and through interest groups. They are encouraged to give leadership within the school and to contribute to the general atmosphere of service and caring. The Sixth Form Council in particular is responsible for channelling and supporting ideas from the sixth form and the school.

The School Council is an important way of helping the pupils to realise that they should contribute to the school community as well as taking from it the benefits offered. It is composed of members of the Sixth Form Council together with representatives from each form and from staff. The members of the council meet three times a year with the Head, Deputy Head and Assistant Heads to discuss proposals and requests from the school. In this way the School Council helps to determine school policy in certain matters.

PUPILS WITH SPECIAL EDUCATIONAL NEEDS

St. Michael's is a selective Catholic grammar school. It does not admit pupils who have learning difficulties but the Governing Body recognises its commitment to meet the needs of:

- physically disabled pupils;
- those with emotional needs;
- the most able who may require additional help for a short period or for the longer term in order to reach their full potential.

STATEMENT OF ENTITLEMENT

The school recognises the well established right of all pupils to share in its broad and balanced academic curriculum. The provisions for those pupils with special educational needs must therefore be flexible enough to respond to the notion that any pupil may have special needs, at any time and for any length of time. All teachers must be involved and support must be provided within the context of the academic curriculum and not distanced from it.

It is the school's policy that all members of staff are responsible for identifying and meeting the special needs of girls in their classes. The Form Teachers and Assistant Heads have particular responsibilities in this respect.

Every effort is made to cater for pupils of exceptional ability in academic subjects as well as in P.E., Music and Drama.

The school has a well developed Music Department, and visiting instrumentalists give tuition in violin, cello and woodwind instruments. Pupils are prepared for the examinations of the Associated Board.

ACADEMIC ORGANISATION AND HOMEWORK

There is no streaming in the school. Limited setting is introduced for Mathematics in Years 8 or 9.

There is usually no mixing of age groups, with rare exceptions for minority subjects at sixth form level.

Homework is regarded as an essential feature of the curriculum: one and a half to two hours per day at Key Stage 3 increasing to three and a half hours at Key Stage 4. This is an approximate guide.

The School Day is as follows: Morning Registration is at 8.40am. There are 7 lessons of 45 minutes duration; dismissal is from 3.40 -3.45pm.

Morning break lasts for 20 minutes. Lunch time lasts for 65 minutes.

Some Year 12 and 13 lessons and modern language conversation lessons take place during the lunch time or before/after school.

PASTORAL CARE

Pastoral care is based on the Year and Key Stage Team. A Head of Key Stage and Deputy guide the form teachers in the administration of the school's policy of individual care and guidance. Form teachers take a personal interest in the welfare and progress of each girl in their form. The School Chaplain and School Welfare Officers are also involved in the personal guidance and welfare of pupils.

Parent/Teacher Consultation Meetings take place for each year group and the Head, Deputy Head and Assistant Heads are always available, by appointment, for consultation with parents. It is the policy of the school to work as closely as possible with parents and each pupil is encouraged to develop her/his own potential to the full.

SCHOOL RULES

School rules are made available to parents and prospective parents. They are given to pupils on entry. The prescribed punishments include written warning, detention, the setting of extra work or an imposition; community service may also be undertaken.

EXTRA-CURRICULAR ACTIVITIES AND SOCIETIES

Extra-curricular activities include Team Tournaments in sports like Netball, Tennis, Badminton and Athletics. Outward Bound Activities, skiing holidays and other trips abroad like exchange visits are arranged. Residential field study courses in Geography and Biology are organised, as well as day visits to various centres within easy reach of London. Day Retreats are arranged for Years 7-12 at centres close by.

There are choirs, orchestras and other ensembles as well as drama, dance and other group activities. Societies of various kinds flourish each year according to the varied interests of the pupils. Appropriate forms of community service are arranged for the older pupils, and the Duke of Edinburgh Award as well as the Sports Leadership Award schemes are available in selected activities.

UNIFORM

Full uniform is compulsory in the first five years.

The sixth formers are not required to wear uniform but there is a Dress Code. Each student is expected to exercise good taste and judgement in the matter of personal appearance.

POLICIES

The School has in place regularly reviewed policies on Pastoral Care, including Child Protection, Data Protection and Freedom of Information.

The most recent OFSTED Inspection Report can be found on the School website.

NB The information in this document relates to opportunities currently available for pupils in attendance at the school and it should not be assumed that there will be no change affecting relevant arrangements.

