



16th July 2024

Dear Parent/Carer

As we reach the end of the school year, we are writing to you to say thank you for all of your support for our school this year. It has been a difficult year and we know that there have been challenges for you as parents and for your children, which we are working hard to resolve, especially in terms of staffing and in improving our communication with you.

We would like to take this opportunity to share some important information and updates about the new school year with you.

Improving Communication

We know that many of you have found it difficult to communicate with school this year. We would like to take this opportunity to apologise unreservedly for this. From September, we are committing to improving our communication with you. When your child returns to school in the autumn, we will ask you to complete a new data collection form, regardless of the year group your child is in. This will ensure that we have the most up to date contact details for you, in terms of mobile numbers and email addresses. This will ensure that you are able to receive every ClassCharts update relating to your child as well as us knowing exactly who to contact in any emergency situation.

In terms of communication protocol, we will commit to the following:

- *Phone calls will be returned within 2 working days of parent's call*
- *Emails: initial response by email within 2 working days of receipt*
- *Written letter: acknowledge receipt of letter within 3 working days*
- *Communication sent at weekends will not be dealt with until the following working week, and emails sent in holidays will elicit no reply until term-time.*

For your reference we have included key contact details below:

Telephone: 0151 924 6778

General enquiries:	smh.admin@ldst.org.uk
Report your child absent:	smh.attendance@ldst.org.uk
Contact the pastoral team:	smh.studentservices@ldst.org.uk
Safeguarding team:	smh.safeguarding@ldst.org.uk

Uniform and PE kit

At St. Michael's we believe that uniform promotes a sense of pride and belonging in our school, as well as promoting a 'dressed for business' approach to prepare students for the world of work. We are keen to ensure that every student at St Michael's takes pride in their appearance and understands why this is important for their adult life.



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LIVERPOOL DIOCESAN
SCHOOLS TRUST

**Phone** 

0151 924 6778

Email 

smh.admin@ldst.org.uk

Address 

St Michael's Rd, Crosby, L23 7UL

As you and your child prepare for the new school year, please take note of our rules with regards to uniform and PE kit:

Compulsory uniform requirements:

- **Black blazer with school badge**
- **Black formal trousers**, (not leggings or stretch fabric) **pinafore** or **knee length skirt** (skirt/pinafore should be A line or pleated not jersey or stretch)
- **Plain white collared shirt** (either short or long sleeved)
- **Plain black socks** (knee or ankle length) or thick black tights (minimum 40 denier)
- **School tie in Year Group colour** (information available on ClassCharts)
- **Plain black school shoes** (please see the school website for acceptable shoes. If you have any queries or concerns about shoes, please get in touch with school before you make a purchase)

Optional uniform items:

- Black v neck jumper (optional)

Compulsory School PE Kit

- **Black St Michael's polo top**
- **Plain black shorts**
- **Plain black socks**
- **Trainers for PE should be suitable for physical exercise** not fashion trainers with hard flat soles

Optional School PE Kit

- Plain black base layers
- St Michael's PE jumper

Please ensure that any items purchased for the new school year meet these expectations. If you have any queries or concerns about any item of uniform, please get in touch with school before you make a purchase.

Please note the following information:

- Students are required to bring a plain black backpack, **not a handbag**
- PE Kit is a mandatory part of the school uniform
- Shoes must be plain black and polishable
- Sensible waterproof coats may be worn over the blazer during poor weather
- Hoodies, leather jackets, denim jackets and other fashion items should not be worn over the uniform
- Coats must be removed as students enter the building

Rules relating to personal appearance for school

We appreciate that the summer is often a time for our students to have piercings, change their hair colour or have false nails. Please can we ask that you make sure that these are in line with school policy **by the start of the new school year i.e. Wednesday 4th September**

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Hair

- Hair should be kept neat and tidy
- Hair must have no 'fashion' styles (such as 'lines', patterns or 'cat scratches'). It must be appropriate for school
- Hair must be of a natural colour
- Hair accessories must be small, simple and plain black without any embellishments

Make Up

- Very subtle makeup (e.g. concealer) is permitted
- No fake tan, mascara, lip gloss, coloured lip balm, lipstick, eyebrow pencils, contouring, eyeshadow, eyeliner or other makeup is permitted.
- Eyebrows should be natural.
- False lashes or other additions are not permitted
- **If a member of staff is able to tell that a student is wearing makeup, it is not subtle, and should be removed**

Nails

- No false nails, gels, coloured polish (including French tips), or acrylic nails are permitted

Jewellery

- Students may wear 1 pair of plain stud earrings. No other types of earrings are permitted
- No other piercings are permitted (any existing piercings should be covered with a plaster or replaced with a clear spacer)
- Necklaces, bracelets and anklets are not permitted

Equipment for Learning

So that our students can get started with their learning quickly each lesson, and to support them to develop good habits which will prepare them for the world of work, **we ask that all students bring the following equipment to each lesson:**

- a clear pencil case
- at least one black ballpoint pen
- at least one red ballpoint pen
- at least one pencil
- highlighter
- 15cm (or 30cm) ruler
- Scientific calculator (Casio FX-83/85GTX)
- whiteboard pen
- mini whiteboard (A4 size – available from school)
- planner (provided by school)
- water bottle
- age-appropriate reading book

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Mobile Phones

- Students are permitted to bring a mobile phone to school, however **it must be switched off and not visible** from the moment that students arrive on-site, to the point where they leave site at the end of the day.
- Headphones/earbuds must not be seen throughout the school day, unless specifically directed by a teacher in order to listen to a computer or tablet.

A level and GCSE Results

We look forward to celebrating the success of our Year 13 and Year 11 students as they receive their A level and GCSE results.

Arrangements to collect all exam results are as follows:

Date	Year Group	Time	Location
Thursday 15 th August	13	From 8am	Sixth Form Area
Thursday 22 nd August	11	From 9am	Main Hall

Sixth Form update

Year 11 students will be able to finalise their Sixth Form course choices on GCSE results day when the Sixth Form team will be on hand to offer guidance and support. There will be further opportunities for this on Friday 23rd August and Wednesday 4th September should students need some time to reflect on their results and consider which courses are the most suitable for their next steps.

First day of term arrangements

Term starts on **Wednesday 4th September**. There will be a staggered start for students as follows:

- Years 7 and 11 – arrive by 8.35am
- Years 10 and 12 – arrive by 9.45am
- Year 8 and 9 – arrive at 10.45 am
- Year 13 will start on Thursday 5th September at 8.45 am

Thank you

We would like to thank all parents, carers, students, staff, governors and stakeholders for your support this academic year.

We wish you all the best for a restful and peaceful summer break with your families and look forward to a successful new academic year.

Yours faithfully

Ms C McIntyre
Head of School

Mrs J Galbraith
Executive Headteacher

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