



# The St Michael Steiner School

Parents'  
Handbook

2023 - 2024

## Contact Information

The St Michael Steiner School  
Park Road  
Hanworth Park  
London  
TW13 6PN

Website: [www.stmichaelsteiner.hounslow.sch.uk](http://www.stmichaelsteiner.hounslow.sch.uk)

- For general enquiries and information: Tel: 020 8893 1299 [info@stmichaelsteiner.com](mailto:info@stmichaelsteiner.com)
- For communications regarding your child's wellbeing and education, please contact your child's Class Teacher, Kindergarten Teacher or Class Guardian directly.
- Alternatively, you may contact the College: [collegemembers@stmichaelsteiner.com](mailto:collegemembers@stmichaelsteiner.com)
- For Safeguarding issues contact the DSL: [amandabell@stmichaelsteiner.com](mailto:amandabell@stmichaelsteiner.com)

**NB: PLEASE DO NOT USE THE SCHOOL PHONE NUMBER OR INFO EMAIL ADDRESS TO COMMUNICATE CONFIDENTIAL OR SENSITIVE INFORMATION ABOUT CHILDREN, FAMILIES OR STAFF.**

- For enquiries about fees and fee assistance, please email: [bursar@stmichaelsteiner.com](mailto:bursar@stmichaelsteiner.com)
- For invoice and payment queries, please email: [finance@stmichaelsteiner.com](mailto:finance@stmichaelsteiner.com)

Information for BACS payments:

Account name: THE ST MICHAEL STEINER SCHOOL LTD.

Account number: 65098413

Bank: THE CO-OPERATIVE BANK

Sort code: 08-92-99

*Please quote your child's name as a reference so that we can identify your payment.*

**NB: THE FINANCE DEPT. DEALS WITH FINANCES ONLY AND CANNOT RESPOND TO PEDAGOGICAL QUESTIONS OR CONCERNS.**

The St Michael Steiner School is a registered charity no 1094960 and a company limited by guarantee no 043643

**This Handbook** forms part of parents' contract with the school. It contains useful information and links to the school's policies and procedures.

## Contents

*These links will either take you to bookmarks in this handbook or to pages on the school website.*

[Introduction](#)

[How the school is run](#)

[Admissions](#)

[The College](#)

[Trustees](#)

[The School Association](#)

[Financial Management](#)

[School structures](#)

[Donations](#)

[Official Registration and Inspections](#)

[Administration](#)

[Term Dates & School Hours](#)

[Attendance, Punctuality & Registration](#)

[Arrival and Collection of children](#)

[What happens when children are late or absent?](#)

[Educational principles](#)

[Our Curriculum policy](#)

[The Early Years](#)

[Article about children learning to read later](#)

[Lower School](#)

[Book: Teaching Children to Write through Art](#)

[Lower & Middle School Curriculum Directory](#)

[High School](#)

[High School Course Directory](#)

[Able and gifted children](#)

[Assessment in the Lower School: How do we know that the children are learning?](#)

[Assessment in the High School](#)

[Article about assessment](#)

[Article: Assessment and the Observer Principle](#)

[How we monitor teaching and assessment](#)

[Equality and Diversity](#)

[SEND and Learning Support](#)

[School Health and Development Advisor](#)

[Code of Conduct & Behaviour](#)

[Bullying](#)  
[Article about bullying](#)  
[Safeguarding and Child Protection](#)  
[Supervision of children](#)  
[Equipment and Materials](#)  
[School Trips](#)  
[Festivals](#)  
[Homework](#)  
[What are the children allowed to wear and bring to school?](#)  
[Use of Electronic Media at school](#)  
[Use of Electronic Media: Guidance for Parents](#)  
[Parent Education](#)  
[Open Days](#)  
[What does the school ask of parents?](#)  
[Communication](#)  
[Reports](#)  
[Home visits](#)  
[Photography and Filming at school](#)  
[Recommended reading list](#)  
[The School's Fee Structure](#)  
[School Fees Policy](#)  
[Fees for 2023/24](#)  
[Infectious and Communicable Diseases](#)  
[Health & Safety](#)  
[First Aid](#)  
[Parents' use of school premises](#)  
[Smoking, Alcohol, Drugs and Weapons](#)  
[Dogs](#)  
[Scooters and Bicycles](#)  
[Terms of Acceptance and Probation](#)  
[Exclusion and Suspension of Pupils](#)  
[Parents' Complaints and Concerns Procedure](#)

## Introduction to the school

## How the school is run

## Admissions Policy

### **The College**

The school is run by the teachers and administrative staff, working together as the College. The College is made up of staff members who have been at the school for a year or more and/or who are able to make a deeper commitment to overseeing and taking responsibility for the wellbeing of the school. The College is the main decision-making body of the school.

#### **College members (in alphabetical order) at September 2023 are:**

Amanda Bell  
Peter Brewin  
Maria Da Costa  
Julian Coxon  
Vicky Dunn  
Eva Fortini  
Michèle Hunter  
Eleni Karakonstanti  
Stella Ottewill  
Marta Pietrzyk  
Stuart Purdy (Chair) [collegemembers@stmichaelsteiner.com](mailto:collegemembers@stmichaelsteiner.com)  
Julia Wallace  
Marine Gash (ex officio)

### **Trustees**

The school is a company limited by guarantee and a registered charity and, as such, must have a majority of trustees who are not employees of the school. The trustees are responsible for seeing that the school is run legally.

#### **Trustees at September 2023 are:**

Roy Allen  
Camilla Barnard  
Françoise Hascoet  
Adam Norsworthy (Chair) [trustees@stmichaelsteiner.com](mailto:trustees@stmichaelsteiner.com)  
Sven Saar

### **The School Association**

All parents and staff automatically become Association members when they join the school. The AGM takes place in the Spring and other meetings may be scheduled during the year. Everyone is warmly invited and all members are notified of the AGM and other meetings at least 14 days beforehand.

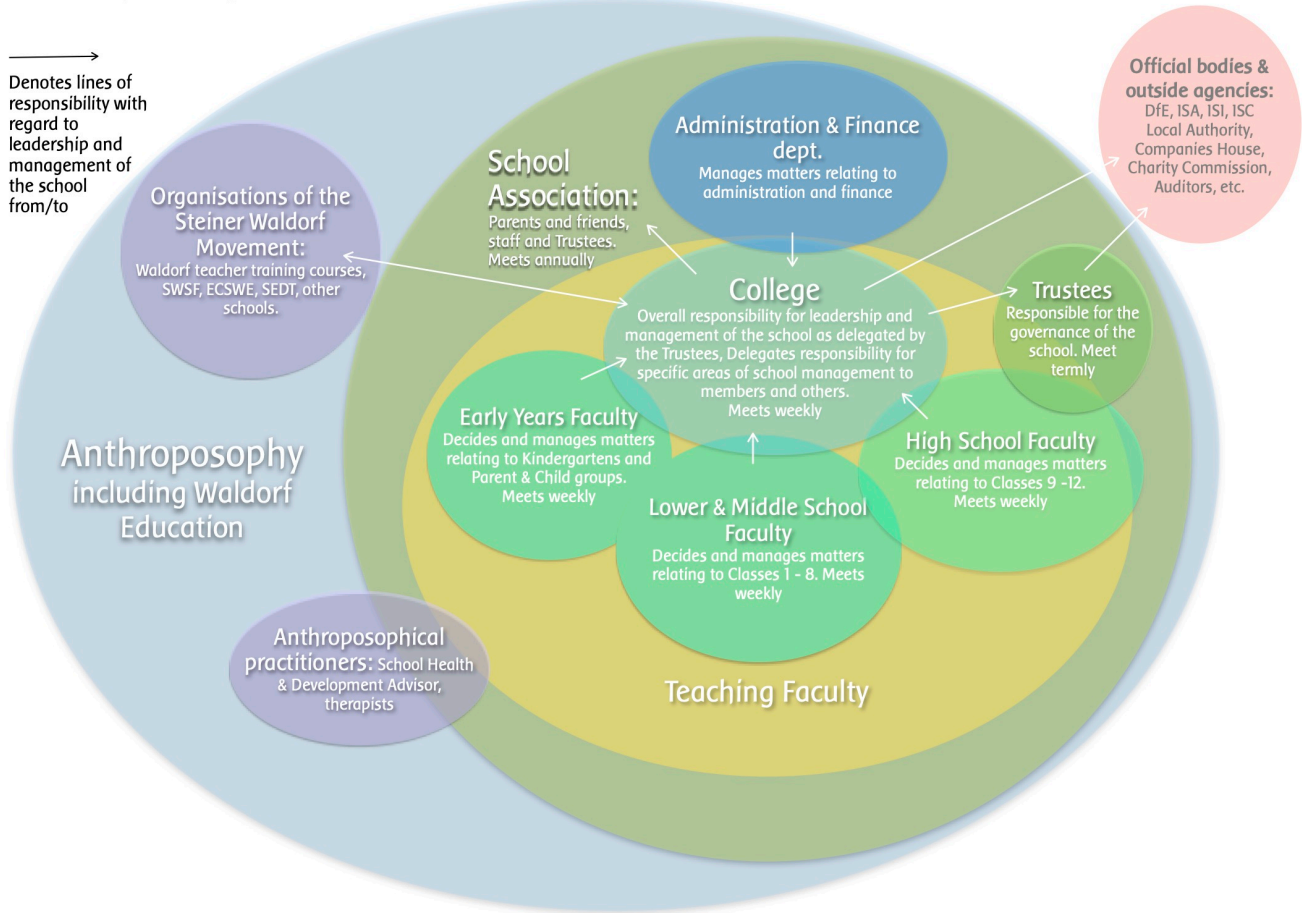
### **Financial Management**

The school employs a Financial Manager, Deesha Shah, and a Bursar, Marine Gash. Deesha deals with invoicing, payments, bookkeeping, budgeting, financial forecasting, and preparation of the accounts. Deesha's email address is [finance@stmichaelsteiner.com](mailto:finance@stmichaelsteiner.com)

Marine deals with financial issues that arise for parents, including bursaries and payment difficulties, and for staff, including salaries. Marine's email address is [bursar@stmichaelsteiner.com](mailto:bursar@stmichaelsteiner.com)

# School structures

## Leadership, Management & Governance Structure



## The St Michael Steiner School Organisation of Staff Responsibilities

The St Michael Steiner School is run by the College of Teachers, who assign areas of special responsibility to staff.

Area	Leadership & Management	Early Years Provision	Teaching, Learning & Assessment		Outcomes for Pupils		Personal Development, Behaviour & Welfare		Administration
Trustees	Adam Norsworthy Chair of Trustees	TBD	Sven Saar				Camilla Barnard	Françoise Hascoet	Adam Norsworthy
Dept.	College	Kindergarten	High School	Lower School	High School	Lower School	Safeguarding	Welfare, Health & Safety	Administration
Staff	College members Leadership & Management	Mentors see Mentoring Policy	Mentors see Mentoring Policy		Mentors see Mentoring Policy		Mentors see Mentoring Policy		Mentors see Mentoring Policy
	Stuart Purdy College Chair	Early Years Staff Curriculum Development & timetable. Assessment of children. Record keeping.	High School staff Curriculum Development	Lower School staff Curriculum Development	High School staff Student assessment	Lower School Staff Pupil assessment	Amanda Bell Designated Safeguarding Lead Behaviour Log	Eleni Karakonstanti Health & Safety Risk Assessments	Marine Gash Bursar/Administrator Staff Training monitor
	Eleni Karakonstanti Complaints and Concerns Log	Maria Da Costa EY Safeguarding & Child Protection DDSL EY Manager and Chair	Julian Coxon SENCO		Stella Ottewill CSE Co-ordinator	Eleni Karakonstanti PSHEE	Serene Fong Ho Equality & Diversity	Sarah Houghton Fire Officer	Grace Oladeinde Admissions & Reception duties
	Amanda Bell Leadership & Management overview ISA member/liaison		Amanda Bell Timetable		Amanda Bell UCAS/HE/FE co-ordinator		Maria da Costa EY Deputy DSL	Stuart Purdy Maintenance Premises	Deesha Shah Financial Controller
	Eva Fortini SWSF liaison		Susan Kelly High School Chair	Eva Fortini Lower School Chair	Julia Wallace Careers		Marine Gash Safer Recruitment SCR	Eva Fortini Maintenance	Serene Fong Ho Website
	Marta Pietrzyk Mentoring & Observation monitor						Eleni Karakonstanti E-safety, PSHEE	Grace Oladeinde Deputy Fire Officer	Stuart Purdy Email systems Data Protection
								Julian Coxon LS Deputy DSL	

## Donations

The school receives no public funding and is entirely dependent on fees, fundraising and donations. Our policy for accepting donations is [here](#).

The Gift Aid form is [here](#).

## Official Registration and Inspections

The school is registered with the DfE (registration no.313/6002) and is a member of the Independent Schools Association (ISA). The school is inspected by the Independent Schools Inspectorate. The next inspection is due this year. The school was last inspected (by Ofsted) in March 2019. The report is available at the bottom of [this page](#) on the school website.

## Administration

The administration of the school is shared between the College, the bursar, Marine Gash, and the receptionist, Grace Oladeinde.

It is not possible to give an exhaustive list of administrative tasks here, but Grace deals with admissions, enquiries, visitors, ordering of supplies, monitoring of attendance registers, Parent & Child group and Open Day bookings. Grace's email address is [info@stmichaelsteiner.com](mailto:info@stmichaelsteiner.com)

Marine deals with Pre-employment checks, maintains staff files and the Single Central Record and monitors statutory training for staff.

The College has overall responsibility for all aspects of the school including administration and the various administrative tasks are delegated to individual College members (*see Organisation of Staff Responsibilities table above*)

You can find more information about how the school is run [here](#).

## Term Dates and School Hours 2023-2024

Children should arrive at school by 8:25am but not before 8.00am.

### **Kindergartens:**

8:25am - 12:30pm Monday to Friday

*(See Early Years Handbook for details of Lunch and Afternoon Clubs)*

### **Classes 1, 2 & 3:**

8:25am - 3:00pm Monday to Thursday;

8:25am to 12:30pm Friday

### **Classes 4/5, 6, 7 & 8:**

8:25am - 3:00pm Monday to Friday

### **Classes 9, 10, 11 and 12:**

8:25am - 3:45pm Monday to Friday

## Attendance, Punctuality & Registration

### Arrival and Collection of children

## **What happens when children are late or absent?**

The effects on learning for the child who is absent or late for school are probably clear. But perhaps we don't think about the social issues. And what about the rest of the class?

When the day begins, the teacher and children form a working group; there are daily rituals that bring the group into a working space. Depending on the age, these rituals can include short





conversations with friends, greeting the teacher, changing shoes, unpacking equipment and books from bags, organising the work space, saying a morning verse together, taking the register and returning it to reception. All of this the children experience together, so that everyone is ready to work when the time comes.

Then the door opens and a child comes in, having missed all of this. This child is still in their own personal space, excited to see friends, still thinking about a joke they just heard, full of the music they have been listening to in the car or on the bus, but also wondering what has happened without them, feeling a bit disorientated. Everyone else knows what's going on and they don't.

Children have different ways of dealing with this disconnection from the group. Some feel self-conscious because everyone turns to look when they come in; this can make them reluctant to come in at all and they might be upset or over-sensitive; other children call out to them things that they would have

said earlier if they had had the chance, or ask them why they're late; some children feel no compunction to come in quietly; in each case the whole class is disrupted until that child has gone through their personal settling-in routine. Perhaps a minute or two pass before another child arrives and the class is held up again. Meanwhile, the children who have been there from the beginning get restless and the mood that was created so carefully evaporates. If a child is late every day, this is happening every day in their class.

Main Lesson content is always recalled the following day, and the work the children do comes out of that recall. If a child has missed a day of school, they can't participate in the recall, so they won't really understand the work they have to do. So continuity is absolutely essential if their lessons and work are to be meaningful for them.

Parents often ask if the children can do some work to 'catch up' when they have missed a day. This is not really possible. Lessons are given orally and through activities in the classroom. If children miss them, they have missed them; there is no way of getting them back.

The register is taken at 8:25am. Lessons start at 8:30am. School runs from Monday to Friday. Please make sure the children are there to start the day and work together, for the sake of everyone.

## Teaching and Learning

[Educational principles, the Class Teacher and the Main Lesson](#)

[Our Curriculum policy](#)

[The Early Years](#)

[Article about children learning to read later](#)

[Lower School](#)

[Book: Teaching Children to Write through Art](#) (Read online)

[Lower & Middle School Curriculum Directory](#)



[High School](#)

[High School Course Directory](#)

[Able and gifted children](#)

[Assessment: how do we know that the children are learning?](#)

[Formal assessment in the High School](#)

[Assessment for Learning in Waldorf Education \(article\)](#)

[Article: Assessment and the Observer Principle](#)

[How we monitor the quality of teaching and assessment](#)

[Equality and Diversity](#)

[SEND and Learning Support](#)

[School Health and Development Advisor](#)

[Code of Conduct & Behaviour](#)

[Bullying](#)

[Article about bullying](#)

[Safeguarding and Child Protection](#)

[Supervision of children](#)

## **Equipment and Materials**

The school provides paper, crayons and pencils, exercise books, paint, brushes, eurythmy shoes etc. but there will be some things that parents are expected to provide, for example, indoor shoes, wet weather gear, protective clothing for lab work in the High School etc. These things vary from class to class and, during the summer, Class Teachers will send parents a list of what children will need at the beginning of the year.

Other things may be needed during the year and you will be advised of this by your child's teacher. Some things will be supplied by the school and then you will be billed for them; these include wooden flutes and recorders and fountain pens. For information about what expenses you are likely to incur during the year, please contact your Class Teacher or Guardian.

## **School Trips, Outings and Walks**

Experiencing different environments, especially for city children, is a vital part of their education; it helps them to connect deeply with the world and enriches their understanding of what they learn at school.

The children may go on day trips from Kindergarten - for the Martinmas Lantern Walk in November, for example - and then, from about Class 3, they may camp or stay in youth hostels overnight on trips related to the curriculum. They may visit a farm in Class 3; there is a three-night camp for the 'Olympics' in Class 5 and they often visit the site of a Roman settlement in Class 6. In Class 8 the class sometimes goes abroad as a 'finale' to their time with their Class Teacher; there is a Survival Skills camp in Class 9, a Surveying field trip in Class 10 and cultural trips both in London, elsewhere in the UK and overseas in Classes 11 and 12.

Parents are expected to pay for school trips in addition to their school fees and will be advised of costs in good time.

## **Festivals**

Festivals form an important part of the children's education. The main ones celebrated at the school are Michaelmas, Advent, Christmas, Easter, Whitsun, and St. John's Day, but some classes also celebrate Martinmas (in November), St. Nicholas' Day, Candlemas (in February) and Ascension. We have children in

our school from many different cultures and so we try to bring their festivals - such as Chanukah, Diwali and Eid - into the school as well, often with the help of their families. Some festival celebrations are just for the children, others are for parents as well.

Festivals of work, such as our eurythmy festivals at Rudolf Steiner House, sometimes take place off site and parents are expected to accompany their children. Others are planned to take place in the morning so that the school day ends earlier than usual. Parents are informed of these in the Newsletter, on the website and by email.



## Homework

The school does not have a universal policy regarding homework. Each teacher is free to decide whether it will be of benefit to the children in each case and so some will give homework, others won't and this should be considered normal. Generally, children will not have homework before Class 3, although they may get small assignments, such as trying to answer a riddle or bringing something from home, from Class 1. In the Middle and High School, children and students are expected to complete a growing number of assignments independently - reports, preparation for oral presentations, research, projects, essays, reading - and this will inevitably involve working at home sometimes.

## What are the children allowed to wear and bring to school?

In order to learn, children and students need an environment that allows them to concentrate in their lessons without unnecessary distractions. We have kept this basic principle in mind in preparing the classrooms and the timetable and we ask for parents' and students' participation in maintaining this learning environment by ensuring that the children come to school appropriately prepared.

In addition to the list below, individual teachers may impose other restrictions on the children in their classes if they feel it is necessary and appropriate. Parents will be informed separately. Disregard for these rules may result in suspension or exclusion from school.

### Clothing, jewellery and hair

Children's clothing should be simple, neat and appropriate for the weather. As a general guide **for all ages**, the blue area in the diagram (right) should be covered at all times.

Trousers or skirts should not trail on the ground and clothes should fit well so that the children do not have to hold them up or worry about them in any way. Generally, clothing should allow movement, should it be required in any lesson.

Outdoor shoes will be worn for games lessons and so the children should wear or bring trainers on the days when they have games.

High School students should have a P.E. kit (a list is sent to all students)

Hair must be kept out of the face and must be tied back for PE, woodwork, chemistry etc.

### In the Lower School (Classes 1 – 5):

Children should not wear:

- Clothing with slogans, cartoons or large logos
- Jewellery (except watches and stud earrings for pierced ears)
- Nail varnish, dyed hair or make-up
- Bare midriffs, backless shoes or high heels.

### In the Middle School, (Classes 6 – 8):

- We expect pupils to come to school in appropriate, modest (see diagram above), practical clothing that does not inhibit their full participation in their lessons.



- Pupils should not wear: clothes with slogans, cartoons etc. on them, torn clothes, bare midriffs, backless shoes or high heels
- Jewellery must be removed for PE lessons or other activities where it could be hazardous (e.g. some science and craft lessons).
- Dyed hair is not allowed.
- Tattoos, including temporary ones, and body piercings, other than in the ears, must not be visible.
- Strong perfume or body sprays should not be used.
- Staff will speak to pupils who push the boundaries, and to their parents if necessary.

### **In the High School, (Classes 9 - 12):**

Students are expected to come to school appropriately dressed for the activities of the day. Clothing should be practical, free of offensive slogans or images, and modest (see diagram above) While High School students are free to choose what they wear, this is allowed because we think they are old enough to judge for themselves what is and is not appropriate in an environment where there are very young children, impressionable younger pupils, and parents. If staff feel that a student is wearing something inappropriate, they will be expected to change on request.

### **Food**

Food also affects the children's ability to participate fully in their lessons. We ask that they have a good breakfast before they come to school and that they bring healthy food for their break and lunch.

### **In the Lower School (Classes 1 – 5):**

We ask that parents do not send children to school with sweets, chocolate bars, chewing/bubble gum, fizzy drinks or flavoured crisps.

### **In the Middle School and High School (Classes 6 - 12):**

Energy drinks and chewing gum are not allowed. Otherwise, there are no restrictions on what older students eat at school, but they should be aware that other children in the school do not have this freedom and that food can affect their health and their ability to participate fully in lessons. Staff will advise and restrict what students eat if necessary.

## **Use of Electronic Media at school**

### **Use of Electronic Media: Guidance for Parents**

### **Growing up Online: a documentary**

## **Parent Education**

Because the way we work with the children is very different from what most parents have experienced, it is vital that parents understand the principles out of which we work so that they, in turn, can support their children.

We offer a weekly morning study group for parents whenever possible (email for information: [amandabell@stmichaelsteiner.com](mailto:amandabell@stmichaelsteiner.com))

Staff sometimes open their classrooms to parents, and parents are always welcome at [Open Days](#).

## **What does the school ask of parents?**

## **Communication**

Communication between parents and teachers is very important; appointments to meet with teachers can be booked with teachers directly. Teachers' email addresses and phone numbers are on the school contact list which is distributed to parents at the beginning of the school year, or when they join the school. Parents who wish, for whatever reason, to speak to a subject teacher, another Class Teacher or a College member can also book appointments in this way.

If you wish to communicate something briefly to your child's teacher before school, the best way is to send a text, or phone the school and leave a message, at least 30 minutes before school starts. Class Teachers will not look at their messages between 8:30 and 10:30. Please also be aware that, at pick-up time teachers are supervising children who have not yet been collected and cannot engage in long conversations with parents.

If you have met with a teacher to speak about a problem, but are still not satisfied with the outcome, please refer to the Parents' Grievance procedure at the end of this handbook for guidance.

## Reports

Parents of children in the Lower, Middle and High school will receive an annual report at the end of the summer term, or sometimes during the summer holiday. Please be aware that it is not appropriate for children in the Lower School to read their reports. High School reports are usually addressed to the students themselves. Parents of pupils in the Middle School (Classes 6, 7 & 8) should follow their teachers' advice. If you have any questions about reports, please contact your child's teacher or class guardian.

## Home Visits

It is essential that a strong relationship can develop between teachers and parents, in support of their children's education. It is very helpful, especially for younger children, if parents invite their child's Class Teacher to their home occasionally.

## Photography and filming at school

As part of our Safeguarding policy, and to protect the privacy of individuals, parents and pupils must not film or or take photographs at school, or at off-site school events such as plays and trips, unless specifically asked to do so, and must not post images taken at school or on school trips on social media without permission from the school.

## Recommended Reading List

### Books by Rudolf Steiner

*Anthroposophy in Everyday Life*; Rudolf Steiner Press  
*Waldorf Education and Anthroposophy*; Anthroposophic Press  
*The Spirit of the Waldorf School*; Anthroposophic Press  
*Understanding the Human Being*; Rudolf Steiner Press  
*The Renewal of Education*, Rudolf Steiner; Robinswood Press  
*Eurythmy: An Introductory Reader*, Rudolf Steiner; Sophia Books

### Steiner Waldorf Education

*The Essence of Waldorf Education*, Peter Selg; Steiner Books  
*Between Form and Freedom*, Betty Staley; Hawthorn Press  
*Waldorf Education*, C. Clouder and Martyn Rawson; Floris Books  
*School as a Journey*, Torin Finser; Hawthorn Press  
*Ready to Learn*, M. Rawson, M. Rose; Hawthorn Press

### Early Childhood

*You are your Child's First Teacher*, Rahima Baldwin; Celestial Arts, California  
*The Incarnating Child*, J. Salter; Hawthorn Press  
*A Guide to Child Health*, M. Glöckler and W. Goebel; Floris Books  
*The Genius of Play*, Sally Jenkinson; Hawthorn Press  
*Well, I Wonder-Childhood in the Modern World*, Sally Schweizer; Sophia Books  
*Free to Learn*, Lynne Oldfield; Hawthorn Press

## Practical Activities, Arts and Festivals

# Fees for 2023/2024

	Total Fee per Year	Per term	Per Month**
Class 9 - 12 oldest/only child	£13,669	£ 4,423.67	£ 1,327.10
Class 9 - 12 1st younger sibling	£9,708	£ 3,141.67	£ 942.50
Class 9 -12 3rd /4th etc. sibling	£5,745	£ 1,859.33	£ 557.80
Class 5 - 8 oldest/only child	£12,392	£ 4,010.33	£ 1,203.10
Class 5 - 8 1st younger sibling	£8,431	£ 2,728.33	£ 818.50
Class 5-8 3rd /4th etc. sibling	£4,471	£ 1,447.00	£ 434.10
Class 1-4 oldest/only child	£11,115	£ 3,597.00	£ 1,079.10
Class 1 - 4 1st younger sibling	£7,153	£ 2,315.00	£ 694.50
Class 1 - 4 3rd /4th etc. sibling	£3,195	£ 1,034.00	£ 310.20
Full Time Kindergarten oldest / Only Child	£8,735	£ 2,827.00	£ 848.10
Full Time Kindergarten 1st younger sibling*	£4,774	£ 1,545.00	£ 463.50
Full Time Kindergarten 3rd/4th etc. sibling *	£929	£ 300.67	£ 90.20
Afternoon Care for Kindergarten children: £20 per session. Lunch Club for Kindergarten children: £10 per session. Parent & Child/Baby groups: £8 per family per session			
*Part Time Kindergarten fees are calculated individually on a pro rata basis **Monthly payments are made over 10 months between September and June			

*All Year Round*, A. Druitt, C. Fynes-Clinton, M. Rowling; Hawthorn Press  
*The Children's Year*, C. Fynes-Clinton, M. Rowling, S. Cooper; Hawthorn Press  
*Eurythmy, Essays and Anecdotes*, Schaumberg Publications  
*The Wow Factor: global research compendium on the impact of the arts in education*, Ann Bamford; Waxmann

## **Lifestyle and Child Development**

*Simplicity Parenting*, Kim John Payne; Ballantine Books  
*Phases of Child Development*, B. Lievegoed; Floris Books  
*Fool's Gold*, E. Miller; Alliance for Childhood  
*Between Form and Freedom*, Betty Staley; Hawthorn Press  
*Millennial Child*, Eugene Schwartz; SteinerBooks Inc  
*Encountering the Self*, Hermann Koepke; Anthroposophic Press  
*On the Threshold of Adolescence*, Hermann Koepke; Anthroposophic Press  
*Free your Child's True Potential*, M. Rawson; Hodder & Stoughton

These and many other books about Steiner education are available from the library and bookshop at Rudolf Steiner House, 35 Park Road, London NW1 6XT Tel: 020 7723 4400 The school has a small collection of books about Anthroposophy, Steiner Waldorf Education, parenting and other related subjects. These are available on request for parents to borrow.

## **The School's Fee Structure**

The thinking behind the school's fee structure addresses several issues. We try to develop in the children a feeling of responsibility and care for the whole community - the whole world in fact - and a wish to help others who are less fortunate. We believe we should also model that in the way we run the school. Our ethos is not exclusive, and a school community made up of people with a wide range of incomes creates a healthier environment for the children. It is in everyone's interests that we make it possible for people who don't have so much money to come to the school.

We charge reduced fees for second and third children because having more children doesn't mean that parents are able to contribute more. However, having more children in the school benefits everyone, and we want to make it possible for large families to send all of their children to the school. We have found that children who have siblings in other schools often think they have been sent to our school because there is something wrong with them, and this affects their self-esteem and their attitude to the school, and also perpetuates the erroneous idea some people have that ours is a 'special' school for children with learning difficulties.

We also recognise that parents with small children have less 'earning power' than those with older children, and this has to be taken into account. This is the reason for charging different fees in different classes; it does not cost more to educate a child in Class 6 than it does a child in Class 2.

In some cases, these reductions are not enough, so we offer Fee Assistance, or bursaries, on application. Information about how to apply is in school's .

Perhaps the most important concern for us is to dispel the idea that we are selling education. Our aim is to offer the best possible education. To that end, we are committed to putting in the necessary work to make this happen. We are not paid according to the number of hours we teach or the number of years' experience we have. In order that we can offer this to you, of course, we need enough money to live in London.

In order to offer the best possible education, we must continue to attract the best teachers, and we will not be able to do that unless we can pay them a proper salary. Living costs in London are higher than in other parts of the country, and staffing costs represent more than half of our annual budget. We also need equipment and materials, and to be able to develop and maintain the school building, grounds and facilities.

## **School Fees, Fee Assistance and Withdrawal of Pupils**

## **Illness and Communicable Diseases**

## **Health & Safety**



## **First Aid**

All staff regularly undergo First Aid training and there is always at least one trained First-Aider on site and on all outings. Minor injuries are treated with water only. We will not give Homoeopathic remedies or applications, or any other medicines to children, except those provided by parents (for example for allergies or those prescribed by a doctor). Any treatment given is recorded. The first aid policy is on our website.

## **Parents' Use of School Premises**

The purpose of the school is for the education of children. This must always be the paramount consideration when the premises are used for other things. As the school grows, the use of space has to be carefully planned and considerations of noise levels, security and classroom management, etc. have to be weighed against the benefits of things like parent workshops and meetings. However, it is possible for these to take place at school on request.

If parents wish to hold meetings or organise events to take place in the building or grounds, they should apply by email to the Chair of College ([college@stmichaelsteiner.com](mailto:college@stmichaelsteiner.com)) for permission, stating a date and time as well as the length of the event and approximately how many people are expected to attend. Applications need to be submitted in good time to allow them to be considered properly, otherwise events will not be able to go ahead.

Parents hosting events at school will be expected to submit a risk assessment. When planning events involving children (under 18s), parents must have regard to the school's Safeguarding policies, available on our website.

## **Smoking, Alcohol, Drugs and Weapons**

It is against the law for anyone to smoke anywhere on school premises. The use or possession of alcohol, illegal substances or weapons will not be tolerated and will result in suspension or permanent exclusion from the school.

**Dogs** must not be brought onto school premises.

## **Scooters, Skateboards, Bicycles etc.**

Children are not allowed to ride scooters or bicycles anywhere in the school grounds; they should be left in the bicycle rack by the pedestrian gate and must not be brought into any of the school buildings.

## **Terms of Acceptance and Probation**

All children are accepted into the school subject to interview, the agreement of financial terms and payment of the required deposit.

The first term is probationary for the school and for parents; if it is not working out for any reason the child can leave or be asked to leave without giving notice. Thereafter, a term's notice is required or a term's fees in lieu of notice. During the probationary term, parents should be in regular contact with the Class Teacher to find out if there are any problems and if the child is settling well.

After a few weeks, the Class Teacher will discuss the child's progress with the other teachers and make a decision, which will be one of the following:

- The child is accepted.

- The child is not accepted.

- The child is accepted with conditions – e.g. extra lessons, therapy.

- The child is given a further term's probation.

Probation can be extended up to three times after which a final decision must be made.

Possible reasons for not accepting a child after the probationary period are the same as those given in the policy '*Exclusion and Suspension of Pupils*' below.



If a child is not accepted, the parents will be given the opportunity to discuss the reasons for the decision and an agreement should be reached about when and how to tell the child.

### **Exclusion and Suspension of Pupils**

### **Parents' Complaints and Concerns Procedure**