



## Aims of the School

We aim to deliver a curriculum where children are encouraged to become literate, numerate and articulate. We aim to provide well-rounded individuals with the skills and knowledge for success in the next stage of their education.

We aim to provide a stimulating and well-ordered environment, which is designed to meet the differing needs of the individual, and where each child feels happy and secure.

We hope to provide a learning environment in which children are able to realise their potential. We encourage children to learn from their mistakes and think about the consequences of the actions they take with regard to their work and their behaviour.

We aim to develop an enquiring mind and nurture a love of learning. We want to develop perseverance and determination to complete challenging tasks. We want to help children to be able to work in a variety of situations, developing co-operation, empathy and teamwork.



## School hours for the Reception classes



08.40 – 08.55am	Classroom doors open for children to come in and organise their belonging. They will also complete an independent Early Morning Task.
08.55am	Registration and morning session. Children not in the classroom at 08.55am will receive a late mark in the register
12.30 – 1.25pm	Lunch time
1.25 – 1.30pm	Afternoon registration
1.30 – 3.10pm	Afternoon session
3.10pm	End of session

The school day starts at 8.55am. The classroom doors will be open from 8.40am and the bell at 08.55am signals tidy away time and registration.

Reception and Key Stage One children (Years one and two) finish school at 3.10pm. Key Stage Two children finish school at 3.15pm.

**(Please note that these timings do not apply during the induction period – please see your individual ‘important diary dates’ sheet).**

## School Closure

Very rarely it may be necessary for us to close the school, e.g. due to loss of electricity or heating to the school site, or where snowfall means that a number of staff cannot travel safely into school and subsequently we would not have enough staff to supervise the children on site. We always try to make the decision as early as possible. Information will be announced on local radio and be posted on the following websites:

<http://www.st-peters-pri.gloucs.sch.uk/>

[www.gloucestershire.gov.uk/closedschools](http://www.gloucestershire.gov.uk/closedschools)

## Illness and Medication

Class teachers and teaching assistants are not allowed to give or keep any medication in the class, with the exception of asthma inhalers. Your child must be fully competent at using their inhaler and a member of staff will **oversee** your child administering the correct dosage. We will require authorisation – please speak to the class teacher who will give you the necessary paperwork. The office staff are able to administer any **prescribed** medicine – again, a form will need to be completed when you give the office staff the medicine. You are of course welcome to come into school to administer medication yourself.

If your child is off school or sent home from school due to vomiting and / or diarrhoea, we follow the Health protection Agency guidelines; children should remain off school until they have been symptom-free for 48 hours.

If your child becomes ill at school, then we will contact you or the named person you have given us on your Contact Form. Please ensure contact numbers are kept up to date and that any people named on the form agree to come and collect your child from school if necessary. Remember, if your mobile telephone number is given as an emergency contact number, then you need to ensure your mobile is switched on.

In case of an emergency, if we are unable to contact you or the named person(s) on the Contact Form, a member of staff will take your child to the hospital and act on your behalf until you can be contacted.

## Absences

If your child is away from school for any reason, it is important you telephone the school (01452 524792 / 521157) and write a note explaining the absence on their return. Only the school can authorise a child's absence. Planned absences, for example to attend a family wedding, need to be authorised by the Head Teacher at least 14 days in advance.

Frequent absences and being late in the mornings can be stressful to any child but in particular to a young child in their first terms at school. A hurried arrival at school can cause great distress and this significantly affects their progress and access to the full curriculum.

It is therefore essential that you ensure your child is at school by 8.55 am, and only stays away from school if they are ill.

If you arrive at school after 8.55 am you will need to take your child to the main office, so that they will get a mark in the register and, if necessary, a hot dinner ordered.

## Child Protection

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share the same commitment. We follow Gloucestershire Safeguarding Children's Board Procedures. For more information, go to [www.gscb.org.uk](http://www.gscb.org.uk)*

The protection and welfare of all of our children is paramount. If we are concerned about the safety or well-being of a child or family in regard to a child protection issue, we seek advice from The Children and Families Service. We follow their lead as to the next steps that need to be taken in order to maintain the safety and well-being of a child and how to support the family.

## Pastoral Leader

Our Pastoral Leader, Mrs Desando, is available to offer support if families have issues beyond their children's education that need addressing. Support may be needed if the breakup of a family affects the child's behaviour or there is a sudden change of family circumstances, such as redundancy or bereavement. Mrs Desando will be able to offer strategies directly to you, but she also has contact with many specialist organisations who can offer further support.

## Safety

Please inform us of any regular home-time collection arrangements during our September meetings, e.g. Sam's mum every Monday, after-school club every Wednesday, or nanny every Friday. If your child has a one-off play date, please inform us in advance so we know to release your child to that child's parent. If you forget to inform us in the morning, please phone it through to the school office by 2.30pm.

At the end of the day we ask that parents/carers please wait out on the playground away from the doors. Please allow your child to wait with the class teacher until she has seen you and told your child that they may go. This allows us to ensure that we know that all children have gone home with their parent / designated person. Please do not call your child over or come and take your child out of the line.

In consultation with the Fire Service, in the case of a fire, the children will be removed from the classroom into the safety of the front playground.

## Money



Trips are paid for via ParentPay - you will need to register in order to create an account. Information will be sent out to you at a later date. Other money, such as for the school disco, needs to be put in an envelope (stating your child's name and what the money is for).

## School Rules / Good to be Green

At St. Peter's we have four school rules (be safe, be respectful, be ready to learn and always try your best). At the start of each day each child starts with a 'good to be green' credit card. The aim is that they will keep their green card.

If children choose not to conform, staff will follow a set procedure. Initially a verbal warning will be given. If they choose to continue with the unacceptable behaviour, they will be given an orange (amber) warning card. This will replace the green card. This will remain in place for at least ½ a day. Providing they have addressed the behaviour the green card will be returned. Persistent poor behaviour will result in a red card and there will be consequences on receiving a red card.

We have a zero tolerance rule to all physical, emotional and mental abuse and a red card will be given immediately if this behaviour is displayed. Three red cards in a term will result in parents being informed and a meeting to address the behaviour arranged.

Children in Reception do not start on the Good to Be Green system straight away; we spend the induction period settling the children into the school routines and helping them to understand the school rules.

We will send out a letter when we start on the Good to be Green system.

