



## Welcome to St. Peter's Ark and Nursery

Many thanks for choosing St. Peter's Ark/Nursery, as your child's educational setting. We are a fully inclusive school which encourages learning by providing a welcoming, friendly and supportive environment rooted in the Christian Values of Friendship, Truthfulness, Courage and Responsibility. These values are central to the ethos of the school community and its teaching.

We aim to provide a safe and secure environment where children are nurtured, feel safe and make excellent academic progress. Our priority is to provide an education that raises aspirations and improves children's life chances.

### School Day – The Ark and Nursery

Morning Ark/Nursery	8:30am – 11:30am
Afternoon Ark/Nursery	12:15pm – 3:15pm

We would be grateful if you could take the time to familiarise yourselves with the information below relating to school. There are also several documents that require your attention and we would be grateful if you could **complete, sign and return to school** as soon as possible. Please note in order for your child to be admitted, all of the forms need to be returned to school prior to the admission date.

The forms in the consent booklet will apply until your child leaves St. Peter's, therefore if you wish to withdraw or add your consent for anything in the future, please contact the school office as soon as possible.

The school uses Arbor to send the majority of our communications home, including newsletters, consents for class visits and places in our after school club programme. Arbor is also our preferred method for receiving payments for school meals, class visits and other items requiring payment to the school. We can also accept cash. There is an app for Arbor that you can download to make receiving correspondence even more convenient. For any questions or queries relating to anything you receive please contact the school office on 01287 676210.

We have our own school Facebook page - St. Peter's Church of England Primary School. As well as our own school website <https://www.stpeters-ce-brotton.com> . We share lots of information via both platforms and are the perfect way to keep up with what is going on in school.

### Uniform

Uniform is not compulsory in Ark/Nursery, but if you wish to purchase it, our school uniform consists of:

- Red sweatshirt, cardigan or fleece
- Red or white polo shirt
- Black or grey school trousers (jogging bottoms or leggings) or shorts
- Grey skirt or pinafore
- Red & white gingham dress during the summer term
- Red PE t-shirt and royal blue shorts (Ark/Nursery will not require PE kits)

We recommend that children in Ark/Nursery wear clothes that help them to access the toilet independently. For example, jogging bottoms or leggings that can be pulled down/up easily. Please write your child's name in all items of clothing, so that we can return any missing clothes to the right person as quickly as possible.

Embroidered items and school bags can be ordered from Emblematic our uniform suppliers online at: <https://studentuniform.co.uk/spcep161> . The link can also be found on our school website as well as details of other suppliers.

## Breakfast Club

The School Breakfast Club is held in the School Sports Hall from 8:00am until 8:50am and is open to all pupils attending St. Peter's Primary School.

At the end of the session the younger children are escorted into school by the breakfast club staff ready for morning lessons.

There is no need to book a place, children can attend as little or often as they like.

Breakfast Club is £2.00 per session. Payments can be made via the Arbor app or cash if you prefer.

For further information please contact the school office on 01287 676210.

## The School Office

The main school office is ran by Hayley and Kirsty Monday to Friday between 8:30am – 3:45pm.

We have a secure system in place where only people listed on a child's collection forms will be allowed to pick them up at the end of a session. Please contact us as soon as possible if you need to change anything on your child's contact sheet. This includes change of address, new phone numbers or adding/removing contacts, including who can and cannot collect your child from school. We need verbal consent from you before we will allow any child to leave school during the day with someone who is not listed as a person able to collect your child. The same also applies for all children in Foundation Stage and Key Stage One at the end of the school day, who must be collected by an adult over the age of 16. Once your child reaches Key stage 2 you will be asked if you consent to your child walking home alone or if you still wish to collect them.

## Medication

If your child needs medication at any time, please come to the office to complete a medical form, as we are unable to administer medicines without this form.

## Attendance

St. Peter's Church of England Primary School believes that good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them at school. At a young age, continuity and consistency are important contributors to a child's well-being and progress.

### **Aims**

- To create a culture where good attendance is 'normality' and valued
- To value the individual and be socially and educationally inclusive
- To be consistent in the implementation of our policy and procedures

Regular and punctual attendance is paramount so that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Therefore, if you know in advance of any holidays or absences, please inform staff and/or fill in a holiday form from the office.

## Authorised absence

An absence is classified as authorised when a child has been away from Ark/Nursery for a legitimate reason and the Ark/Nursery has received notification from parent or carer. For example, if a child has been unwell and parent telephones the school to explain the absence. Please call before 9:00am and leave a voice message explaining the reason for absence. Alternatively, absences can be reported via the in app message facility on Arbor.

### Unauthorised absence

An absence is classified as unauthorised when a child is away from nursery without the permission of the school. For example, if a child has been taken on holiday. Marks will also be unauthorised when a reason for absence has not been provided.

We would be grateful if children could be at school, on time, every day that the school is open, unless the reason for the absence is unavoidable.

Although attendance at ark and nursery is not statutory, authorised absence is only normally granted when a child is unwell and the parent contacts the school to explain the absence or emergency situations and medical appointments. All planned absences in term-time must be requested using the Leave of Absence Holiday Request Form. Holidays will be marked as unauthorised in the attendance register.

### Fees

We offer 15 hours free childcare for eligible 2-year-olds in the Ark and 15 hours free childcare for all 3- and 4-year-olds.

We also offer paid places for 2-year-old children. For a half day, either morning or afternoon, there is a fee of £15. Please speak to a member of staff about your child's eligibility and how we can support your childcare needs.

### 30 hours

We provide 30 hours for eligible families in Nursery and hope to support families in a flexible way. Please speak to a member of staff for more information about this offer.

### Snack

Children in Ark/Nursery will be given milk and a snack, e.g. an apple, bananas, carrot, during their session. This helps to promote healthy eating and is part of our daily routine. The children will also regularly take part in baking activities and practise skills, such as buttering toast and icing biscuits. Please inform staff as soon as possible if your child has any dietary requirements or allergies.

### Spare clothes

Please send a bag of spare clothes to keep at school, or bring it each day, with your child in case of toileting accidents or having too much fun in the messy activities that the Ark/Nursery have to offer! We endeavour for the children to wear aprons during most messy activities, but we try to offer a range of real, hands-on activities and so please do not send the children to school in their 'best' clothes.

### Part of the St Peter's family

We are thrilled that you have chosen to come to St Peter's and we truly believe in working together with our families to achieve the best outcomes for your children. Staff will be available everyday during handover times to speak to, passing on key messages and celebrating your child's learning. Please speak to staff, or call school, if you have any questions or concerns, as we are happy to support you and your child however we can. You will be regularly invited into school to take part in fun activities for the family, such as craft sessions, as well as whole school celebrations and we hope you feel part of the St Peter's family as your child starts their education journey with us.