



Many thanks for choosing St. Peter's as the school to educate your child. 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. They 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.

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.

### School Day – The Ark and Nursery

Morning Ark/Nursery	Starts 8:30-8:45am – ends 11:15-11:30am
Afternoon Ark/Nursery	12:30-12:45pm – ends 15:15-15:30pm

### School Day - Reception – Year 6

Reception-Year 6	8:45am-15:15pm
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We would be grateful if you could take the time to familiarise yourselves with the information 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. 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.

Many thanks  
St. Peter's Staff

## Attendance

At St. Peter's we aim to promote good attendance for the pupils across the school. When your child turns 5 years old they have a target of 96% for the academic year. As a school we have a legal obligation to inform parents/carers if attendance falls below 95% even if we are aware of reasons for absences.

We appreciate that children are sometimes genuinely ill and it is impossible for them to come to school, however it has come to our attention that parents do not always realise how different lengths of absence and lateness can affect their child's attendance.

We would appreciate if where possible parents could continue to support us with the following points:

- Ensuring that your child arrives at school promptly for 8.40am
- After 9.15am if your child arrives late they will receive a 'U' mark in the register which will affect their attendance
- Please can you report your child's absence by 9:00am via our school voicemail. Any absences not reported will get an unauthorised mark in the register.
- Completing Leave of Absence Forms prior to travel
- Where possible avoid taking Holidays, Medical and Dental appointments during Term Time

Irregular attendance does have a serious impact on your child's education. We know that you will endeavour to have your child in school whenever possible, however if the school can be of any assistance in helping you raise your child's attendance in future please do not hesitate to contact us.

### Attendance Letters- Over 5 Years Old

Your child will receive the following letters regardless of whether we are aware of the reason for absence:

- Attendance Letter 1-If your child falls below 95% attendance this letter will make you aware of this
- Attendance Letter 2-If your child falls below 90% attendance this letter will make you aware of this and it states any absences need to be backed with medical evidence for us to authorise the mark
- Below 85%- Possible referral to the local authority depending on circumstances

If you feel you may need extra support from School Health, The school nursing service can be contacted on 01642 444011 or you can use the Healthy Together App

## **Breakfast Club**

The School Breakfast Club is held in the School Sports Hall from 7.45am until 8:45am.

Breakfast Club is open to pupils from Nursery to Year 6 attending St. Peter's Primary School.

At the end of the session the younger children from Nursery to Year 2 are escorted in to school by the breakfast club staff ready for morning lessons.

We offer a range of choices including cereals, toast, pancakes, fruit and fruit juices.

After breakfast the children are offered a wide range of activities or even have the opportunity to catch up on their homework.

In order that Breakfast Club can be safely and appropriately staffed each day, we ask that you book using the Arbor app.

Sessions can be booked up to half an hour before you require the session and must be paid for before your child attends.

Breakfast Club is £3.00 per child per day.

## **School Meals**

School Meal costs:

- Nursery Pupil- £2.55 per day
- Year 3-Year 6 Pupil- £2.65 per day

You can pay for this on the Arbor App. It is really easy and you can see your child's live balance.

Dinner money should be paid on a Monday for the week. If your child is absent you will not be charged, the money will carry over to when your child is back in school.

Please note we do not accept cash.

We offer a range of healthy meals from our hot bar or a cold selection from our salad bar.

If you think you may be entitled to Free School Meals, application forms are available from the school office. If you do feel that you may be entitled to free school meals, even if your child is in Reception or Key Stage 1, we would appreciate it if you could apply, the school receives extra funding for every child who is entitled which enables us to better support your child with things such as staffing, curriculum materials and school visits.

Please note we cannot award free school meals until authorisation is received from the Free School Meals Office at Redcar and Cleveland Borough Council.

If your child is in Foundation Stage or Key Stage 1 then they are entitled to have a universal free school meal, however upon entry into Key Stage 2 payment is required for school meals.

Pupils also have the option of bringing a packed lunch from home for their dinner.

**ALL** pupils are provided with a drink at lunch time.

If your child wishes to change meal arrangement, please let the school office know before they have changed arrangement, and the office will change this for you on the system and let the cook know. Please note if your child changes meal arrangement and you do not let the office know unfortunately you will be charged.

## **Ark & Nursery info**

### **Fees**

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

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. If your child is in a full day they can bring a packed lunch from home or have a school meal which costs £2.55 per day

### **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.

## **Uniform**

If you would like any embroidered uniform please order online at:

<https://studentuniform.co.uk/spcep161>

Uniform is not compulsory in Ark & nursery

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.

Our uniform is

- Red sweatshirt ,cardigan or fleece
- Red or white polo shirt
- Black or grey school trousers or shorts
- Grey skirt or pinafore
- Red and white gingham dress during summer term
- Red PE t-shirt and royal blue shorts

Embroidered uniform is optional. Items purchased from chain stores or supermarkets are also absolutely acceptable.

## **Useful Information**

### **Online systems**

The school uses an online system called 'Arbor' to send most of our communications home. Arbor is also our method for receiving payments for school meals, class visits and other items requiring payment to the school. There is a free app for Arbor that you can download. When your child enrolls at St. Peter's we will email you a log in for Arbor with the email address you have provided us with so you can sign up.

We have our own Facebook page- St. Peter's Church of England Primary School. As well as our own school website. We share lots of information via both platforms and they are the perfect way to keep up with what is going on in school.

We also use an app called Class Dojo. The app is free to download and it allows us to communicate, share updates, events and photos from class of your child. When your child enrolls with us we will send you a link to sign up.

Please do not message teachers or report absences on this app as it is not always monitored.

### **School Office**

The school office is supervised by Hayley and Kirsty Monday-Friday between 8:30am-3:45pm.

The school office entrance and exit should only be used for appointments and emergency purposes. If any parents or carers dropping off or collecting children are unsure which door is your child's, please call school and we will be happy to explain.

We have a secure system in place where only people listed on a child's collection form 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.

### **Change of arrangements**

If you need to change any arrangements regarding who is picking your child up from school or if they can now walk home without an adult (KS2 only), please let us know on the morning so that the message can be passed on to your child as we cannot always leave the office.

### **Medication**

If your child currently needs medication, please come to the office to complete a medical form and drop off the medication as we cannot administer any medicines without a form. All medications will be sent home with your child at the end of every term unless you state you will collect from the school office.

### **Organisation**

Please can you try and ensure that your child/children arrive at school on a morning with everything that they require for the day. This includes packed lunches, after school club kits, PE kits, coats, snacks, book bags, homework etc.

### **Debts**

Any debts including Ark, Nursery, Breakfast Club, Dinner money and residentials will be passed on to R&C council after a 2 week period with no attempted payments made. R&C council will then recover the debt owed to school, please note there will be additional charges added.