

**St Peter’s CE Primary School, Cowfold**

**General School Procedures: 2016/17**

This leaflet is intended to summarise our school practices and operational procedures. It is a quick guide; a set of reminders for parents to refer to. More details can be found in the School Prospectus, which parents are given when their child starts school and is available on the school website.

**MEET THE TEACHER**

Some of the procedures in this leaflet are outlined at the initial ‘Meet The Teacher’ session at the start of the Autumn Term. In case parents are not able to make this information session please note:

* Your child’s class routines are summarised on their class page on the school website.
* Each new term a Topic Overview is sent home, and attached to their class page on the website, so you can see what they will be learning each term and follow up with discussion/research at home.

There are two parent – teacher consultation evenings in each academic year. One is in October and one is in February / March. The first consultation is designed for parents and teachers to meet without the child present. In February / March children attend the meeting alongside their parents so they can be involved in a discussion about their progress and learning.

As pupils are not present at the initial consultation meeting, in October, we have a ‘Going For Goals’ afternoon shortly afterwards so they can be involved in a discussion about their progress and learning.

If parents wish to meet with their child’s teacher at any other point in the year we are always happy to arrange an additional after school appointment.

**START OF THE DAY**

Gates open at 8:40am and a teacher is present from that time to supervise the playground. Key Stage 2 children may be left from 8:40am. Key Stage 1 parents should wait until the whistle blows and the children line up before saying goodbye on the playground.

We encourage children to line up independently of their parents once they reach Year 1. On wet mornings all children enter school through the main entrance and say goodbye in the foyer. Please don’t wheel buggies down into the cloakrooms.

# ABSENCE FROM SCHOOL

**Illness:** Should your child be unwell and unable to attend school please telephone the main office on 01403 864365 on each morning of their absence before 9.20am. Messages can be left at any time on voicemail. Failure to report an absent child may result in an unauthorised absence being recorded. The office is ‘operational’ from 8.40am.

**Recovery Times:** The school policy, which is the same as national guidance, is that pupils should be off school for 48hours after vomiting or diarrhoea. This is to ensure bugs don’t spread right across the school.

**Lateness:** Children who arrive after registration should report to the main school office and be signed in by the Parent/Carer. A late mark will then be recorded.

**MEDICAL MATTERS**

At St Peters we have fully qualified first aid staff on duty at different periods during the day and appointed persons to be on call as and when necessary. Should your child require attention only these staff are permitted to offer first aid support. Parents will be contacted immediately by telephone in any emergencies.

Should your child need to take any prescribed medicine, a form will need to be completed. These are available from the school office. Medication bought over the counter in shops cannot be administered by school staff, only prescribed medicine is allowed to be administered (if prescribed for 4 times a day).

**EMERGENCY CONTACT NUMBERS**

It is essential that we have the appropriate emergency contact numbers. Please make sure that the school office is made aware of any changes, especially relating to mobile numbers / email addresses.

**CORRESPONDENCE**

If at all possible you are encouraged to receive correspondence by email as we are aiming to become more Eco-friendly. If the correspondence requires details to be filled in and returned, it will also be sent home in your child’s book bag. A copy of all correspondence is also available on the school website along with an up to date school diary.

**DRESS CODE**

It is our policy that children should come to school appropriately dressed in school uniform. Please see the school website if you are unsure about what uniform is permitted.

**MORNING BREAK TIME SNACKS**

Children in the Foundation Stage, Years 1 & 2 need not bring in a break time snack as we supply a piece of fruit or vegetable for each day. Junior aged children may bring in a snack but in line with our healthy eating policy, this may only be fruit, vegetables or a healthy snack. Chocolate, chocolate biscuits, sweets, cakes or crisps are not permitted.

Our school policy is to encourage children to drink sufficient amounts of water to ensure a healthy body and mind. Children should have a school drinking bottle for water so they have easy access to water throughout the day.

**END OF DAY PROCEDURES**

**KEY STAGE 1**

Children are handed over when the teacher sees the parent / adult collecting. Please collect ENNIS-HILL from their side door and HOLMES from the ‘Buddy Bus Stop’. Please step forward to collect your child.

**Year 3 / 4**

Unless special requests are made Lower Key Stage 2 children are allowed to leave their teacher’s side on the playground when the child says they can see their adult.

**Year 5/ 6**

Independently leave the classroom to find their adult. Those with permission slips to walk home alone do so.

**GETTING A MESSAGE TO A TEACHER**

In order to make sure communication is efficient please note the following:

**End of Day -** Teachers are always available to have a quick word at the end of day. Please bear in mind they may have meetings to attend, though, and if you need a longer or more private conversation, again please make an appointment.

**Start of Day -** Please understand that the start of the school day is a very busy time for teachers as they prepare to start the day smoothly. If you need to speak to a member of staff please contact the school office and an appointment will be made.

If there is a need to share information urgently, please speak to one of the office staff who can send a message to a teacher on a ‘BLUE SLIP’. Changes to arrangements for collection are communicated by a ‘YELLOW SLIP’. Unless your child is in Reception we kindly request that parents do not go directly into the classroom to find a teacher at the start of a day.

**Staff Emails –** We are no longer using staff emails as a form of communication. Of course we do realise that, for parents who work full time, email was useful. The ‘HEAD’ email, the ‘OFFICE’ email and Mrs Cook’s SENCo email remain unchanged to help those parents. Our addresses are:

[head@st-peters-cowfold.w-sussex.sch.uk](mailto:head@st-peters-cowfold.w-sussex.sch.uk) [office@st-peters-cowfold.w-sussex.sch.uk](mailto:office@st-peters-cowfold.w-sussex.sch.uk)

[acook@st-peters-cowfold.w-sussex.sch.uk](mailto:acook@st-peters-cowfold.w-sussex.sch.uk) (For matters regarding pupils with Special Educational Needs)

To replace emails teachers will have an ‘APPOINTMENTS SESSION’ each week. If you would like to see your child’s teacher for a more lengthy discussion, or just keep up to date with their progress, you should sign up for a session in the new little yellow books that are by the signing in book in the foyer. Your child’s teacher will send a note home to confirm the meeting time and date. The days of the teacher’s ‘APPOINTMENTS SESSIONS’ are 3:30 to 4:30pm on:

Ms O’SULLIVAN – Tuesday Mrs BARONI, Mr LANGDON, Miss HERBERT – Wednesday

Mr BIRD – Thursday

**RETURNING FORMS & MONEY –** To avoid queuing at the office, money and forms can be returned by the pupils themselves directly to their teacher in the mornings before registration. This builds pupils’ independence and hands them responsibility. We encourage all KS2 pupils to do this. Alternatively there is a ‘QUICK DROP BOX’ outside the office.

**OFFICE HOURS**

The office is open for parents to conduct any administration or ask any questions from 8:40am to 9:10am and then again from 3:00pm to 3:30pm. We kindly request that parents only conduct administration enquiries at these times as this will enable us to work more efficiently.

In the event of an urgent matter the office is staffed to from 8:30am to 4:00pm daily where Nicola and Jo are always happy to assist. If this is the case, please contact us by telephone rather than email. In the rare event of not being able to speak to someone in person please leave a voicemail message as these are always checked regularly.

**EDUCATIONAL VISITS**

Unless parents notify us in writing withholding their agreement, we will from time to time take children out within the locality. This would include walking to church. For any visit that involves transport, parents will always be contacted.

**RUCKSACS**

When buying a new rucksack either buy a school one from Taylor Made Uniforms or please ensure it is no bigger than a school one (sample can be given on request). This helps the children fit things on their peg. Book bags are recommended for Key Stage 1 and Reception, not rucsacs.

**JEWELLERY**

Children should not wear jewellery to school. For children with pierced ears, small studs may be worn but these will need to be removed for any PE lessons. It is always best for ears to be pierced at the start of the summer holidays so children can confidently remove their earrings by the time they return to school in September. Also, children should not bring in toys from home as they can be mislaid, damaged and cause unnecessary upset.

**PARKING**

No cars are permitted down Potters Green during school hours. The school car park is for staff and visitors to the school only and must not be used by parents to drop off or collect children.

**HOT SCHOOL DINNERS**

Free hot school meals are provided for every child in Year R, Yr 1 and Yr 2. Every Class 1 or 2 child has been asked to either **OPT IN** to having a free hot meal or **OPT OUT** and bring a packed lunch from home. This is done on a termly basis. If anyone wishes to OPT IN for the coming term they need to see the office at least 2 weeks before the end of the current term. Key Stage 2 pupils’ meals have to be booked on the Chartwells’ website (<https://westsussex.mealselector.co.uk/>) at least two weeks in advance.

**HELPING IN SCHOOL**

Offers of help are always welcome. If you are interested in coming in to school to assist pupils and/or hear readers please contact your child’s teacher. Then a DBS (CRB) check will need to be arranged with office and a quick briefing will be arranged with the Headteacher.

**We hope this booklet is useful to you. Please keep it handy and it may answer a question you have about school and save you time waiting to ask a member of staff. Thank you.**