



St Peter's CE Primary School, Cowfold

General School Procedures: 2025-2026

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 are available on the school website and through the Reach More Parents App.

BACK TO SCHOOL BRIEFING

Some of the procedures in this leaflet are outlined at the initial 'Back To School Briefing' session at the start of the Autumn Term. We really encourage you to attend this briefing but, in case parents are not able to make this information session, please note:

- Your child's class routines are summarised in 'the hub' section on the Reach More Parents App. Please look for your child's class name category where their information page can be accessed. This will be available and 'go live' on the day of the 'back to school briefing'.
- Each new term an Organised Knowledge Overview for the term ahead is shared on a class's page, in 'the hub', on the Reach More Parents App, so you can see what your child will be learning and what home learning opportunities you could support them with.

There are two parent – teacher consultation evenings in each academic year. One is in October and one is in March.

START OF THE DAY

8:40am – The gates open for all pupils.

All pupils to go straight to their classroom doors.

Class 1 pupils and parents should drop off directly at the Class 1 door facing the playground.

Apart from Class 1 pupils, parents are encouraged to drop pupils at the front gates.

8:45am – School begins.

8:50am – Pupils arriving after this time will be late.

Entry after 8:50am is via the office and children must be signed in with one of our white, late slips to ensure they will be recorded in the register.

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. Alternatively, you can report your child's illness using the Reach More Parents App.

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

Lateness: Children who arrive after 8:50am should enter through the school foyer. They must wait by the office window until Mrs King has noted they are present via the 'White Late Slip'. This must be done to ensure our Fire Drill roll call will be correct.

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). Parents are welcome to pop in to school to administer non-prescribed medicines.

EMERGENCY CONTACT NUMBERS

It is essential that we have appropriate emergency contact numbers for **two** adult carers per child. Please make sure that the school office is made aware of any changes, especially relating to mobile numbers / emails. Contact details for two carers is needed for the Reach More Parents App.

CORRESPONDENCE

All correspondence will go both by email and through the Reach More Parents App. Permission Forms can now be filled in online; on mobile, tablet or PC. If you have any problems doing this please contact the school office (phone or email) and you can give permission direct to the office.

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. Pupils should wear black shoes and boots are not permitted. Should a pupil walk to school in winter boots, they will need to put black shoes on once they have arrived at school.

P.E. Kit – Please ensure that your child has their PE kit at school on the days they do PE. These days are published on the Class HUB Page in the Reach More Parents App. It is very disruptive when children do not have their PE kit and often results in them missing out on vital exercise.

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. Key Stage 2 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 (or any item with chocolate in it or on it), 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

School ends at 3:15pm

Notifying us of a change in adult who will collect: If you need to let your child's teacher know that someone, other than you (their parent / main carer), is collecting them please **DO NOT EMAIL** in to the school office. Please can you let us know in person, by filling in one of our yellow slips, or by telephoning in. There is a chance that an email can go astray or go in to a 'Junk' folder.

Only pupils in Year 5 and 6 are permitted to walk home without someone over 16 to accompany them. Parents must complete the permission form for this, before allowing their child to walk to / from school without an over 16.

Pupils in Year 5 and 6, who walk unaccompanied, are permitted to bring a mobile phone for safety. However, this must be handed in to their teacher as soon as they enter the classroom and they need to abide by our mobile phone policy.

GETTING A MESSAGE TO A TEACHER

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. Changes to arrangements for collection are communicated by a 'YELLOW SLIP' (as mentioned above). **We ask, kindly, that parents do not go directly into the classroom to find a teacher at the start/end of a day.**

You do not need to wait until Parents' Evening to discuss your child's progress with their teacher. If you need to meet them just ask The Office to ask them to ring you to arrange a time.

Staff Emails – We do not use staff emails as a form of communication as we prefer 'face to face' communication. Of course we do realise that, for parents who work full time, email can be useful. The 'HEAD' email and the 'OFFICE' email can be used to help those parents. Our addresses are:

head@stpeterscowfold.uk

office@stpeterscowfold.uk

For important or urgent messages. It is always best to ring the school and speak to someone in person to ensure that your message has got through.

HOLIDAY & PRE-BOOKED ABSENCE

Term time holiday cannot be authorized due to government regulations. Any holiday over 4.5 days will receive a fixed penalty notice (fine). **Please fill in an absence request form for any holiday notifications or if you need to take your child out of school for any other reason.** Medical appointments are usually authorized. Please see our 'Attendance Policy', on the school website, if you would like more information on this. Thank you.

Absence Request Forms – these are available to fill in on your device via The Reach More Parents App or on paper by requesting one from Mrs King in the office.

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.

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 3:05pm to 3:30pm. In the event of an urgent matter the office is staffed to from 8:30am to 3:30pm daily. ***If it's urgent 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. Emails are not checked quite so regularly.

Mrs King is our School Secretary and can support with enquiries about letters that have gone out from school. Mrs Bell is our Bursar, so enquiries about payments and financial matters are best addressed to her. For questions about clubs, please contact the club providers directly. Thank you.

PUPILS' MOBILE PHONES

Year 5 and 6 children may bring a mobile phone to school if they walk to and from school without adult supervision. When a child needs to bring a phone into school, a permission slip (Appendix 1 of Mobile Phone Policy) must be signed by the parent. The phone must be handed into to their teacher as soon as they enter the classroom at the start of the day and it can be collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that St Peters accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

RUCKSACKS

When buying a new rucksack for KS2 please ensure it is not too large. This helps the children fit things on their peg. Book bags are requested for Key Stage 1 and Reception, not rucksacks.

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.

HOT SCHOOL DINNERS

Free hot school meals are provided for every child in Year R, Yr 1 and Yr 2.

For Key Stage 2 pupils, parents can still book hot meals but these need to be paid for.*

(*unless your child qualifies for Pupil Premium).

To book, go online to: www.theeasylunchcompany.co.uk, Click on YOUR ORDERS (top right)

Click on REGISTER (top right) if you are a new user.

If your child requires a 'Special Meal' for dietary purposes please contact Emma on 01403 741177 or email emma@theeasylunchcompany.co.uk.

EACH NEW TERM YOU WILL NEED TO REPEAT THIS – the booking page is always open on the last day of each term ready for the next term.

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 check will need to be arranged with the office and a quick briefing will be arranged with the Headteacher.

We hope this summary is useful to you. Thank you.