



**St Peter's Church of England (Aided)  
Primary School, Cowfold**

St Peter's  
Christian Values



Values for Life © Jumping Fish

*School Prospectus*  
*2019*

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## School Information

St Peter's CE (Aided) Primary School,  
Potters Green,  
Station Road,  
Cowfold,  
Horsham,  
West Sussex.  
RH13 8QZ

Telephone: 01403 864365

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

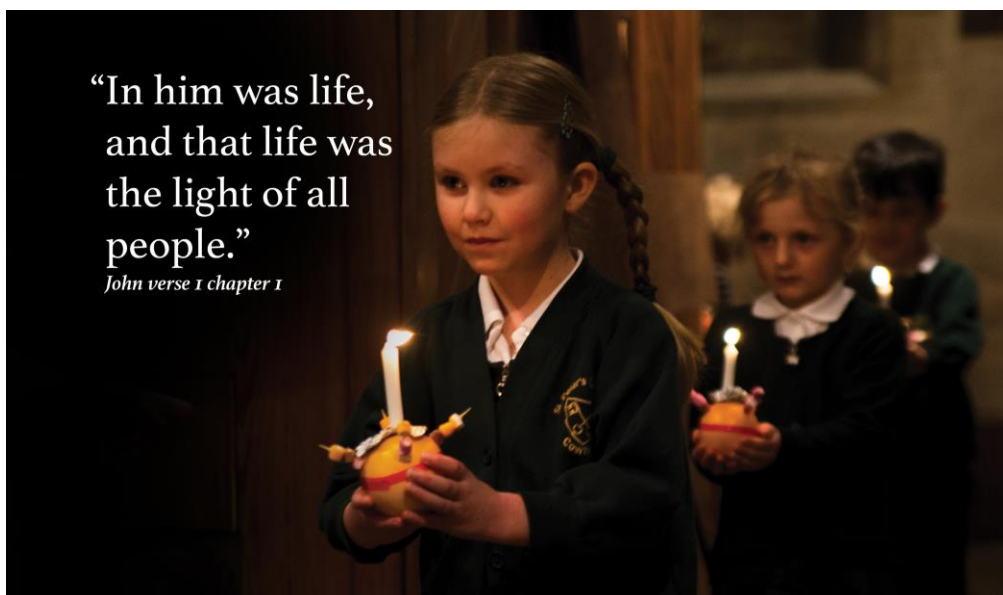
Web: <http://stpetersce.eschools.co.uk/website>

Headteacher: Mr Giles Kolter (*BSc, PGCE, NPQH*)

Chair of Governors: Mrs Stephanie Lewis

### Status

St Peter's Church of England Primary School Cowfold is a Voluntary Aided school, with close links to St Peter's Church, Cowfold, in the Diocese of Chichester.



# Headteacher's Welcome

Starting school is very important for young children and their parents. This prospectus provides information about St Peter's School and how we work. St Peter's is a small, village school that offers children an exciting and broad learning experience in a happy, caring atmosphere. The school places a great emphasis on developing 'the whole child' and each pupil is valued as an individual. St Peter's has a strong Christian ethos which helps the children develop their self confidence, ability to play and work with others and the skills to be life-long learners.

Our 'Good' Ofsted Inspection Letter from October 2016 states:

**'Pupils' spiritual, moral, social and cultural development is a strength of the school.'**

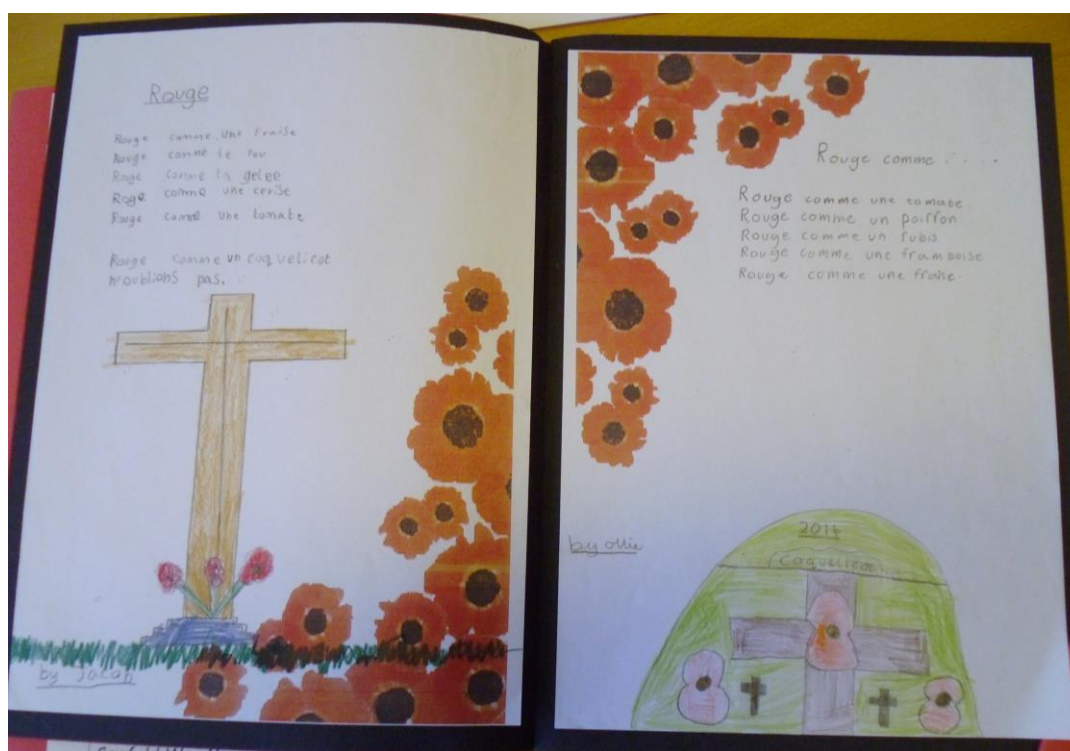
And

**'Your school is a very calm and purposeful place to learn. This was a strength of the school previously that you have maintained. Pupils in classes work diligently on their own and with each other.'**

Please do come and visit us and see all this exciting learning in action!

We look forward to welcoming you to the school,

Giles Kolter  
Headteacher



Dear Parents/Guardians,

If you are looking for a great school for your child; where they will be happy, learn well and make lots of friends; then St Peter's is the school for you!

Our school is in a lovely village and our classrooms look out over beautiful fields so it's nice and peaceful. We have a separate ICT suite where we can work on computers and iPads. The teachers are excellent! All the teachers here are always willing to help us if we get stuck and they make sure we make lots of progress and achieve our best.

We have an enormous field with space for everyone! It has lots of play equipment, a football pitch, a stage and a trim trail that we can play on at break times. We're so lucky! We also have a lovely swimming pool that we all look forward to using when the summer comes. We do a lot of sport on our fantastic field and have lots of fun clubs you can join like football, netball, judo and lots more! We are extremely lucky because we have special music teachers come into school to teach guitar and piano. In Years 5 and 6 you also get to go on a five day residential trip to PGL where you learn new skills and have an epic time.

I have had an amazing time at St Peter's and I would definitely do it all again if I could!

**Written by a group of Year 6 pupils**



# Introduction

Our school is overseen by the Diocese of Chichester Schools Department and the West Sussex Local Authority. We have well established links with the local church and diocese, who support us in maintaining our Christian Ethos. Father Keith Littlejohn leads worship in school on a regular basis. The PCC support the school with the appointment of Foundation Governors.

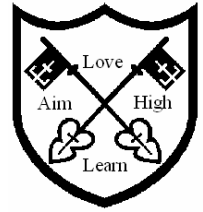
We are part of the #Educating Horsham Group; a group of schools who work closely together to share good practice, develop ideas and resources. We are also part of the Association of Small Schools in Horsham (ASSH), a group of six schools, who organise sporting events (e.g. ASSHletics) in which the children have an opportunity to compete.



St Peter's is a happy, friendly and hardworking school. We aim to provide a wide variety of learning opportunities whilst providing for the individual needs of the children. We have a strong staff team who work closely with governors and parents for the benefit of the children. We encourage and praise but also have high expectations of all members of the school community. We aim to provide equal opportunities, regardless of gender, ability, background or belief. In all aspects of school life we try to create an atmosphere where everyone is able to make the most of their opportunities and abilities.



# School Vision, Aims and Ethos



**St Peter's is a caring Christian community, where we love, learn and aim for excellence.**

## Our school aims:

- To recognise each child's unique personality and to encourage each one to achieve his or her potential: intellectually, spiritually, artistically and physically.
- To provide excellence and enjoyment in education for each individual child.
- To help children to become happy, healthy and self-confident children who are highly motivated independent learners.
- To develop social and moral values based upon Christian principles.
- To provide high expectations of everyone associated with our school.
- To provide a caring and safe environment facilitating each child to grow and learn.
- To encourage caring, considerate behaviour, a positive attitude and healthy competitiveness.
- To encourage children's understanding of the changing world in which they live, and develop an increasing responsibility.
- To provide a wealth of experience through which the children learn co-operation and respect for others.

## Ethos

As a Church Aided school, we have strong links spanning many years with the Parish Church of St Peter's. The school works closely with our parish priest, Fr Keith Littlejohn, and his curate, Father Martin Mills. Father Keith, or Father Martin, lead worship in school every week and school services in church. The Diocese continues to work closely with the school particularly in the delivery of our Religious Education and Collective Worship Policy.

At major Christian Festivals, the whole school attends special services at the Parish Church, supported by parents, siblings and the congregation.

The school enjoys a warm and friendly atmosphere, which promotes self respect and the respect of others. Children are taught the concept of citizenship and are expected to behave in a kind, fair and honest manner.

St Peter's governing body has a committee that explores ways to nurture and uphold the Christian ethos within school. The distinctive Christian ethos of St. Peter's permeates all that we do, whether it be in the classroom or in the wider community. It runs through our worship, our school work, our close links with St Peter's church, the school's extra curricular activities and work in the community.

In our recent inspection by The Diocese of Chichester in January 2018 the distinctiveness and effectiveness of St Peter's as a Church of England school was graded outstanding. We feel that this key quote from The Inspector sums up our school beautifully:

*'The Christian ethos of care and inclusion makes pupils feel welcomed and is founded on strong Christian values and relationships.'*





## Accommodation

The school setting is idyllic, adjoining a peaceful conservation area with views of the South Downs. The original school was built in 1870 and was modernised with extensive additions in 1962, an additional classroom in 2001, a new ICT suite in 2004 and a new kitchen in 2009, allowing us to provide hot meals for the children. We have recently had new windows installed in all our classrooms and astro-turf has been laid in our Early Years Unit to ensure that Reception can access the outdoors in winter.

The building comprises a large hall, five carpeted classrooms, a small group room, ICT suite, library, cloakroom and toilet facilities, administrative accommodation, and a large foyer area. One of the five classrooms is a self-contained Early Years Unit - a large light and airy room with its own outdoor play area that has a canopy over it to enable play in all weathers. We have a well-stocked library which has recently been reorganised to enable us to use the 'Accelerated Reader' software. This has really raised the profile of reading and children, at St Peter's, say they love reading!

All our classrooms and the computer suite have an interactive whiteboard and ceiling-mounted projector. We have computers in all classrooms and our ICT suite comprises 16 computers. All our computers are networked and we have broadband for speedy but filtered Internet access. We have 14 i-pads which engage the children and are a handy, portable way to enhance learning opportunities.

Other external areas to aid children's learning include an Outdoor Stage, and raised flowerbeds for children to grow their own flowers and vegetables. There is a large hard-surface play space and an extensive playing field complete with a Trim Trail and Tyre Park. We also have an outdoor heated swimming pool which is open to the community during the summer holidays. Most recently we have added a Spiritual Garden to the outdoor facilities. This gives pupils, who would like a bit of quiet time to reflect upon life and shelter from the hubbub of the playground, a place to go.



# Curriculum and Classes

At St Peter's we provide a broad, balanced and creative curriculum based on the statutory National Curriculum.

At Key Stages 1 and 2 we teach:

Core subjects - English, Mathematics, Science

Foundation subjects - Information & Communication

Technology (ICT), History, Geography, Music, Physical Education (PE), Art & Design, Design & Technology (DT)



Throughout the school we also teach: Religious Education (RE), Personal, Social, Health, Education (PSHE) & Citizenship and French.

## Academic Standards

Pupils at St Peter's make good academic progress over their time in the school. Our 2016 Ofsted Reports states:

*'Your clarity about starting points enables you to set ambitious targets for pupils.'*

In 2018 the amount of progress our Year 6 pupils made between their end of Year 2 assessments and their end of Year 6 tests (SATS) was measured at 'Well Above' the National Average for reading. In maths our pupils made 'Above Average' progress and in writing their writing progress was well in line with the average made by other Year 6 pupils nationally.

## A Cross-Curricular Approach

At St Peter's we take a cross-curricular or themed approach to planning much of the work for our children. This enables pupils to be highly stimulated and immersed in challenging learning opportunities. However, some aspects of subjects may be taught discretely at times.

## Sex and Relationships Education

The Governors set the Sex and Relationship Education (SRE) Policy. Sex Education is always taught in a sensitive manner. The school informs parents in advance of the contents and organisation of this programme and parents can withdraw their children from this, but not from parts covered by the National Curriculum for Science.

## Religious Education

Children are taught about all major world religions but our RE curriculum is predominantly Christian and in keeping with the ethos of the school. Parents have the right to withdraw their children from RE classes. This should be discussed with the headteacher.

## The Enhanced Curriculum



Our curriculum teaching is enhanced and extended by the provision of a wide range of lunch-time and after school clubs. Most clubs are open to children in Years 3 to 6 (with some activities also available for younger children). Clubs may include netball, football, basketball, tennis, judo, rounders, athletics, gardening, cooking and choir.

We are very proud of our Forest Schools provision and all Key Stage 2 pupils have regular sessions of outdoor learning in Ashurst Woods run by our Level 3 Trained Forest Schools Leader.

Individual and small group music tuition for the guitar is available for children from Year 3 up, during the school day, taught by staff from the County Music Service. This is in addition to a fortnightly music lesson that takes place in class with their teacher.

## School Trips and Visitors

A range of educational visits are made during the year to extend the children's work and provide new experiences for them. Recent examples include a trip to the Olympic Park in Stratford and a visit to The Imperial War Museum. All Key Stage 2 children in Years 5 and 6 are given the opportunity of participating in a residential trip in the Autumn Term. Over the last few years we have taken the children to Marchants Hill Activity Centre and Windmill Hill for activities including practical, physical and team-building tasks.

We also regularly invite visitors to the school to enrich pupils' learning experiences. This has included visits by the local police liaison officer, a Skipping Workshop and Sir Teachalot (who brought our Invaders Topic alive for Years 3, 4 and 5).

These exciting opportunities do require funding so we will occasionally ask you to support your child's learning by making voluntary contributions to help cover the cost.



## The Early Years Foundation Stage

The six Early Years Foundation Stage areas of learning are: Personal, Social and Emotional Development, Communication, Language and Literacy, Problem Solving, Reasoning and Numeracy, Knowledge and Understanding of the World, Physical development, and Creative Development. Each area of learning has a number of early learning goals and our carefully planned curriculum supports children in their achievement of these.



## School Organisation

St Peter's Church of England (Aided) Primary School usually has around 130 children on roll, who are currently organised into 5 classes.

There are three Key Stages at primary school:

Early Years Foundation Stage - 4 to 5 years old

Key Stage 1 - 5 to 7 years old

Key Stage 2 - 7 to 11 years old



The organisation and number of classes across the school varies according to the number of children in each year group at the start of the school year. These numbers tend to fluctuate. Most classes cater for more than one age group. Planning addresses the needs and objectives for all the different children. Decisions regarding the organisation of classes for each year are made by the senior leadership team after careful consideration of the needs of the whole school.



## The School Day

The school day begins at 8.50am with registration. Every effort should be made to ensure punctuality. Children should not arrive on school premises before 8.40am, when an adult is “on duty” to supervise the playground area. On arrival at school, children wait until the whistle is blown. Parents are welcome to wait with their children until this time. Timings for the day are:

Key Stage 1 -	8.50am to 12.00pm	Morning Lessons
	12.00pm to 1.00pm	Lunch Break
	1.00pm to 3.10pm	Afternoon Lessons

Key Stage 2 -	8.50am to 12.30pm	Morning Lessons
	12.30pm to 1.15pm	Lunch Break
	1.15pm to 3.15pm	Afternoon Lessons

Each day there is an assembly and all children have a mid-morning break for 20 minutes.





## Collective Worship

We have Collective Worship (assembly) every day and this lies at the heart of life in the school. We meet three times a week as a whole school and have Key Stage worship on other days. Collective Worship themes are largely Christian in nature and include stories, drama, music, singing, poetry, reflection and prayer. Assemblies also provide opportunities for school news to be shared and for celebration.

We also have a Eucharist service each term. All our children take part in worship but parents do have a right to withdraw their children from collective worship if they wish. This should be discussed with the headteacher.

## Individual Needs

Our Inclusion Policy states that we aim to provide the maximum possible access to all areas of the curriculum for all pupils who may, at any time, need special provision to meet their academic, emotional, social, physical or behavioural needs. The Special Needs Coordinator (SENCO) is responsible for co-ordinating the process of identifying need and providing support.

We also have a policy for Gifted and Talented pupils and provide opportunities for these children both in school and through partnerships.

For more information about what we can provide for pupils with Special Educational Needs (SEN) please see our 'Local Offer' Summary document which is attached to the school website.



## Assessment

Children are assessed throughout the school. In the Early Years Foundation Stage children are assessed against the Foundation Stage Profile through ongoing observations by the class teacher, nursery nurse and teaching assistants.

In Key Stages 1 and 2 teachers continue to observe children and make assessments using the National Curriculum (2014). In Year 2 statutory assessments are done in maths, reading & writing and pupils' attainment is reported both to parents and the DfE. Year 6 take formal tests in English and Mathematics at the end of their primary schooling. These results are also reported to the DfE and our results from recent years can be found on our school website: <http://stpetersce.eschools.co.uk/website>



## Celebrating Achievement and Effort

The children achieve merit points for work, effort and behaviour. These count towards 25, 50, 75 and 100 'Badges' which are awarded in class. Merits also contribute towards winning a 'House Cup' at the end of each term. Children are also placed in the 'Hall of Fame' for significant contributions to the school. The comments are read out in assembly and the children's photos go up on a central noticeboard. 'St Peter's Child Tokens' and stickers are also awarded throughout the year to children who show positive behaviour.



# Arrangements

## School Uniform

At St Peter's we expect all parents to send their children to school wearing the correct school uniform. This helps to create an identity of which the children can be proud.

The uniform includes:

- green sweatshirt or cardigan (with school logo)
- grey skirt or pinafore
- black or grey trousers or shorts
- grey jogging bottoms for reception children only
- grey or white socks
- grey or green tights
- white shirt or polo shirt
- green gingham or candy stripe summer dresses for girls
- black, low-heeled sensible shoes or dark sensible sandals
- fleece with logo (optional)
- summer baseball cap
- any style topcoat
- *Jewellery, transfer tattoos and nail varnish are not allowed for girls or boys.*
- *Small stud earrings are permitted if pupils can remove them for P.E.*
- *Long hair should be tied back.*



In PE children should wear:

- plain, dark green shorts
- yellow, green, blue or red tee-shirt (depending on which House they are in)
- trainers (bare feet for dance and gymnastics)
- dark, plain jogging bottoms, without logos (optional)
- black plimsolls/light trainers
- and have a clearly named PE kit bag



**TaylorMade Uniforms Ltd** are our official school uniform supplier. Their address and phone number is 26 Glendale Close, Horsham, RH12 4GR, 0800 634 0712.



## School Meals and Snacks

We have a kitchen to provide hot meals from Chartwells, who supply West Sussex schools. Alternatively, children may bring a packed lunch from home. Key Stage 1 hot dinners are free of charge whilst Key Stage 2 meals are bought by an 'on line' booking system.

Healthy snacks such as fresh fruit or vegetables, cheese or breadsticks may be brought for a mid-morning break. Children in the Foundation Stage and Key Stage 1 are given fruit and vegetable snacks in the morning, free of charge, as part of a "Five-a-day" government scheme.

If desired, parents may order milk for their child to drink at morning break. This can be ordered in advance via the school milk scheme, details of which are available from the office.

Children should not bring in sweets, fizzy drinks or drinks in glass bottles. Children are also encouraged to drink water on a regular basis. Water bottles, preferably with "sport tops", may be kept in the classroom.



## Charging and Remissions

The Governors are required to formulate a specific policy on charging and remissions. The policy is subject to review and modification by the Governors at any time. It can be viewed on our school website.

## Voluntary Contributions

The headteacher may ask parents for a voluntary contribution towards the cost of any extra activity or any trip which takes place during school hours. Where there are not enough voluntary contributions to make an activity possible, and there is no way to make up the shortfall, then it will be cancelled. The head teacher can exercise discretion in accordance with individual circumstances in remitting some charges where this is possible.

## Residential Trips

The school will charge for the cost of board and lodging during residential school trips and request a donation to cover other costs associated with the trip. Where the trip takes place wholly, or mainly, during school hours children whose parents are in receipt of Government support payments will, in addition to having a free school lunch entitlement, also be entitled to request a remission of some of these charges.

## Instrumental Music Lessons

A charge will be made by WSCC for the costs associated with instrumental music tuition.

## Complaints Procedure

By law we are required to have an official complaints procedure. We hope that the formal part of the procedure will never have to be used. Parents should speak to the class teacher or headteacher about any concerns in the first place. However, copies of the complaints policy are available from the school website.

## Attendance

Attendance at St Peter's is good and is regularly monitored by the headteacher and governors.

In 2018/19 Academic Year, so far, the percentage of pupil attendance has been 97.7 % and the percentage of pupil sessions (half days) missed through absence has been 2.3 %. This is better than the national average for primary schools of 4%.



# Admissions

## Arranging a Visit

Parents are more than welcome to visit the school to meet the headteacher, staff and children and to look round the school. Each year we have an open morning for prospective parents but if you would also like an individual tour of the school please telephone to make an appointment.

## Applying for a place at the school

### Children approaching school age:

Children can begin school in the September following their fourth birthday. Children can start on a full-time or part-time (mornings only) basis from September 2018 as indicated below but must be in school full-time in the term following their fifth birthday.

Applications must be made on line to the West Sussex Admissions Office. Additionally we request you complete a supplementary form from the *school office*. **Both** should be completed and submitted by **Monday 15th January 2018**. If you have trouble accessing a computer for this purpose please enquire at the local library or at the school office, both of whom will be happy to help you. A leaflet is also available on the West Sussex County Council website. The Admissions Committee of the Governing Body allocate places following our policy, a copy of which is on the next page.

### Children already of school age (i.e. transferring from another school):

In the first instance you should contact the West Sussex Admissions Office. You will also be asked to complete an application form, available from the school office. If there is a place available, your child can then be admitted without delay. If a place is not available, you will be given information about how to proceed.



The School Governing Body is the Admissions Authority for the School. The Governors' wish is that the school should aim to meet the educational needs of the children of all those families within the village seeking places at the school and of families with children already attending the school before offering places more widely. The Published Admissions Number (PAN) is 20. Where the number of admission applications received is 20 or fewer, a place will be offered for every child without condition. If the number of applications exceeds 20, the order of priority for admission will be determined by the application of the following oversubscription criteria:

### **Oversubscription Criteria**

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who, at the time of application, is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22 (1) of the Children Act 1989 applies). This includes children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship.
2. Children who have at least one parent who worships at the Parish Eucharist at St Peter's Church, Cowfold at least twice every month for a minimum period of six months prior to application, and who are resident within the ecclesiastical Parish of Cowfold.
3. Children who have siblings at the school at the time of admission and who are resident within the ecclesiastical Parish of Cowfold.
4. Children who have at least one parent who attends the main act of worship at another church (which must be a member of the Churches Together in Britain and Ireland or of the Evangelical Alliance) at least twice every month for a minimum period of six months prior to application and who are resident in the ecclesiastical Parish of Cowfold. New residents may apply to their previous church for a reference.
5. All other children of parents who are resident within the ecclesiastical Parish of Cowfold.
6. Children with siblings attending the school at the time of admission, but who are not resident within the ecclesiastical Parish of Cowfold.
7. Children who have at least one parent who worships at the Parish Eucharist at St Peter's Church, Cowfold, at least twice every month, but who are not resident within the ecclesiastical Parish of Cowfold.
8. Children who are not resident within the ecclesiastical Parish of Cowfold, but have at least one parent who attends the main act of worship at another church (which must be a member of the Churches Together in Britain and Ireland or of the Evangelical Alliance) at least twice every month for a minimum of six months prior to application. New residents may apply to their previous church for a reference.
9. Any other children not included in the above criteria.

### Notes:

- In accordance with National SEN Code of Practice, we will accept any child with St Peter's School named in their Education Health and Care Plan (EHCP) into the school.
- Multiple birth children (for example: twins or triplets) would not be separated. If one child were ranked at number 20 so would all the other children, and the school would exceed its PAN.

### **Parish Map**

A map showing the boundaries of the ecclesiastical Parish of Cowfold can be requested from the school.

### **Prioritising by straight line Distance**

Should insufficient places be available under one of the above criterion for the number of children applying, a distance criteria will be implemented. Priority within each criterion will be established in order of distance from the school in line with the criteria set by West Sussex County Council. In each case, the distance will be measured by straight-line distance from the school to the child's home address using Ordnance Survey address point data from a central point in each building.

### **Deadlines & Waiting List**

Applications submitted after the national deadline set by the government of 15 January will be considered after places have been allocated to those applications received on time. If the year group is oversubscribed, a waiting list of pupils will be maintained for the main September admissions round. Children on the waiting list, and any additional applicants, will be ranked according to the admissions criteria and each time a child's name is added, the list will be re-ranked. This will be maintained until 31<sup>st</sup> December of the same year.

### **Appeal**

There is a right of appeal to an independent panel against a decision made by the governors to refuse admission. Parents wishing to exercise this right should write to the Clerk to the Governors c/o the School. All appeals must be received within 20 school days of the receipt of the letter refusing a place.

### **Definitions**

Governors have agreed the following definitions of words used in this policy:

*Parent* includes legal guardian. *Church* means a church that is a full member of the Churches Together in Britain and Ireland or of the Evangelical Alliance. *Sibling* means a full, half or step brother or sister permanently living in the same household, and adoptive or foster brother or sister.

*Home address* is taken as the main address at which the child resides for the majority of the time.

### **Deferred Entry to School**

While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term in the school year.

### **Full Time or Part Time Start**

A parent may apply for his/her child to start school for the first time in the September following their fourth birthday. Where a place is offered, a parent may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age is reached (the start of the term after the child reaches their fifth birthday).

### **Applications made for children born from 1<sup>st</sup> April 2015 to 31<sup>st</sup> August 2015**

Parents of a "summer born" child (born between the above dates) who is entitled to start school in September 2019 may request to delay his/her entry and this will receive consideration, although delayed entry may only be granted in very exceptional circumstances. The Headteacher should be contacted prior to any application where a delayed entry might be requested so that discussion of individual circumstances can take place.

### **Fair Access Protocol**

The Governing Body adhere to the Fair Access Protocol as administered by West Sussex County Council.

### **In-Year Admissions**

The Governing Body has delegated administration of In-Year Admissions to West Sussex County Council who will consult with the School's Admissions Authority.

## Staff

At St Peter's Church of England (Aided) Primary School, we have an excellent, friendly team of staff. Some are responsible for different aspects of the curriculum. These are listed below. All members of staff are very approachable and will be working hard to give your child the best opportunity to learn in a safe but stimulating environment.

**Mr Giles Kolter**  
Headteacher

**Mr Stuart Ritchie**  
Senior Teacher (KS 2)  
(Acting)  
Year 6 teacher

**Mrs Samantha Bateman**  
Year 4 and 5 teacher

**Mrs Katie Finch**  
**Mrs Hannah Jones**  
Year 3 and 4 teachers  
(Job Share)

**Mrs Liza Baroni**  
Year 1 and 2 teacher

**Miss Joanne Herbert**  
Senior Teacher (KS1& EYFS)  
Reception & Year 1 teacher

**Mrs Nicola Ellis**  
Special Educational Needs  
Coordinator

**Mrs Rhoda Wilson**  
Senior Teacher on Maternity  
Leave

**Mrs Nicola Rudling**  
Bursar

**Mrs Samantha Newman**  
School Secretary

**Teaching Assistants**  
Mrs AnneMarie Miller  
Mrs Karen Hays  
Mrs Carolyn Paynter  
Mrs Mandy Range  
Mrs Ruth Sims  
Miss Natalie Fraser

**Higher Level Teaching Assistants**  
Mrs Kay Crellin  
(Modern Foreign Languages Specialist)  
Mrs Nicola Hole  
Mr Marco Dessena  
(Forest Schools Leader)

### **Mid-day Meals Supervisors**

Miss Natalie Fraser  
Mrs Ruth Sims  
Mrs Shelley Stevens  
Mrs Mandy Range  
Mrs AnneMarie Miller

**Premises Officer**  
Mr Gary Dimmock

**Pool Controllers**  
Mr Gary Dimmock  
Mr Marco Dessena

**ICT Technician**  
JSPC Associates

# Governors

## The Governing Body

<b>Mrs Stephanie Lewis -</b>	Chair of Governors & LA Governor
<b>Mr Bryan Martin -</b>	Vice Chair & Co-opted Governor
<b>Mr Clive Newman -</b>	Foundation Governor
<b>Vacancy -</b>	Foundation Governor
<b>Mrs Becky Francis -</b>	Foundation Governor
<b>Mrs Sarah Vaughan-Turner -</b>	Foundation Governor
<b>Father Keith Littlejohn -</b>	Foundation Governor
<b>Vacancy -</b>	Foundation Governor
<b>Vacancy -</b>	Foundation Governor
<b>Mr Lee Cornwell -</b>	Parent Governor
<b>Mr Giles Kolter-</b>	Headteacher
<b>Mrs Katie Finch -</b>	Staff Governor
<b>Mr Darren Humphreys -</b>	Parent Governor
<b>Mrs Angie Bell -</b>	Clerk to the Governors

## An Introduction from the Chair of Governors

Thank you for your interest in St Peters Church of England (Aided) Primary School. Our school aims to create a happy, stimulating learning environment which encourages children to do their very best, and supports them in achieving and exceeding their own expectations. We provide excellent facilities in which the children can feel safe and nurtured by caring and professional teaching staff, who embrace our Christian ethos and focus on every child as an important and valued individual.

In our school, the staff, parents and governors work together as a team to ensure the children are provided with a full and varied education, which includes a wide range of cultural and sporting activities and an extensive choice of after school club opportunities. The Governors support the work of the Headteacher and teaching staff by taking a strategic overview of the school, recognising and celebrating success, and encouraging continued success by regular review of achievement.

*Stephanie Lewis  
Chair of Governors*



## Working together

We believe that working together enables children to do their very best at school. Research shows that forming good partnerships between pupils, parents and the school contributes enormously to the success that pupils make.

St. Peter's is a happy school where staff, pupils and parents work together and are valued for the contribution they make. Success is celebrated in a number of ways, within the classroom, within the school and within the community. Pupils are treated fairly and are encouraged to contribute to, and participate in school life. Through a wide range of opportunities pupils learn self-confidence, initiative, responsibility for their actions and respect for others and their property.

### Behaviour

Our Home-School Agreement summarises our behaviour policy and the expectations of our pupils to:

- ❖ Do all their class work and homework as well as they can;
- ❖ Take responsibility for their own work and conduct;
- ❖ Be helpful and friendly to all;
- ❖ Treat other people and their belongings with care and respect;
- ❖ Respect all visitors and adults working in the school; and
- ❖ Look after the school property, buildings and grounds.

### Pupil Voice

We work with the children at our school to find ways of making it a better place. This happens through assemblies, class time and more informally by listening to children around the school. Pupils also share ideas and lead their own initiatives on the School Council and the Worship Committee. Our school has status as a 'FairTrade School' and we have a close link with Shree Chandi Devi School in Nepal.

### School Council

Each class elects children onto the school council. The council has been instrumental in fund raising for worthy causes, identifying areas of school improvement and solving issues of concern to children.

## Parental Voice

Parents are a “child’s first educator” and we take issues raised by parents seriously. We proactively seek out the views of parents through questionnaires, discussion meetings, consultation evenings and informal discussions.

## Home-School Agreement

Our Home-School Agreement is regularly reviewed by all members of the school community and encapsulates how we aim to work together for the common good of the children in our care.

## Child Protection and Safeguarding

It is a statutory requirement for the school to report to the Multi Agency Safeguarding Hub at West Sussex County Council any incidents which would detrimentally affect the wellbeing of a child. In most cases parents would be informed about any action the school intended to take in this respect.

## Pupil/ Teacher/ Parents’ Consultation Evenings

Two open evenings are held each year (usually in October and February) at which parents have the opportunity to discuss their child’s progress, targets and general well-being with the class teacher. The children come along to the second of these sessions and actively participate in discussing their progress and their next steps. At the end of the school year parents will receive a detailed written report of their child’s progress and achievements. After the receipt of this report, parents are invited to make an appointment with the class teacher if there are any areas of concern or for clarification.

## Attendance and Punctuality

Good attendance and punctuality are vital to your child’s education. A careful record is kept of attendance. If your child is unable to attend school because of illness or injury please telephone the school office to let us know before 9.20am on the first day of absence. If we have not been notified by this time we will make every effort to contact you. If your child is absent for more than 3 consecutive days we ask for a written explanation of the reason for absence on his/her return.

An ‘Absence from Learning’ form should be completed by parents if they wish to withdraw their child from school for any reason. Absence without an acceptable reason or agreement by the headteacher is recorded as an “unauthorised absence”. Please see ‘The Attendance Policy’ on the school website for more detail.



## Friends of St Peters School

The Parent Teacher Association of  
St Peter's C.E. (Aided) Primary School



Registered Charity No. 11114825

### What is FosPS?

FoSPS is the Friends of St Peters School: the Parent Teacher Association (PTA) of St Peter's School, Cowfold.

FoSPS is charitable organisation and is managed by a committee. The committee is elected annually and consists mainly of parents whose children attend the school.

FoSPS was formed during the 2005/2006 academic year and replaced the previous PTA in name only believing that with a new name came warmth and friendliness, both of which it hoped would encourage new members.

### What we do

FoSPS are responsible for organising a number of annual events which aim to provide enjoyment for all of those who attend: the children of the school, their parents/carers, and the wider community and we even raise some money too!

### How to join FoSPS

As soon as a child joins the school, the parents/carers are automatically FoSPS members and are expected to give up at least half an hour a year to help out in some way. Parents/carers can then choose to join the Committee Member and take on a more active role. Parents/carers can attend the FoSPS meetings as often or as little as they like and can join sub-committees if they are interested in helping to organise the main events.

### What FoSPS funds have purchased for the school

ALL funds raised are given to the school and enable additional resources to be purchased to benefit the children. During 2017/18 we raised enough money to subscribe to the 'Accelerated Reader' software package for the library. FoSPS also assisted the school in providing transport for school trips (keeping individual costs lower for parents), the children's Christmas pantomime and Christmas crackers, Year 6 leavers' party and more. In 2015 we built an outdoor amphitheatre for the children. This year FoSPS is funding the purchase of more i-pads for Accelerated Reader 'Quizzing', Times-Tables Rockstars and much more.

The following appointments were made at the September 2018 AGM:

Chair	Sarah Lawrence
Treasurer	Julia Huson
Secretary	Ellen Barker



# Community

## Community Links

The school has and seeks links with organisations within the village and beyond. The school is used by the local community including Country Mice Nursery, Brownies and St Peter's Parish Church. Over the last 4 years we have worked with the Cowfold History Society to commemorate the centenary of every death on the village war memorial by planting poppies in the village. The History Society have also actively supported the children's recent WW2, WW1 and Memories Topics.



## School Links

Through an ex-pupil we have established an active link with the Shree Chandi Devi School in Nepal and we exchange photos, letters and work. We donated £460 raised from a sponsored triathlon, in July 2015, to help the school recover from the Nepal earthquake. Our annual 'Run For Nepal Event' now takes place in November. We also have links with École Wilson St Maixant in France. We regularly correspond with France, which we find really helps our children learn from each other.

## Secondary Transfer

Many Year 6 pupils transfer to schools in Horsham; our designated schools are Millais (girls) and Forest (boys). We prepare the children for a smooth transition to this next stage of their education. Liaison teachers from all local Secondary Schools visit us to discuss all factors relating to the child, together with reports, school records and test results. The children, in turn, visit their new school to help familiarise them with their new surroundings.



# Country Mice



**Country Mice Nursery (open 9.00 – 5.00 Monday to Friday).**  
**Country Mice Stay and Play (open from 7.30 – 9.00 and 3.00 – 5.30)**

Situated in the grounds of St Peter's, Country Mice is an Ofsted Nursery rated as 'Good' with strong links with St Peter's and the surrounding community. Through the Statutory Framework for the Early Years Foundation Stage, our staff are able to support each individual child's learning at a rate and stage that is challenging yet achievable for them.

## Our vision:

- A place where all children and families feel welcome, secure, safe and happy.
- A place where all children and families are valued, respected and develop a sense of belonging, identity and culture.
- A place where fun and learning are guaranteed through active playing, exploring and creative thinking.
- A place providing a strong Network with the community, schools (St Peters and other feeding schools), Church Mice toddlers, St Peters Toddlers...
- A place offering signposting and support for parenting advice, learning involvement, Early Intervention and health support (from pregnancy onwards).

## Our values

- Passion - we are driven by our desire to help children and families enjoy and achieve.
- Equality - we believe all children and families have equal worth and equal rights.
- Hope - we believe in childhood and wish to help overcome injustice and disadvantage.
- Qualifications - we promote professional development and work with talented people.
- Quality - we promote high standards and reflect our practice for continuous improvement.

Please contact Kerry Bentley, Head of Nursery, on 01403 864011 or 075811 77382 to arrange an informal visit or look at our website, [countrysicenursery.com](http://countrysicenursery.com), for more information.

**Are you a busy working parent?**

**Did you know that Country Mice offer a child care service before school (from 7:30am) and after school (until 5:30pm)?**

**Again, please contact Kerry Bentley for more details.**



## School dates

## Term Dates for the Academic Year 2019 to 2020

The figure displays a 4x4 grid of calendar pages for the years 2019 and 2020. The grid is organized into two rows of two columns each, representing the years 2019 and 2020. Each page shows a monthly calendar with days of the week and dates. Some dates are highlighted with colored boxes (blue, red, purple, green) and some are circled.

**2019**

- September:** Monday (9, 16, 23, 30), Tuesday (3, 10, 17, 24), Wednesday (4, 11, 18, 25), Thursday (5, 12, 19, 26), Friday (6, 13, 20, 27), Saturday (7, 14, 21, 28), Sunday (1, 8, 15, 22, 29).
- October:** Monday (7, 14, 21, 28), Tuesday (1, 8, 15, 22, 29), Wednesday (2, 9, 16, 23, 30), Thursday (3, 10, 17, 24, 31), Friday (4, 11, 18, 25), Saturday (5, 12, 19, 26), Sunday (6, 13, 20, 27).
- November:** Monday (4, 11, 18, 25), Tuesday (5, 12, 19, 26), Wednesday (6, 13, 20, 27), Thursday (7, 14, 21, 28), Friday (1, 8, 15, 22, 29), Saturday (2, 9, 16, 23, 30), Sunday (3, 10, 17, 24).
- December:** Monday (2, 9, 16, 23, 30), Tuesday (3, 10, 17, 24, 31), Wednesday (4, 11, 18, 25), Thursday (5, 12, 19, 26), Friday (6, 13, 20, 27), Saturday (7, 14, 21, 28), Sunday (1, 8, 15, 22, 29).

**2020**

- January:** Monday (6, 13, 20, 27), Tuesday (7, 14, 21, 28), Wednesday (1, 8, 15, 22, 29), Thursday (2, 9, 16, 23, 30), Friday (3, 10, 17, 24, 31), Saturday (4, 11, 18, 25), Sunday (5, 12, 19, 26).
- February:** Monday (3, 10, 17, 24), Tuesday (4, 11, 18, 25), Wednesday (5, 12, 19, 26), Thursday (6, 13, 20, 27), Friday (7, 14, 21, 28), Saturday (1, 8, 15, 22, 29), Sunday (2, 9, 16, 23).
- March:** Monday (2, 9, 16, 23, 30), Tuesday (3, 10, 17, 24, 31), Wednesday (4, 11, 18, 25), Thursday (5, 12, 19, 26), Friday (6, 13, 20, 27), Saturday (7, 14, 21, 28), Sunday (1, 8, 15, 22, 29).
- April:** Monday (6, 13, 20, 27), Tuesday (7, 14, 21, 28), Wednesday (1, 8, 15, 22, 29), Thursday (2, 9, 16, 23, 30), Friday (3, 10, 17, 24), Saturday (4, 11, 18, 25), Sunday (5, 12, 19, 26).
- May:** Monday (4, 11, 18, 25), Tuesday (5, 12, 19, 26), Wednesday (6, 13, 20, 27), Thursday (7, 14, 21, 28), Friday (1, 8, 15, 22, 29), Saturday (2, 9, 16, 23, 30), Sunday (3, 10, 17, 24, 31).
- June:** Monday (1, 8, 15, 22, 29), Tuesday (2, 9, 16, 23, 30), Wednesday (3, 10, 17, 24), Thursday (4, 11, 18, 25), Friday (5, 12, 19, 26), Saturday (6, 13, 20, 27), Sunday (7, 14, 21, 28).
- July:** Monday (6, 13, 20, 27), Tuesday (7, 14, 21, 28), Wednesday (1, 8, 15, 22, 29), Thursday (2, 9, 16, 23, 30), Friday (3, 10, 17, 24, 31), Saturday (4, 11, 18, 25), Sunday (5, 12, 19, 26).
- August:** Monday (3, 10, 17, 24, 31), Tuesday (4, 11, 18, 25), Wednesday (5, 12, 19, 26), Thursday (6, 13, 20, 27), Friday (7, 14, 21, 28), Saturday (1, 8, 15, 22, 29), Sunday (2, 9, 16, 23, 30).

## School holidays

### Bank holidays and national holidays

INSET day

(4 more to be agreed by each school)

Start of Term for pupils

### End of Term