



## **St Peter's CE Primary School, Cowfold**

### **General School Procedures: 2019/20**

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.

#### **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. 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 in November 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 be signed in by their Parent/Carer on the register form in the school foyer. This must be done to ensure our Fire Drill roll call will be correct. Pupils in Years 5 & 6, who walk to school on their own, are permitted to sign themselves in.

## **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. 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, 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

Gate opens at 3:10pm.

### **KEY STAGE 1 – 3:10**

Children are handed over when the teacher sees the parent / adult collecting. Please collect CANTERBURY from their side door and CHICHESTER from the 'Buddy Bus Stop'. Please step forward to collect your child.

### **Year 3 / 4 – 3:15**

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.

**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. This is because there is a chance that an email can go astray or go in to a 'Junk' folder.

### **Year 5/ 6 – 3:15**

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

## 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 on a 'BLUE SLIP'. Changes to arrangements for collection are communicated by a 'YELLOW SLIP' (as mentioned above). Unless your child is in Reception, we ask, kindly, that parents do not go directly into the classroom to find a teacher at the start of a day.

**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@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)

**Making an Appointment with a Teacher** – You do not need to wait until Parents' Evening to see a teacher. If you need to meet them just use a 'BLUE SLIP' from The Office to ask them to ring you to arrange a time. Or simply catch them after school.

## 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 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 Newman is our School Secretary and can support with enquiries around clubs and letters that have gone out from school. Mrs Rudling is our Bursar, so enquiries about Parent-Pay and financial matters are best addressed to her. 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.

## RUCKSACS

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 rucksacs.

## 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. Thank you.**