

Welcome to

*St Peter's CE
Academy,
Alton*



ST PETER'S CE ACADEMY, ALTON

Information for parents of children starting in our Early Years Class (Nursery and Reception)

It is the prime objective of all our staff at the school to ensure that our pupils settle in as quickly, easily and happily as possible.

It is our intention that parents/guardians are as well informed as possible in order to be active partners with school in the education process. Staff are always willing to answer any queries that may arise.

The introductory session will give the children the opportunity to meet the staff and children, explore their classroom base and spend time making some new friends. Parents are welcome to ask any questions - please speak to Miss Rogers (Class Teacher), Miss Burrows (Teaching Assistant), Mrs Bennett (Deputy Executive Headteacher), Mrs Walker (Executive Headteacher), or Mrs Pemberton (Office Services Manager).

Your 'Welcome Pack' contains a mixture of activities for your child and information for parents. Our registration form and consent forms are also included which should be completed as fully as possible and returned to the office at the earliest opportunity. Information about our Out of Hours Club is also included.

STAFF

Executive Headteacher - Mrs R Walker

Deputy Executive Headteacher - Mrs A Bennett

Class Teacher (Class 1 - Nursery and Reception) - Miss D Rogers

Teaching Assistants in Class 1 - Miss A Burrows

Class Teacher (Class 2 - Years 1 and 2) - Mrs C Ives

Class Teacher (Class 3 - Years 3 and 4) - Mrs A Bennett

Teaching Assistant in Class 2/3 - Mrs A Grant & Mrs Woods

Cook - Mrs J Power-Vaughan

Lunchtime Supervisors - Miss N Sharman, Mrs A-M Jones, Mrs J Capper

Office Services Manager - Mrs C Moyes

Busy Bodies Out of Hours Club Play Leader - Mrs K Tatton

Busy Bodies Out of Hours Club Play Worker - Miss N Sharman

SCHOOL GOVERNORS/LOCAL ACADEMY COUNCIL

On 1 April 2018, we joined Staffordshire University Academies Trust (SUAT) and we became an academy. Prior to this, we were part of a federation with All Saints CE First School at Denstone and St Augustine's CE First School at Draycott in the Clay, sharing an Executive Headteacher. As academies we are now known collectively as 'The Saints Academies'. Our Chair of Governors is Mrs Julia Smith and Vice-Chair is Mr Ben Cunningham. Our Parent Representative is Mrs Joanne Stringer. A full list of Governors is available on our school web site at www.st-peters-alton.staffs.sch.uk

Below are a few people you and your child will meet each day.



Mrs Walker
Executive Headteacher



Miss Rogers
Class Teacher



Miss Burrows
Teaching Assistant



Mrs Bennett
Deputy Headteacher

Picture
pending

Mrs C Moyes
Office Manager



Mrs Tatton
Busy Bodies Play Leader



Miss Sharman
Busy Bodies Worker

UNIFORM

It is not the policy of Staffordshire Education Committee or the Local Academy Council (Governors) to make compulsory the wearing of any distinctive clothing or uniform. Parents of our school have adopted a recommended dress. For the children in Nursery and Reception (Early Years) this will include a sky blue polo shirt and knitted jumper or cardigan embroidered with the school logo for the children. When the children move into Year 1 (Key Stage 1) they will be encouraged to wear a white shirt and tie.

All items of clothing and personal equipment must be named.

Boys Dark grey trousers or shorts
 Sky blue polo shirt with school logo
 Navy v neck knitted jumper with school logo
 Dark socks
 Black shoes (**no trainers**)

Girls Sky blue polo shirt with school logo
 Navy blue or grey skirt or pinafore dress
 Navy blue knitted cardigan or v neck jumper with school logo
 White, grey or navy socks or tights
 Black or navy shoes (**no boots**)

Knitted jumpers, cardigans, school tie, PE T-shirts, baseball hats, woollen hats and book carriers showing the school logo may be purchased from school - a price list and order form is contained in your welcome pack and available at other times on request.

WHAT TO BRING TO SCHOOL

- **Waterproof coat** - every day please.
- **Sun hat** - in summer (Baseball type caps are available to purchase from school).
- **PE kits** - white PE top with school logo, navy shorts and/or navy or black jogging bottoms, pumps and trainers all named in a named bag. Please **wear PE kit** to school on Mondays and **bring in** to school again on **Thursdays**.
- **Change of clothes** - please could you bring at least one change of clothes in a named carrier bag in case of toilet 'accidents' which we will keep on your child's peg. Staff will change children following a minor incident but you may be contacted for other incidents.
- **Snacks/drinks** - You may send fruit or vegetable sticks for morning and/or afternoon breaks, however, all Early Years and Key Stage 1 children are provided with a free piece of fruit for morning break.
No nuts or items containing nuts, crisps, cheese strings, biscuits, chocolates or sweets please.

Under 5's have free milk (please let us know if you would prefer milk was not ordered for your child). You may send a drink - cartons are most suitable as they save problems with leaks - no fizzy drinks, glass bottles or cans please. All children are provided with a water bottle for use with the watercooler in the hall. Please ensure your child rinses this regularly and check for damaged caps. (Replacements can be obtained from the office).

▪ **Reading Folder:**

Nursery - letters will be sent home in the reading folder.

Reception - for reading book, reading record and set of words (when provided). Please leave reading books and words in bags as we will be reading with your child in school too. We will change your child's book when necessary.

Fabric reading folders are available to purchase from the office.

Please do not use the folder for transporting snacks and drinks, as leaks and squashed food can easily soil the books.

We would request that jewellery and make up is not worn to school for Health and Safety reasons.

We would request that children do not bring toys into school unless requested to in connection with a specific topic or for 'Show and Tell'.

SCHOOL MEALS

Nursery children are welcome to order a school meal at a cost of £2.35 per day from September 2021. Please advise any special dietary requirements at the earliest opportunity.

PLEASE NOTE: we are 'nut free' school.

The Government is funding meals for all children in Reception and Years 1 and 2. If, at any stage, you feel you would be eligible for free schools meals with or without this Government initiative based on your personal circumstances, please see Mrs Pemberton as we can apply for additional funding that will benefit the school and your child. Please refer to the leaflet enclosed in the Welcome Pack or visit the following web site to check eligibility and apply on line:

www.staffordshire.gov.uk/education/educationalawardsbenefits/FreeSchoolMeals

PARENT PAY

We are a 'cashless' school and to achieve this, your child will be recorded in Parent Pay, our online payments system. We will send log in details home once your child has started here. We use Parent Pay to pay for school meals, visits and any additional Nursery fees not covered by Early Education Funding. Items such as uniform and charity donations eg Children in Need and non-uniform days, are still payable by cash or cheque payable to St Peter's School Association (PTA).

DAILY ROUTINES

- The staff come out into the front playground at 8.50am to lead the children into their classrooms. The bell rings at 8.55 am for registration **promptly** at 9.00 am. Please aim to be in the playground between 8.45am and 8.55 am if possible. Please do not arrive at school before this as teachers need this time for preparation, meetings etc.
- Say 'goodbye' firmly and confidently and leave promptly, never just disappear please. Please be reassured that any initial clinging or tearfulness is not uncommon or unnatural and rarely lasts more than a few minutes **after you have left!** Should there be a real problem, you will be contacted so please **don't worry!** No call means that all is now calm and settled. Children usually only get upset/clingy if they arrive late and the rest of the class is already sitting down for registration. Please try to avoid this.
- The internal security door of the school is closed at registration - the outer door remains unlocked should you need access to the school after this time.
- Playtimes for the Early Years Class will vary due to the free flow structure throughout the day. All children play at the back of the school. A separate football area has been fenced off, making it a safer play area for younger children. An adventure playground on a soft surface is available to all the children on a rota basis. Children are not allowed to play at the front of the school.
- If at all possible, playtimes are spent outside, hence the importance of suitable outer wear. In the event of bad weather, children will have a 'play break' in the classroom or hall.
- Lunchtime is 12.00 - 1.00pm. Two lunchtime supervisors are employed to care for the children during this break. Should you prefer, your child can bring a packed lunch - please check carefully and make sure all items are nut free.
- School ends at 3.15 pm. Children leave from the main door. Please stand **inside** the playground to receive your child. The children are asked to stay with their teacher until met and are not permitted to go into the back playground at home time. Every child **must** be met **inside** the school gate for reasons of safety. Should someone other than yourself be collecting your child, **please complete the diary** kept in the office with the name of who we can expect.
- Parking is very difficult, **please do not park or even stop to drop off on or opposite the zig zags** on the road by school, for obvious reasons of pedestrian safety.

COMMUNICATIONS

- A Newsletter is emailed home and posted on our web site each month giving advance notice of events, dates and information for the following half term.
- Specific letters are sent out for trips and visits and notification of activities for individual classes or pupils as required, please check your emails/child's reading folder regularly for these.
- The noticeboard, put out by the front door every morning and afternoon gives day-to-day information, notice of changes and reminders.
- Emails/text messages are used to notify emergency school closures eg in case of snow and also reminders. **This mobile does not accept incoming messages**, so please telephone on the main school number 01538 702321.
- The children themselves, even in Class 1 are encouraged to take responsibility for some school/home communication, particularly in respect of current topic. Children are encouraged to think about items related to topic or recent interesting discussions.
- All parents are automatically members of the School Association and are welcome to attend all meetings held throughout the year. The School Association organises a number of fundraising activities throughout the year.
- In general, the letters and notices sent home apply to **all** pupils at school.
- In Early Years, we will keep you informed of developments with Tapestry - parents can comment on observations completed in class and can add their own observations from things the children do at home. You will be issued with your own login details. We also use this to communicate what we have been doing that week and any class notices will also be posted.

HOW YOU CAN HELP US HELP YOU!

- Please make sure all clothing is marked clearly and in an obvious place, including footwear - it is surprising how often shoes can be same style **and** size! If you do not have printed name tags, biro on the label, renewed periodically is very effective. Any unidentified items will be stored in the 'lost property' box kept in the office.
- Should your child require a **prescribed** medication during the school day, you will need to complete a consent form, available from the office. Any medicines are kept in the office.
- If your child is unwell, please contact the school office on 01538 702321 by 9.30am on the first day of sickness. If your child is taken ill during the day, we will contact you in order of priority on the registration form. Please ensure all contact numbers are kept up to date, particularly mobile numbers.

- Please check Reading Folders regularly and remove items that may take up space. Reading folders are left in the box in the classroom each morning.

Reception only

- Please take time every day, whenever possible, to hear your child read and work with the words and/or sounds provided. Literacy has radically changed the teaching of reading and it is the responsibility of parents to ensure their child reads to them on a daily basis. In school, the staff work with children during a guided reading session rather than listening to individual children.
- Progression through the reading scheme books is very much more a 'homework' activity now and the reading record book is a vital line of communication in the partnership between parent and school. Please ensure you write any relevant comments in the record book - difficulties experienced as well. The book will be changed regularly. May we advise you that homework is a statutory requirement.

REWARDS AND DISCIPLINE

From the very beginning in Class 1, pupils are rewarded for good work with a team point system which is then rewarded with a whole team reward! Whilst we actively promote positive behaviour and attitudes, repeatedly undesirable behaviour will result in a suitable sanction such as loss of playtime.

A 'Star of the Week' certificate is awarded on a Friday in assembly. This is awarded for a variety of reasons including good work, effort, good behavior, helping others. We also have a value's certificate which links to our school's core values. This is also awarded during Friday's assembly.

BUSY BODIES OUT OF HOURS CLUB

Busy Bodies Out of Hours Club is based in the annexe and runs from 7.30am to 8.55am and 3.15pm to 6.00pm each day during term time. The children receive a light breakfast in the morning and snacks and drinks after school. They have regular theme nights or cinema nights that are advertised in school. The children enjoy time outside or occupied with craft activities and games.

We operate a flexible booking system and payment is made weekly in arrears via Parent Pay. We accept childcare vouchers and HMRC tax free childcare payments (please enquire at the school office).

Updated September 2022