

# 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), Mrs Power-Vaughan (Office Services Manager) or Miss Rowbury (Administrative Assistant).

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

**Senior Teacher & 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 and Mrs Grounsall

**Class Teacher (Class 3 - Years 3 and 4)** - Miss Sisson

**Teaching Assistant in Class 2/3** - Mrs A Grant

**Lunchtime Supervisors** - Mrs N Martin, Mrs M Hollingshead, Mrs J Capper

**Office Services Manager** - Mrs J Power-Vaughan

**Finance and Admin Assistant** - Miss R Rowbury

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

**Busy Bodies Out of Hours Club Play Worker** - Mrs Martin

## **SCHOOL GOVERNORS/LOCAL ACADEMY COUNCIL**

St Peter's CE Academy is proud to be a member of the Staffordshire University Academies Trust (SUAT) and part of The Saints Academies, alongside All Saints CE Academy, Denstone and St Augustine's CE Academy, Draycott in the Clay. The three academies share Executive Leadership and a Local Academy Council, enabling pupils to benefit from shared activities, sporting events, educational visits and collaborative learning opportunities. The chair of the Local Academy Council is Mrs Karen Mann and our Vice-Chair is Mr Brian Leathers. A full list of Governors is available on our school website. <https://www.st-peters-alton.staffs.sch.uk/>

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



**Mrs Walker**  
Executive Headteacher



**Mrs Bennett**  
Deputy Headteacher



**Miss Rogers**  
Class Teacher



**Miss Burrows**  
Teaching Assistant



**Mrs Tatton**  
Busy Bodies Play  
Leader



**Mrs Martin**  
Busy Bodies Worker



**Mrs Power-Vaughan**  
Office Services  
Manager

## **UNIFORM**

It is not the policy of SUAT 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 jade green polo shirt and navy jumper or cardigan embroidered with the school logo for the children.

**All items of clothing and personal equipment must be named.**

**Boys**            Dark grey trousers or shorts  
                      Jade green polo shirt with or without school logo  
                      Navy blue jumper or cardigan with school logo  
                      Dark socks  
                      Black shoes (**no trainers**)

**Girls**            Jade green polo shirt with or without school logo  
                      Navy blue or grey skirt or pinafore dress  
                      Navy blue cardigan or jumper with school logo  
                      Blue gingham summer dress  
                      White, grey or navy socks or tights  
                      Black or navy shoes (**no trainers**)

**P.E Kit**        Team coloured T-shirt with or without logo  
                      Navy or black shorts  
                      Navy or black tracksuit  
                      Pumps and trainers

School uniform can be purchased from School Trends or from Something Special in Cheadle.

<https://www.schooltrends.co.uk/collections/stpetersceacademyaltonst104aw>

<https://somethingspecialcheadle.co.uk/>

## WHAT TO BRING TO SCHOOL

- **Waterproof coat** - every day please.
- **Sun hat** - in summer (Baseball type caps are available to purchase from School Trends).
- **PE kits** - Coloured team PE top with or without school logo, navy shorts and/or navy jogging bottoms, pumps and trainers all named in a named bag. Please **wear PE kit** to school on Mondays and bring PE kit to school in a schoolbag on Fridays.
- **Change of clothes** - please could you bring at least one change of clothes in a named 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.***
- Please send in a **water bottle** into school. The children have regular access to watercooler in the hall. Under 5's have free milk (please let us know if you would prefer milk was not ordered for your child).
- **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 School Trends.

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'. Show and tell is on a Friday afternoon.**

## SCHOOL MEALS

Nursery children are welcome to order a school meal at a cost of £3.50 per day. Please advise any special dietary requirements at the earliest opportunity. **PLEASE NOTE: we are 'not 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 school meals with or without this Government initiative based on your personal circumstances, please see Mrs Power-Vaughan as we can apply for additional funding that will benefit the school and your child. Please visit the following web site to check eligibility and apply on line:

[www.staffordshire.gov.uk/education/educationalawardsbenefits/FreeSchoolMeals](http://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.

## DAILY ROUTINES

- The staff come out into the front playground at 8.45am to lead the children into their classrooms. Please do not arrive at school before this time 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.
- 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 3.20 pm. Children leave from the main door. The children are asked to stay with their teacher until met by their designated adult. Please make staff aware if someone other than yourself be collecting your child at the end of the school day.
- 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 emailed for trips and visits and notification of activities for individual classes or pupils as required, please check your emails regularly for these.
- Emails, Facebook groups, and year group reps are used to notify emergency school closures eg in case of snow and also reminders.
- 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 Parent Teacher Association (PTA) and are welcome to attend all meetings held throughout the year. The PTA organises a number of fundraising activities throughout the year.
- In general, the letters and notices sent home apply to **all** pupils at school.

## **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 8.30am on each 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.
- 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.
- 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.

## **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 8.45am and 3.20pm 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).