



Prospectus



	<p>St Peter's Church of England (Aided) Primary School</p>
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Prospectus

Welcome

Welcome to St. Peter's

This prospectus tells you something of our work at St. Peter's through outlined information about the school, our style and ethos and the curriculum and opportunities that we offer.

The photographs will begin to give you an idea of how our children learn and the environment they enjoy and mature in.

However, to know the real St. Peter's and to appreciate the strengths of our village school, do come and visit us.

You are assured a warm and friendly welcome from both staff and pupils.

Mr Steve McCulley, BA (Hons), NPQH
Headteacher

St. Peter's, Henfield

Information

St Peter's C.E. (Aided) Primary School

Information is published in accordance with the Education (School Information) Regulations 1981, for the school year 2016/2017.

General information

Name and address : St. Peter's Church of England (Aided) Primary School
Fabians Way
Henfield
West Sussex
BN5 9PU

Telephone number : 01273 492447
Fax number : 01273 495563
E-mail : office@st-peters-henfield.w-sussex.sch.uk
Website : www.st-peters-henfield.w-sussex.sch.uk

Headteacher : Mr Steve McCulley, BA (Hons), NPQH

Pupils on roll : 386

Age range : 4 – 11 years (co-educational)

Principles

Our principles, aims and core values

In recognition of our historic foundation at St. Peter's we aim to preserve and develop our religious character in accordance with the principles of the Church of England at both parish and diocesan level.

We endeavour to serve our community by providing an education of the highest quality within the context of Christian belief and practice. We encourage an understanding of the meaning and significance of faith, and promote Christian values through the experience we offer to all our pupils.

Our principle aims are to :

- provide each child, regardless of background, ability, gender or race, equal and stimulating access to the curriculum – an education for life;
- deliver an appropriate and challenging curriculum to raise pupil achievement through high standards in teaching and learning;
- provide a broad balanced curriculum through which pupils can achieve independence, responsibility and self esteem;
- ensure that teaching and learning meet the statutory requirements through the National Curriculum and through planned Religious, Moral, Personal, Social and Sex & Relationship Education.

Accommodation

St. Peter's has benefited from a number of imaginative extensions to the original buildings over the years, and includes a specially designed Early Years Foundation Stage Unit for our youngest children. At present our accommodation comprises 14 attractively equipped classrooms, all with interactive whiteboards, a well resourced infant library, pupil support base, large main hall with gymnastics equipment, computing suite, medical room, toilet and cloakroom facilities, administrative accommodation, group teaching rooms and a designated music room. There is a large hard surfaced playing area with play equipment, an extensive playing field, a conservation area and an outdoor classroom for our younger children.

Status

St. Peter's is an 'Aided' school, with three governors appointed by the Diocese. We welcome pupils from all denominations and have close links with the parish church of St. Peter. School services are held at St. Peter's during the year.

We are pleased that representative ministers from each of the other churches in the village are invited to take religious assemblies in school on a regular basis and join us at St Peter's for our services.



Our Core Values

Admissions

Admission arrangements

Parents/Carers seeking admission to the school for a child between 4 and 11 should contact:

Pupils Admissions Office
Centenary House
Durrington Lane
Worthing
BN13 2QB
Tel: 0330 222 3444
Email:
admissions.south@westsussex.gov.uk

General information

Admission to St. Peter's is made by the governors in accordance with their Admission Policy. Details of these arrangements are available from the school office or website and can also be found in the final section of this document.

An opportunity to visit St. Peter's and to meet the staff and children can be made by contacting the School Office.

Admissions

Our aim is to ensure a smooth transition for all our new pupils to enable them to make a positive start to their time at St. Peter's.

With this in mind we operate a flexible admissions policy, enabling children to start school on a full time basis earlier than would normally have been the case.

The options are as follows :

1. Pupils may start on a full time basis from 1st September in the school year in which they will have their fifth birthday.
2. Children may join us on a part time basis, if this is seen to be in the best interest of the child.
3. Parents may delay full time admission until the term in which their child has their fifth birthday.

Preliminary visit

Meetings are arranged in the term preceding admission with the parents of children who will be joining the reception classes. General information about the school is made available and parents have the opportunity to discuss matters of interest with the Headteacher, class teachers and the school support staff. Children visit on several occasions in the afternoons, prior to entry into school, joining in various prepared activities. Parents are also invited to see around the school and to join staff for a social evening to discuss their child's needs and transition to St. Peters.





Times of the school day

8.55 am – 3.15 pm

School Day

10.30 am – 10.45 am

Years R, 1 & 2 break

10.50 am – 11.05 am

Years 3, 4, 5 & 6 break

11.50 am – 1.05 pm

Year R lunch-break

12.05 pm – 1.05 pm

Years 1, 2, 3, 4, 5 & 6 lunch-break

2.15 pm – 2.30 pm

Years R, 1 & 2 break

Lunch times

We are able to offer children the opportunity of a hot school meal at midday. All children in Reception, Year 1 and Year 2 are entitled to a free cooked meal. For children in Key Stage 2, lunches can be ordered online or alternatively, children may bring in a healthy packed lunch from home.

School organisation

For the majority of the day the children work with their own teacher, as a class, in groups, or individually. Occasionally, when appropriate, children are grouped on an ability basis for specific curriculum subjects. This helps us meet the individual needs of our pupils.

As part of our desire to provide an enriched curriculum, a number of specialist teachers are employed to teach aspects of PE, Art and French. Children enjoy these opportunities at specific times during the year.

In addition to the teaching staff, all classes benefit from having a teaching assistant to help the children with their learning. Teaching assistants are also allocated to children with specific special educational needs.

Curriculum

The Curriculum

At St. Peter's our programme of work includes both the National Curriculum core subjects - English, Mathematics, Science and the foundation subjects - History, Geography, Computing, Music, Art & Design, Design Technology, Physical Education and PSHE/Citizenship. French is taught to children in Years 3-6. As a Church school, religious education also forms an essential part of the core curriculum.

At St. Peter's we maintain a flexible approach to ensure a broad and balanced curriculum. This may include a study of the school and its surroundings, our village, a local town and the wider world. This could involve an educational visit to help provide opportunities for the development of the knowledge, concepts, skills and attitudes associated with several subject areas, based on first-hand experience, investigation and enquiry.

The school is confident in being able to deliver the National Curriculum within its present commitment to excellent primary practice. Further development of these areas is detailed in the School's Development Plan, available from the school office.

A variety of methods and approaches are used to ensure that children have a good understanding



of the scientific and mathematical skills and concepts. We encourage practical work and problem solving throughout the school with real-life applications where possible.

In English, children starting school are encouraged to share books with parents and teachers through a Home-School Liaison Scheme. A wide range of books is provided. Children are taught phonics, starting with single sounds and moving onto double sounds when initial sounds are understood. Children are encouraged to be selective in their choice of reading material. Series of books and graded levels provide children with both continuity and progression in their learning.

Children are taught the correct use of the libraries where an attractive supply of books is available at class and general level. Children are encouraged to value books as a source of pleasure and interest as well as for study and information.



Curriculum

Sport at St. Peter's

At St. Peter's we aim to encourage the children to be physically active through a wide range of sports including : football, netball, basketball, swimming, rugby, rounders, cricket, gymnastics, athletics and dance.

Individual and team sports are played for at least two hours per week in school. Children also have opportunities to play football, netball, basketball, rugby, hockey, cricket, rounders and participate in dance and gymnastics outside school.

Our sporting facilities include: the school hall, equipped with gymnastic equipment, main outside play space and the school playing field with an artificial cricket wicket and mobile cricket net.

At St. Peter's we believe that there should be a balance between competitive and non-competitive sport and this is reflected in our National Sports Award. All our children are encouraged to achieve appropriate levels in line with their ability. Pupils participate in our annual sports days which include both competitive and non-competitive events.



Special Needs provision (SEND)

All pupils are entitled to a broad, balanced and differentiated curriculum.

Our aim at St. Peter's School is to provide access to the curriculum for all our children who, at any time, might be in need of special educational provision, with regard to their academic, emotional or physical abilities.

To that end we have clear procedures in place to:-

- identify and register pupils who need special provision;
- monitor the progress of individual pupils;
- enlist the support and resources of outside agencies when appropriate;
- involve parents at each stage of Special Needs provision for their child;



- allocate an appropriate proportion of the school's resources to meet the needs of individual pupils.

We have an Inclusion Manager who is responsible for ensuring our compliance with the Special Needs Code of Practice and who assists staff with Education Care Plans for those pupils who have specific needs.

We continue to encourage our Academically More Able pupils through inclusion in County and locally run enrichment courses, when places are available.



Art provision at school

St. Peter's was awarded Arts Mark Gold in 2013 and we are very proud of the children's achievement.

Our aim is to provide all pupils with a wide range of opportunities in the arts throughout all phases in the school. Children should enjoy the arts as creators and makers, as performers and as spectators. A strong and vibrant arts presence is an important aspect of the culture of school life.

In the areas of English, music, art, dance and drama, children are involved in the important processes of self-expression and creativity in a balanced curriculum, as well as experiencing visits to galleries, concerts and theatres outside of school.

Religious Education

Both the Christian faith and other World religions are reflected in the RE curriculum. A Religious Education Policy and scheme of work are maintained in school and Parents are welcome to request a copy. If Parents wish to withdraw a child from Religious Education, they should contact the Headteacher.

Collective Worship

Collective worship, or assemblies, take place each day. These are led by the Headteacher, staff and representatives from different places of worship within the community.

On a Friday, parents are invited to join us when their child's year group are involved in leading the assembly. If Parents wish to withdraw their child from Collective Worship, they should contact the Headteacher.

Home Learning

At St. Peter's we have a Home-School Agreement which includes a policy for homework.

In our policy we aim to :

- ensure consistency of approach throughout our school in raising educational standards through homework;
- ensure progression towards independence and responsibility;
- extend and support the learning experience for pupils through revision and reinforcement;
- provide opportunities for home and school to work together through learning experiences;
- encourage children to conduct independent study;
- prepare pupils for secondary transfer.

Homework includes a main focus on Maths, English and topic related activities.

Timing of Home Learning

From Reception to Year 2, the children are expected to share and/or read every day, with comments recorded in reading diaries. In Years 3 – 6, reading is still actively encouraged and rewarded and should be for a minimum of 20 minutes each day. Reading aloud helps all children with expression and use of punctuation.

Year group	Type of activity	Suggested total time per week
R	- Daily reading / phonics - Numeral recognition/high frequency word activities daily	In accordance with individual needs
1	- Daily reading - Alternate English and Maths each week	15 minutes 20 minutes
2	- Daily reading / times tables - Weekly Maths - Home learning grid	15 / 10 minutes 20 minutes
3	- Daily reading / times tables - Weekly Maths - Home learning grid	20 / 10 minutes 20 - 30 minutes
4	- Regular reading / times tables - Weekly Maths - Home learning grid	20 / 10 minutes 20 - 30 minutes
5	- Regular reading / times tables - Weekly Maths - Weekly spellings - Home learning grid	20 / 10 minutes 30 minutes 30 minutes
6	- Regular reading/times tables - Weekly Maths, English and topic based home learning - Weekly spellings	30 / 10 minutes 1 hour 30 minutes



Sex and Relationship Education

Sex & Relationship education is introduced as part of Years 2, 4, 5 & 6 curriculum in topic work through three specially selected programmes. Parents have a right to withdraw a child from these lessons if they so wish, but are encouraged to discuss this fully with the Headteacher.

Drugs awareness

If drugs are to be discussed, parents will be informed prior to any lessons. The Government funded 'Drugs Education and Prevention' initiative has been adopted by the Steyning Family of Schools, of which we are a member. We aim to tackle this topic in a positive and reassuring way.

After school activities

Our teaching staff offer a range of after school and lunch time activities and clubs for children. These involve a variety of activities including, Drama, Karate, Music, Choir, Football, Tag Rugby, Basketball, Netball, Cricket, Mini Tennis, Dance, Lego, Knitting, French, Gardening, Choir and Art activities. Clubs are available for children in all year groups across the school.

Pupil Progress

Pupil Progress is at the centre of teachers' thinking and actions. Teachers monitor their pupils' performance and achievements and the information they collect is used to identify pupils' needs. Assessments that teachers make are recorded, and these records form the basis of spoken and

written reports given to parents and subsequent schools. In the Autumn and Spring term we hold evening consultations with parents. A written report is sent home to parents in July, with a further opportunity for parents to discuss this annual report after its completion.

At St. Peter's we have a Whole School Assessment Policy. A summary of each child's performance and progress, related to the National Curriculum Age Related Expectations, is reported to parents at the end of Key Stage 2, when the children are ten or eleven years of age. For all other years pupil progress is constantly monitored and information is included in end of year reports.

Attendance

School attendance

Our Education Welfare Officer, is based at the Education Office South, Centenary House, Durrington. Their main responsibility is to ensure that all pupils are in full attendance. This includes regular register checks, certificates for 100% attendance, and home visits are made should there be any concerns. By working closely with the school staff and parents, they hope that all the pupils will gain the maximum education and social benefit from St. Peter's.

Unauthorised absences

In the academic year 2015/16 we had 395 pupils, 357 of which had authorised absences and 169 pupils had unauthorised absences. This means that overall St. Peter's had 96.3% attendance throughout the whole academic year.



Parental involvement

Three parents are elected as Parent Governors and act as members of the Governing Body.

Parents are welcome to help in school at all times and assist in a wide range of ways. Parents also accompany classes on school visits.

The Parent/Teacher Association (PTA) has an active committee which arranges a variety of social functions and raises a substantial amount of money towards many extra resources. These are detailed in the Annual Report to Parents.

We hope that parents will help their children to be happy and successful at school by being actively involved, supportive and interested in all aspects of the children's activities.

Our Home-School Contract was drawn up to encourage greater home-school liaison. It is hoped that all parties will actively support this initiative.



OUR PROMISES

We will treat others as we would like to be treated
We will remember our manners and treat everyone with respect

We will listen to everyone's point of view
We will keep our School safe and clean
We will treat the School's property as if it were our own
We will try never to hurt anyone with words or actions
We will stand up for what we believe in
We will give everyone the opportunity to learn

Discipline

The general behaviour of our pupils is a matter of great importance to the running of the school and for the well-being of the community. Qualities of honesty, kindness and fairness are constantly encouraged, whilst politeness and thought for others are regarded as the basis of relationships between pupils and teachers. Children are expected to be responsive, to be disciplined and to observe school rules. Parents are consulted at an early stage when a pupil's behaviour causes concern. The aim is to agree future action where necessary.

Encouragement and recognition of good personal behaviour is rewarded by praise from both class teachers and the Headteacher.

Our Discipline and Behaviour Policy is available from the school website, together with a leaflet concerning the school's approach to anti-bullying.

Health and Safety

We are concerned for the Health and Safety of our children when coming to and leaving school. Parents are requested to park cars with due consideration for the children, other road users and local residents. Walking to school is strongly encouraged as is cycling or scootering.



Uniform

Uniform

Children are expected to wear our school uniform and come to school appropriately dressed.

Uniform is supplied by:

**First 4 Uniform, 32 North Road, Lancing,
West Sussex, BN15 9AB**

(Tel: 01903 751181 or www.first4uniform.com).

School sweatshirts (with school logo)

School polo shirt (with school logo) *optional*

School green fleece jacket (with school logo)
optional

School 'house' T shirt with logo

School 'house' sweatshirt with logo

School book bag (KS1)

General items can be purchased from any chain store:

Trousers (grey or black)

Skirts (grey or black)

Shorts (grey or black)

Black PE shorts (boys and girls)

School PE bag

Plimsoles

Warm coat

It is permissible for girls to wear trousers.

They should be grey or black. Leggings, jeans or flared trousers are not acceptable. Shoes should be dark-coloured, preferably black. Socks should be white or grey. Girls' tights should be grey or black. For health and safety reasons children should not wear jewellery to school. If ears are pierced then a sleeper stud is permitted but this should be removed or covered with micropore tape during PE sessions. The tape should be provided by Parents.



No responsibility can be taken for the loss of valuable personal items. Parents are asked to discourage children from bringing valuable items to school.

Arrangements for the consideration of complaints

The Education Reform Act of 1988 requires the establishment of local arrangements for considering complaints through governing bodies and LA's, in respect of the school curriculum and related matters. It is expected that parents will consult with the Headteacher in the first instance if there are concerns. A copy of the local authority's procedures is available in school.



The information regulations

The information regulations of the Education Reform Act require schools to have available to the public the following documents :

- The LA's Statement of Curriculum Policy and, where it exists, the Governing Body's Statement of Curriculum Aims.
- All statutory instruments, circulars and administrative memoranda relating to the curriculum, which have been sent to the school by the DCSF.
- All published Ofsted reports which refer expressly to the school.
- All syllabuses followed by the school.
- A full copy of the arrangements made by the LA, for the consideration of complaints about the school curriculum.
- The LA's agreed syllabus for RE and the relevant documents which govern the provision of RE.

Existing legislation also requires the following to be available :-

- The School Prospectus.
- Minutes of Governors' Meetings.

These are available on the school website or by contacting the school office.

The Governors' policy on charging for school activities

Governors of St. Peter's Church of England Primary School have decided to adopt the policy of the West Sussex County Council. Their policy document is available in the school office.

If parents experience difficulties in contributing to those school activities which require a monetary contribution, the parents should discuss this in confidence with the Headteacher.

Admissions p

Admissions policy

The Governors, who are responsible for admissions to this Church of England voluntary aided primary school, have agreed our published admission number with the Local Authority as 60 pupils. The Governors welcome all applications particularly those for children resident in the parishes of Henfield, Shermanbury and Woodmancote.

Any parent wishing to apply for a place at St Peter's CE (Aided) School should complete and return a supplementary information sheet, available from the school, in addition to the application form distributed by West Sussex County Council.

Applications

When there are more applications than there are places available the Governors will admit pupils according to the following criteria that are listed in order of priority. The relevant church minister must support applications under headings two and three. A standard form for the appropriate minister's use is sent to that minister by the school and returned to the school.

1. Priority will be given to "looked after children".
2. Children from families who live in the ecclesiastical parishes of Henfield, Woodmancote and Shermanbury under the following criteria:
 - a) At least one parent is a regular (that is a monthly) communicant over the last 12 months preceding the date set by WSCC for an application for a school place.
 - b) At least one parent is a regular worshipper at the monthly family service.

c) Priority will be given to those children who fulfil the above criteria and have a sibling attending the school.

3. Children whose families are committed by regular (that is at least monthly) attendance by at least one parent at the worship of another Christian congregation of denomination (a Church that is a full member of the Churches Together in Britain and Ireland or of the Evangelical Alliance) over the past 12 months and who live within the ecclesiastical parishes.
4. Children who already have a sibling or siblings who are attending the school and who will be attending the school in the term for which the child has applied.
5. Children from families who live within the ecclesiastical parishes of Henfield, Woodmancote and Shermanbury.
6. Any other children whose families make an application.

Additional information

Any child with a Statement of Special Educational Needs naming St Peter's CE (Aided) Primary school will automatically be admitted, under section 324 of the Education Act 1996.

In the case of applications for children recently moved into the parishes evidence will be taken into account of church attendance in the previous parish. This will be in accordance with the criteria set in 2a and 2b above.

Policy

The Governors may give priority to children with documented acute medical or social needs who in their view would benefit from a place at the school. A letter from an Educational Psychologist or the child's General Practitioner or Social Worker should support these applications.

When deciding between applicants who have equal entitlement under the above criteria, a distance criteria will be implemented. Priority within each category will be established in order of distance from the school, measured by a straight line from the school to the child's home address using Ordnance Survey address point data.

Late applications

Applications for admission in September of each year must be received by the date set by West Sussex County Council. Priority will be given to applications received by this date.

When applications are received after that date places will continue to be allocated up to the Published Admission Number of 60, priority being given in accordance with the above criteria.

Any parents that make a late application will have the facility to explain any exceptional

circumstances that resulted in the application being late. This only applies to late applications received after the closing date for applications and the date of distribution for lists of offers made for St Peter's CE (Aided) school, both issued by West Sussex County Council.

Casual admissions

The criteria will apply if casual vacancies arise during the school year and there are more applicants than places.

Admissions appeals panel

Parents who are not offered a place for their child are entitled to appeal to an independent panel under the provisions of the Education Act 2002. Parents wishing to appeal should do so in writing using a form available from the school office. This form should be sent to the Clerk to the Governors c/o the school within 14 calendar days from the notification not to admit.

Waiting list

Where a child is not admitted at an appeal panel the parents may request that the child's name be entered on a waiting list. A waiting list may also be maintained for parents of children who do not appeal, but request their child's name to be included. Waiting lists are ordered according to the admissions policy for St Peter's CE (Aided) School. This means that a child's name may go down as well as up.

The waiting list will run through the academic year and will cease at the start of each September term. Parents will need to make a new request if they wish their child to be put on the new waiting list.

Admissions policy (cont.)

Supplementary information sheet

Each application should be supported by a supplementary information sheet. The supplementary information sheet should be returned directly to St Peter's CE (Aided) School.

Any applications under Category 2 and 3 will require a signature, on the supplementary information sheet, from the relevant church minister to verify that the criteria has been met.

Prospectus

A school prospectus will be published and available to parents on a date set by the WSCC.

Policy review

Our Admissions Policy is reviewed annually.



House ambassadors

Definitions

Looked After Children – children in public care.

Sibling – Brothers or sisters may be half or step-siblings, adopted siblings or the child of the parent/carer's parent but must be living permanently at the same address.

Parent – parent includes legal guardian

Home address - the main address is normally taken to be the address to which Child Benefit is paid.

A map of the parish boundaries relevant to these criteria is available from the school office.

Published Admission Number (PAN)

Below are the Published Admission Numbers for St Peter's C E (Aided) School for the academic year 2016/17.

Henfield, St Peter's C E Primary	VA	60
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Glossary

Glossary of abbreviations

AMA	–	Academically More Able	Ofsted	–	Office for Standards in Education
ARE	–	Age Related Expectations	PGCE	–	Post Graduate Certificate of Education
DT	–	Design Technology	PE	–	Physical Education
EYFS	–	Early Years Foundation Stage	PSHE	–	Personal & Social Health Education
INSET	–	In-service Training	PTA	–	Parent Teacher Association
KS1	–	Key Stage 1 (5 – 7 years)	RE	–	Religious Education
KS2	–	Key Stage 2 (7 – 11 years)	SATs	–	Standard Attainment Tests
LA	–	Local Authority	SEND	–	Special Educational Needs and Disabilities
LT	–	Leadership Team	SIMS	–	School Information Management System
NC	–	National Curriculum	WSCC	–	West Sussex County Council
NFER	–	National Foundation of Educational Research			
NQT	–	Newly Qualified Teacher			

St. Peter's



Fabian's Way, Henfield, West Sussex BN5 9PU

Tel: 01273 492447

Fax: 01273 495563

Email: office@st-peters-henfield.w-sussex.sch.uk

Website: www.st-peters-henfield.w-sussex.sch.uk

Headteacher: Mr Steve McCulley, BA (Hons), NPQH