



General School Procedures : 2016/17

This leaflet is intended to summarise our school practices and operational procedures. It is a quick guide for parents/carers to refer to.

START OF THE DAY

School starts at 8.55am. Children are invited into class from 8.45am using the appropriate white doors at either end of the school. Parents should not enter the school without signing in at the school office for safeguarding and in case of a fire. The gates to the playground are closed at 9.00am promptly with class registration for all children being taken at 9.00am also.

END OF THE DAY

School finishes at 3.15pm. If you are going to be late in collecting your child, please call Jodie in the School Office, before 3.00pm, to ensure there is sufficient time for the message to get to the Class Teacher. We cannot guarantee that messages received after 3.00pm will be passed to the class in time for going home.

ABSENCE FROM SCHOOL

Illness: Should your child be unwell and unable to attend school please either email the office on absence@stpetershenfield.org.uk or telephone the main office - 01273 492447 on each morning of their absence before 9.20am. Messages can be left on the school voicemail before 8.30am and on Jodie's voicemail (option 1) from 8.30am. Failure to report an absent child may result in an unauthorised absence being recorded. The office is open from 8.30am.

Holiday: There is no entitlement to absence from school for holidays during term time. Absence will not be granted unless it is in very exceptional circumstances. In the event of any unacceptable or unexplained absence or persistent lateness, the Education Welfare Officer will be informed and will make contact with parents. An attendance printout with any absences authorised and unauthorised will be included with your child's school report.

Lateness: Children who arrive after registration should report to the main school office and be signed in by the Parent/Carer. A late mark will then be recorded.

MEDICAL MATTERS

At St Peters we have 20 fully qualified first aid staff on duty at different periods during the day. 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 or our website. Medication bought over the counter in shops cannot be administered by school staff.

EMERGENCY CONTACT NUMBERS

It is essential that we have appropriate emergency contact numbers. Please make sure that the School Office is made aware of any changes, especially relating to mobile numbers.

SCHOOL UNIFORM

It is our policy that children should come to school appropriately dressed in school uniform. This consists of a plain or logo school white polo shirt, school jade green sweatshirt or cardigan, dark grey/black trousers, skirts or dresses and comfortable black flat shoes. Heeled shoes or boots are not permitted. A reversible school fleece with rainproof inner or outer is also available. Uniform can be purchased from First4Uniform, Lancing - tel: 01903 751181 or online at www.first4uniform.com. All other uniform can be purchased from any high street store.

All children should have a PE kit kept in school throughout the term. This consists of a 'house' named T shirt, black shorts and trainers or plimsolls for outside activities. A PE 'house' sweatshirt can also be purchased, although this is an optional item. All of these items are available from First4Uniform. For the winter months, children are also permitted to wear tracksuit bottoms.

HAIR

Any hair longer than shoulder length should be tied up in a ponytail or other similar style. This is to prevent the spread of headlice.

JEWELLERY

Children should not wear jewellery to school. For children with pierced ears, studs may be worn but these will need to be removed or taped for any PE lessons. For ears that need to be taped, please provide micropore tape which can be kept in your child's PE bag. If your child does not have any, then earrings will need to be removed.

BREAK TIME SNACKS

For children in the Foundation Stage, Years 1 & 2 a piece of fruit or vegetable will be given to them as a breaktime snack at 10.30am each day. Junior aged children may bring in a snack but in line with our healthy eating policy, this may only be a piece of fruit or vegetable.

Our school policy is to encourage children to drink sufficient amounts of water to ensure a healthy body and mind. Please ensure that your child comes to school each day with a named bottle of water which they will have access to throughout the school day. Drinking fountains are also available for children in the playground and at strategic points around the school. Squash and fizzy drinks are not permitted.

LUNCH TIME

All children in the Foundation Stage, Years 1 and 2 are entitled to a hot school meal, provided by Chartwells, our hot meal provider. Children entitled to 'free school meals' will also be given a hot meal each day. For all other children in the school, lunch can either be a packed lunch brought from home or a hot meal which can be booked via www.mealselector.co.uk. Menus are available from the School Office or can be viewed online using the address above. Registration and payment will be requested when booking a hot school meal. If any child forgets their packed lunch then one will need to be brought into school, in time for lunchtime. A hot meal cannot be provided as an alternative.

PARENT COMMUNICATIONS

Teachers are available whenever possible to meet with parents. Please contact Jodie in the School Office for an appointment to be made.

COMMUNICATIONS

Newsletters are emailed home fortnightly. Letters home are distributed via email on a Tuesday and Friday. Where a parent and a child are not living at the same address, we are happy to email additional copies of school letters. Please ensure the School Office has an appropriate email address for correspondence to be sent to.

EDUCATIONAL VISITS

Unless parents notify us in writing withholding their agreement, we will from time to time take children out within the locality. This would include walking to church, to the common or around specified footpaths. For any visit that involves transport, parents will always be contacted and permission sought.

OPEN EVENTS FOR PARENTS

Welcome Evening: A welcome evening for each year group takes place in September to which Parents are invited to get an overview of the teaching and learning that will take place throughout the year.

Open Afternoons: An open afternoon will be held each term in order that Parents/carers can visit their child in the classroom to share in their learning.

Curriculum Events: Various other events linked to the curriculum changes and improvements being made will be scheduled throughout the academic year.

All the dates for the above events will be included in the school newsletters.

TOYS

Children should not bring in toys from home as they can be mislaid, damaged and cause unnecessary upset.

PARKING

The leisure centre is very happy for parents to use their car park at the beginning and end of the school day. 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. Please be considerate to the local neighbourhood when parking your car.