



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

Little Green Lane, Farnham, Surrey, GU9 8TF

☎: 01252 714115 Fax: 01252 721215

✉: info@stpeters-farnham.surrey.sch.uk

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St Peter's C of E Primary School



Parents' Handbook



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Dear Parents

A very warm welcome to St Peter's Primary School. I hope you will find this introduction to life at St Peter's an informative and useful reference point for the coming years. This handbook is designed to help you and your child to be prepared for all aspects of school life.

We have high expectations for everyone to achieve and succeed within our safe, inclusive Christian community. Our school promotes independence, respect and empathy. Through an exciting curriculum, children are inspired to become lifelong learners and active world citizens.

We welcome and promote a positive partnership with parents. Throughout the year, we will seek your views on a variety of issues. Please let us know if you would like to help with anything in school such as reading with the children, doing practical jobs or sharing your talents with us.

We look forward to working with you and your family to fulfil our vision at St Peter's School.

Mrs Sarah Dunning
Head Teacher

CONTENTS

OUR VISION	3
AN INTRODUCTION TO THE SCHOOL TEAM	3
COMMUNICATION & PAYMENTS	3
KEY DATES	3
DAY TO DAY ESSENTIALS	3
BEFORE & AFTER SCHOOL CLUN (BASE)	6
COMMUNICATION & INFORMATION	6
ACTIVITIES & ENRICHMENT	7
SUPPORTING THE SCHOOL	9
POLICIES & PROCEDURES	10
HEALTH & MEDICAL CONDITIONS	15
FAQs	15



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OUR VISION

At St Peter's we have high expectations where everyone flourishes, achieves and succeeds within a safe, inclusive Christian community. We promote gospel values of independence, respect and empathy. Through an exciting curriculum, children are inspired to find joy as lifelong learners and active world citizens.

Jesus said, "Love one another, as I have loved you"
 John 13 v34

It is our aim to provide a learning environment where pupils are:

- keen to come to school, feel secure and are self-assured and confident;
- helpful, considerate and consistently behave well. Free times should be pleasant and relaxed;
- enthusiastic, keen to work hard and involve themselves in a wide range of extra-curricular activities;
- able to self-manage and self-evaluate and to apply considered values to their lives;
- cooperate and collaborate willingly and
- given the opportunity to show initiative, take responsibility and play a full part in their community.

AN INTRODUCTION TO THE SCHOOL TEAM

Head Teacher – Mrs Sarah Dunning
 Deputy Head Teacher – Mrs Sarah Marshall
 Business Leader – Mrs Fiona Hopkins
 Key Stage 2 Leader – Mrs Susannah Russell
 Key Stage 1 and EYFS Leader – Mrs Nicky Hill
 Nursery and EYFS Leader – Mrs Katie Marshall
 SENDCo – Mrs Jo Mesney

COMMUNICATION & PAYMENTS

It is essential that all parents sign-up to our online communication and payment system called SCOPay. That ensure you receive all communications and information relating to your child. Safe and secure payments can be made for trips, uniform, etc and the same system allows you to select meals and make a payment. If you have any questions, please speak to someone in the school office.

KEY DATES IN THE SCHOOL CALENDAR

School Term Dates	See school website
INSET Days	See school website
For all important diary dates e.g. parents evening, sports day, clubs, trips etc	See school website

DAY TO DAY ESSENTIALS

The School Day

The school day begins at 8:45am and ends at 3:15pm. Children may be left at school in the playground from 8:30am onwards and may enter their classrooms at 8:35am when the school bell is rung. Children will line up with their class on the playground and will be led into class by their class teaching assistant.

It is important that children are punctual and ready to learn and start their day successfully.

The gates are locked at 8.45am so any children who arrive after that will need to report to the office.



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Morning Session	8.45am to 12.00pm - Break time for the whole school is at 10.15am
Lunch	12.00pm to 1.00pm
Afternoon Session	1.00pm to 3.15pm

Water and Morning Break

Children are required to bring a water bottle into class; the water bottle should preferably have a sports cap (to minimise spills), be named and must contain only water (no squash or fizzy drinks). Please do not freeze your water bottles as the condensation makes the desks/books wet. We encourage children not to use one use plastics. Key Stage 1 children are provided with a free piece of fruit or vegetable each day. KS2 children are allowed to bring in their own fruit or vegetables for morning break.

School Uniform and Equipment

The purpose of school uniform:

- To give a sense of belonging and unity to the school
- To enable children to concentrate on their education and not be preoccupied with fashion
- To enable all children to come to school and not be confronted by peer pressure
- To assist parents so that children don't make a fuss about what they are going to wear that day.

We ask that all children wear the St Peter's school uniform, and that parents and children adhere to the school uniform policy which can be found on the school website.

Winter uniform This is to be worn from after the October half term	NB Early Years do not need trainers until the summer term. They do however need a pair of wellies that are to be left in school throughout the year.
Summer uniform This is to be worn from the beginning of the Summer Term	Throughout the Summer Term please ensure your child has a filled water bottle, a sun hat and has sun cream applied before they come to school.

All uniform and equipment must be named. Whilst children are encouraged to take care of their possessions, sometimes items can go missing. Lost property is usually kept in the School Office; however, the school cannot be held responsible for loss or damage to personal property.

Uniforms may be purchased online (via SCOPay) or by completing an order form, which can be downloaded from the school website or obtained from the school office.

Ear piercing

Children are not permitted to wear earrings at school at any time.

Hairstyles

Hair gel, highlights and coloured hair are not permitted. All long hair (boys and girls) should be tied back using a green tie. No decorative or floral hair trimmings are permitted. No shaved, engraved hair styles please.

What does your child need to bring with them into school?

- A compulsory St Peter's School book bag, named
- All equipment is provided by the school. We do ask that parents contribute costs by making a donation to our School Fund. KS2 children are welcome to bring in a small pencil case with a pencil, rubber, and a blue handwriting pen (labelled with their name) but this is not essential.
- Water bottle, named and with a sports cap
- Named coat or fleece (as appropriate for the weather)
- Named lunch box containing packed lunch (if not having school meals)



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- Their named PE/games kit, in a drawstring bag (which may be left at school)
- Reception class only - Welly boots

School Meals

School lunches are cooked on site and children are provided with healthy, nutritious meals with an element of choice. Meals range from salads, soup and packed lunches to roast dinners. Menus for school meals are available in advance by [Surrey School Meals](#) and all dietary requirements can be discussed and provided for. Special Diet Request Forms can be found on our school website.

All children in Early Years and KS1 are entitled to a free school lunch. We would encourage all children in KS1 to take up this offer because as well as guaranteeing a wholesome meal and being able to share a meal together, children gain confidence in using cutlery, serving themselves and making choices.

Older children may also opt for school lunches. Meals should be ordered and paid for in advance either weekly or half-termly and should be ordered online, via SCOPay.

It is the parents responsibility to order a school lunch.

Free School Meals

Children of parents receiving Family Income Support or Job Seekers Allowance are entitled to free school lunches. If you think you may be eligible for Free School Meals, please speak to the Office who will be able to check/confirm proof of eligibility. All information is treated in confidence.

Packed lunches

Children may of course eat packed lunches brought from home. For safety reasons hot drinks, glass bottles and cans are not allowed in packed lunches. Also, as we have a number of pupils with severe nut allergies, nuts should not be brought into school.

Getting to school and parking arrangements

Families are encouraged to walk to school whenever possible. There is also a bike and scooter rack at the entrance to the school. Anything left in these racks is done so at the owner's risk.

We also operate a successful drop off zone from 8.30am to 8.45am which is operated by a group of parent volunteers. This is located between the zig-zag markings. Your children will be helped out of your car and escorted through the school gates, so the driver does not need to leave their car.

Parking on site is reserved for staff only. Clearly at school drop off and pick up times the road outside school can be very busy. For reasons of safety, as well as respect for our neighbours, please park sensibly by ensuring that driveways, grass verges and the yellow zig zag lines are kept clear at all times.

We also ask parents to adhere to our informal one-way system when driving along Little Green Lane i.e. driving down-hill from Shortheath Rd towards Greenfield Rd

Homework

'A good, well-managed homework programme helps children to develop the skills and attitudes they will need for successful lifelong learning. Homework also supports the development of independent learning skills and provides parents with an opportunity to take part in their children's education.' Department for Education and Skills.

Regular homework is important as it gives pupils the opportunity to practise at home the tasks covered in class. It also helps children to become confident and independent in their learning, which will help throughout their time at school and in adult life. The focus of the homework will primarily be on using and applying literacy and numeracy



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skills. Regular reading at home, especially reading with parents, is encouraged. Children are rewarded for the number of times they read at home. As the children progress through the school the amount of learning will increase as this helps to ease the transfer to secondary school. Occasionally the teachers will set a project over a period of time and details will be shared with the parents. These projects may have a focus on geography, history or science.

We encourage pupils to read at home every night to their parents, learn spellings, learn the times tables and do some pieces of extension work as the year progresses. Please help the children with their homework but please do not do it for them. If your child has a problem with the homework, please make the teacher aware. We do ask the children to ensure that their homework is handed in on time.

Supporting your child with their homework

Parents should endeavour to:

- provide a reasonably peaceful, suitable place, in which their child can do their homework
- make it clear to children that they value homework, and check that it is carried out regularly
- encourage children and praise them when they have completed homework
- become actively involved in joint activities with their children – and have fun together!
- any problems or queries about homework may be discussed in the first instance with the class teacher.

To provide an indication of what you should expect please see the Homework Policy on our school website.

BEFORE AND AFTER SCHOOL CLUB (BASE)

We are pleased to be able to offer both breakfast and afterschool care now for our extended day. This starts at 7.45am and an afterschool club which runs until 5.45pm. For further details of availability and bookings, please contact:

base@stpeters-farnham.surrey.sch.uk

Tel: 07817408551 (between 3pm and 5.45pm)

COMMUNICATION & INFORMATION

Working in partnership to support your child

We believe that a child's education should be a partnership between the school and parents. We encourage and welcome parents to be actively involved in your child's school life.

Home School Agreement

Our aim is to provide the school, the pupils and their family with a clear statement of what is expected from each other. We have therefore developed a Home School Agreement. Each child's parents are asked to sign the agreement and return it to school shortly after joining.

Communication

The school communicates regularly with parents in a number of ways:

- Letters – either in a child's school bag or via email to parents
- Newsletters – these are sent out at the end of each month and are distributed via email and are also available on the website.

School's Cash Office (SCOPay) – this is an online system that helps you make payments to the school online e.g. for school meals, trips and school uniform. Upon joining the school, parents are provided with a unique log in and password to access SCO. It is important to register this within the first week after receiving it to ensure you are



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correctly set up on our system. You will receive a letter providing all the information required. Once registered you can access the online system www.scopay.com

From time-to-time urgent notices concerning the school (e.g. school closure due to snow) may be placed on the school website or you may be contacted via text message. It is therefore important that you keep the school updated with correct contact details of all parents and guardians. Please can we ask that you keep the office up to date with any changes.

School App

We have a very successful and valuable app for our website which will keep you up to date with information through a message on your phone. It is simple to download, and information can be found on our school website.

Speaking with your child's teacher

If you have concerns or worries about any aspect of your child's education, please do not hesitate to contact your child's class teacher. Usually, an informal discussion can very quickly solve any concerns you may have. Appointment with a teacher form is available from the school office and must be completed before an appointment can be made.

It can be very difficult to talk in the playground with a parent on sensitive matters or whilst the teacher is required to manage the welfare of children. So, if parents would like an update on their child's progress or are worried about their child in any way, they are encouraged to make an appointment via the school office.

Home-School Link Worker (HSLW)

We are very fortunate to have a HSLW who works alongside parents and children – Emily Taylor. Her role is to support families, should they need it, with a friendly ear, access to local funding or to signpost you to other organisations who may be able to provide help and support.

Parent Consultation Evenings

We hold parent consultation evenings twice a year, these are usually held near October half-term and near February half-term. This is an opportunity for you to meet with your child's teacher and discuss their progress, achievements and areas for development. By necessity, these meetings are relatively brief, and therefore if you require a longer discussion, please arrange to see the teacher at another time. Children's books will be available to view throughout the year at selected times.

Annual School Reports

An end of year report is prepared by your child's teacher and sent home towards the end of the final term. We make great effort to provide a clear view of your child's attainment and provide you, and your child, with constructive observations on their development at school.

ACTIVITIES & ENRICHMENT

Music

At St Peter's we are passionate about promoting music. The children have the opportunity to learn a musical instrument from our specialist musicians: guitar, violin, trumpet, clarinet, piano, flute and drums. Parents can arrange these lessons via the school office. There are two choirs, an orchestra and a recorder group. Currently all year 4 children learn to play the recorder. Please speak to the office if your child is interested in learning an instrument.



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Sport

Sport plays a big part in St Peter's life. We have football, netball, swimming, rounders and cross-country teams to name a few and compete regularly against other schools. We have several sports and fitness clubs and children are encouraged to participate in as much as possible.

Sports Captains and Young Leaders from Year Six are enthusiastic ambassadors for lifelong fitness and work hard to encourage a love of sport throughout the school. Curriculum swimming is provided in upper key stage two for targeted children. These take place at Farnham Sports Centre during the summer term. The children at St Peter's are surrounded by opportunities to participate in a wide variety of sports, both at competitive and non-competitive levels. A positive social attitude is encouraged towards team games, enabling children to understand the importance of teamwork, co-operation and the principles of fair play.

Keeping Healthy

Our children take part in the daily mile and run to keep their bodies and minds healthy. They also take part in regular yoga sessions to help them to pause and refocus during such a busy day.

Extra-Curricular Activities

This is a particular strength of our school with a wide variety on offer. Clubs take place before school, at lunchtimes and after school and are run by staff, parents and outside agencies. A list of clubs is available from the School Office and from our website. Parents can sign-up for clubs via SCOPay. Children may apply for as many clubs as they wish however, we have to operate a fair waiting system for some oversubscribed clubs.

Parents are asked not to wait in the hall during a before school club (unless by private arrangement with the external provider e.g. judo). Often younger children are present, and they can become a distraction. There may be space for you to wait in the foyer.

Educational Visits

Educational visits not only support the learning mentioned earlier but are also an important part of a child's whole school experience. All classes usually have at least two trips in a school year. There are also occasional workshops held during the school day.

Recent school trips have included: The Science Museum, The British Museum, Arundel Castle, RHS Wisley, Southsea, Queen Elizabeth Country Park, Guildford Cathedral, Petworth House, Selbourne Science Centre, Farnham's Dig, The Water Meadows and Alice Holt.

These are extremely valuable to their learning experience and help to support further learning when back in the classroom. As well as trips, we regularly invite visitors to educate the children through talks, plays, artefacts, concerts etc. There is a well-balanced, exciting, and we believe, affordable yearly calendar for every year group.

Charging Policy for Educational Visits

The school asks for voluntary contributions to cover the cost of trips and special activities during school hours. If insufficient money is raised a particular activity may have to be cancelled as the school budget is not large enough to support the cost of these trips without voluntary contributions.

No child will be excluded because they are unable to pay the full cost. In the case of financial hardship, the Head Teacher should be contacted so that alternative financial arrangements may be considered.

Residential Experiences

The staff and Governors firmly believe that visits and residential journeys play a vital part in the full education of children.



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Year 6 have a week's residential each year (4 nights/ 5 days). Traditionally we visit PGL Osmington Bay which is an outdoor pursuit centre and full details can be found on their website. This experience gives children the chance to step outside their comfort zone and experience activities that they have probably never tried before. It is also a great bonding and team building occasion which develops independence and maturity before moving onto secondary school.

For very similar reasons Year 4 children have the opportunity to visit PGL Marchants Hill for a 2 night/3 day residential.

School Library

We have a very well stocked library which is a very inviting environment, and we also have a qualified librarian who works with us three times a week. Children are encouraged to visit the library regularly to change their books. Pupils are allowed two books at a time.

The library is open after school and these times and days will be announced when we have the new rota of volunteers. If you would like to help, please speak to the office.

We use Junior Librarian software to manage the library, and the children scan their books in and out. The librarian is able to track what the children are reading and provide feedback to teachers.

There is a system for chasing up books that have been on loan for more than six weeks. The children will be reminded, and a note will be sent home to inform the parents. As a last resort if the book cannot be found at school or at home, we will request payment to cover replacements.

Two or three times a year the school holds a book fair event, which the children really enjoy. The commission we earn buys new books for the library and resources for classroom/topic books.

Cookery/Art and DT

We have a fantastic purpose-built cookery room where all children throughout their time here will learn and develop the many skills required to gain competence and confidence in the kitchen including basic health and safety.

Additionally, the children will again be undertaking many creative projects in their Art/Design and Technology lessons.

Computing

As part of your child's education we provide supervised access to the internet. As well as being part of the statutory curriculum, internet use is an essential part of 21st century life, for business, social interaction and education. We educate our pupils in the safe and effective use of the internet and provide students with quality internet access as part of their learning experience. Children and parents are asked to sign an internet safety agreement.

SUPPORTING THE SCHOOL

Parents, Teachers and Friends Association (PTFA)

Parents automatically become members of the school Parent, Teacher, Friends Association when their children are admitted to the school. The PTFA team devotes time, effort and thought to the running of the PTFA. Due to their efforts, many thousands of pounds have been raised over the years and used to improve facilities for the pupils, most recently raising fund for our outdoor area. The AGM is held during the Autumn Term and a number of fundraising functions during the year bring parents and staff together socially.

Recent PTFA organised events have included:



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- Summer and Christmas Fairs
- Children's Discos
- Mad March Hair Day
- Mother's and Father's Day sales
- Valentine cake stall
- Quiz Evening
- Mufti Days
- Farnham Carnival float
- Parents' quiz night

The PFTA fund raising events only succeed with the help and support from parents (e.g. helping run a summer stall) and we actively encourage you as parents to dedicate some time or support during your child's time at our school. If you have more time and are interested in joining the committee, please contact the PTFA via: stpetersptfa@live.com.

The School Fund

The School Fund is used at the Head Teacher's discretion for the benefit of the children of the school. Typical uses are; to subsidise school visits, swimming, theatre group visits to the school, special purchases of books and materials, membership of local school sports organisations, to name but a few.

Each term we ask parents to contribute towards this fund. At present the suggested contributions are £15 a term or £45 a year per child and this can be made via SCOPay. All donations are extremely welcome. This fund is quite separate from the PTFA funds.

Volunteering your time

We welcome parents and grandparents into school and hope that many of you will volunteer at some time to help within the classroom or as a club supervisor. This link is an invaluable way of establishing an understanding of life at school. If you wish to volunteer, then you will need a current DBS certificate. Notes on how to apply online are available from the school office. It would be helpful if you could apply for a DBS certificate by September.

POLICIES & PROCEDURES

Safeguarding Children at St Peter's Primary School

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

At St Peter's School, the health and safety of all children is of paramount importance. You send your children to school each day with the expectation that our school provides a secure environment in which your child/children can flourish. St Peter's therefore has to ensure that this expectation becomes reality.

We have a Child Protection Policy in place and appropriate procedures to support this. All staff (including supply staff, volunteers and governors) must ensure that they are aware of these procedures. A copy can be found on our school website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

Our Designated Safeguarding Leaders (DSLs) are Sarah Dunning (Head Teacher) and Sarah Marshall (Deputy Head Teacher), Jo Mesney (SENDCo) and Sarah Gregory (Nursery Manager).



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If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, and report it to one of the DSLs as soon as possible and as far as possible the same day. It is important that such matters are dealt with confidentially and sensitively therefore we request that you do not conduct your own investigation.

If your concerns relate to the actions or behaviour of a member of staff you should report this to one of the CPLOs in confidence, who will refer the matter to the Head Teacher (or the Chair of Governors if the concern relates to the Head Teacher), who will consider what action to take.

Our Home School Link Worker (HSLW) is Mrs Emily Taylor. She can be contacted via the school's office. Her role is vital to support families and children who may be experiencing some challenges in their personal lives. She is able to signpost various support groups and organisations and is often able to source funding too. If you have a concern or a worry always share it with us, in confidence, so we can help you find a solution.

Behaviour at St Peter's

Standards of behaviour at St Peter's are extremely high and pupils quickly develop a sense of responsibility towards others. School rules are primarily for the safety of the children and for the smooth running and good order of the school. Rules are regularly reinforced in the classroom and assemblies. It is anticipated that parents will be fully supportive of these rules.

Our three whole school rules are:

- Treat others as you would like to be treated
- Keep your hands, feet and property to yourself
- Follow the instructions from all adults

Discipline is vital; without it teachers cannot teach, and children do not learn. We firmly believe in striving for self-discipline and want children to care about their work, their class, their school, their appearance, their environment, their world, each other and of course themselves. In doing so we help guide our pupils in how conduct themselves.

We believe in a positive approach to discipline and there are excellent reward systems in place in the school. Class teachers will inform parents and discuss any concerns they have regarding inappropriate behaviour.

Bullying

Bullying of any type will not be tolerated at St Peter's School. While it is acknowledged that bullying exists within all schools and establishments to some degree, it is clearly unacceptable behaviour and every attempt will be made to eradicate bullying, as and when it occurs.

Children at St Peter's have good relationships with adults and know that there is someone who will listen and help. We approach the subject regularly in school assemblies.

Absence from school

Please let the school office know by 9.00am if your child is not going to attend school. This should be done daily for extended absences and followed up by a note when they return to school, stating the reason for the absence. If we do not receive a call regarding a child's absence, we will either telephone or text the parents to understand the reason why your child is not in school. The school should be notified in advance by letter of planned absences, for example, for hospital appointments.

Parents are requested not to keep their children absent without good reason. The curriculum is carefully constructed, and absence does interfere with a child's education.



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If you need to request authorisation, then please obtain a 'special leave of absence' form from the office. We strongly discourage families from taking holidays during term time and holidays will not be authorised. Only in very exceptional circumstances would the Head teacher authorise an absence.

Your child's absence record will be recorded on the pupil's annual school report and all registers are inspected termly by the Local Education Authority.

Medical/Dental Appointments

Please try to arrange appointments with the dentist, doctor etc, outside school hours. If this is not possible for any reason and you need to take your child out of school during the day, please inform the Office who will log the request the register for teachers to see. Please collect your child from reception as their departure will need to be recorded.

Illness Whilst at School

If your child becomes ill at school, you will receive a call asking that you collect them. It is important to keep us informed of any new telephone numbers so that we can contact you in an emergency as we have no facilities to look after children who are unwell. If they have been sick during the night please do not send them to school for at least 48 hours, sickness bugs can spread very quickly.

Special Needs

St Peter's aim is to ensure that all pupils reach their full potential, and this includes very able children with exceptional talents, children with a disability and those needing extra support. The early identification and monitoring of children's special needs is a vital role undertaken by the Special Needs Co-coordinator (SENDCO) who can be contacted through the school.

Punctuality and Attendance

Children are expected to arrive by 8.35am when the school bell is rung. Between 8.35 and 8.45 the children have morning learning tasks to complete in class and at 8.45am the register is taken. All children are expected to be in school by this time.

Arriving late can cause anxiety for the child and may also disrupt the class learning. Late arrivals must report to the School Office to be recorded in the 'late book' and they will be marked in the register as late.

Children who are frequently away from school will not make the best possible progress with their learning – there is no scope to repeat lessons that have been missed.

Health & Safety

It is important that the school is notified of any health problems before a child starts at the school. If a child is on long-term medication for a condition such as asthma or diabetes and requires treatment during the school day this can usually be arranged but must be discussed in detail beforehand.

The school nurse carries out routine health checks on Reception Classes and Year 6. A report is sent home detailing their health check with advice if required.

The office staff and lunchtime supervisors are first aid trained and treat minor injuries. Parents will be contacted if a more serious injury is sustained or in the case of illness when it is considered that the child should be sent home. It is therefore important that contact telephone numbers are kept up to date.

No child is allowed to leave the premises during school hours. If there is a change in the person collecting your child, the school must be informed via the office.



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The Governing Body make regular health and safety checks of the school premises.

School & pupil security

The safety of all our children is of paramount importance to everyone. The school grounds are bounded on all sides by a secure fence and the school gates are closed at all times, except at the start and the end of the school day. This creates a safe environment for all children and staff.

All visitors must report to the School Office to collect a Visitor's Sticker, which must be returned on departure.

When children go on school trips, all coaches are booked through reputable companies and have seat belts provided. The School Trips policy requires a risk assessment to be carried out in accordance with Local Authority guidelines.

Additional Support for Pupils

There are times when children need additional support in school. Surrey County Council have a standardised system of support and advice which is available to teachers. If it is thought appropriate for the child, an external assessor or tutor may be asked to come into school and work with the child or offer advice and guidance to staff. This is managed and worked to suit the child's timetable to ensure that their learning is not interrupted, and provision is in place to achieve the best outcomes for each individual.

Surrey County Council occasionally commission private therapists as part of this support, to enhance their provision to schools. Where private therapists are employed by parents and/or carers, the best outcomes for the child are met if these are accessed outside of the school day. This ensures that the child's education is not interrupted, the school timetable and resources are not affected, and the child receives the additional support parents feel is needed.

Information Technology Policy

We take positive steps to minimise the risk of pupils gaining access to undesirable materials via the internet in school. Our internet access is provided by Surrey County Council and South East Grid for Learning and includes filtering appropriate to the age of our pupils; internet access is always supervised by a member of staff. Before they first use the internet, the School's 'Responsible use of ICT and Rules for e-Safety' are explained to the children and they are reminded of these rules regularly as they progress through the school.

We teach our pupils what internet use is acceptable and what is not, and they are given clear objectives for internet use. Use of email by the children is very limited and carefully controlled; the children do not have individual email addresses at school and cannot receive unsolicited emails. We aim to educate the children how to stay safe online and what to do if they encounter – at school or at home - any unpleasant internet content or find themselves in a bad situation (e.g. using the thinkuknow website and the CEOP Report Abuse icon). Pupils are encouraged to report anything which makes them feel uncomfortable; they will not be blamed for accidental or inadvertent incidents.



Photographs for publishing on the School's website that include pupils are carefully selected to avoid the identification of pupils; group photographs are preferred to close-up photos of individual children. Full names of pupils are avoided on the website and children are taught not to include personal information in blogs, forums or wikis.

The School's Acceptable Use (Online Safety) Policy gives full details of the use, management and control of Information Technology and internet access in the school. If you have any concerns regarding your child's use of the internet in school, or the publication of photographs on the website, then please contact the school. We will be happy to arrange an appointment to explain our safety controls in more detail.



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Whilst every endeavour is made to ensure suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the internet at school. The School will not be liable for any damages arising from your child's use of the internet in school.

Parents are asked never to publish photos of other people's children from St Peter's School on social media sites.

Children with mobile phones

No mobile phones are permitted in school unless for exceptional circumstances, in which case please discuss this with the Head Teacher. The phone will then be kept by the class teacher during the school day.

Healthy living

- The school grounds and buildings are a strictly non-smoking area.
- For health and safety reasons, dogs are not permitted anywhere on the school premises. The exception is an Assisted Living or Guide dog for the blind.
- Children may bring a fruit or vegetable snack for break time. In Years R, 1 & 2 fruit or vegetables are supplied free of charge each day.
- Water in plastic bottles should be brought in for drinking during the day. It is essential to encourage children to drink sufficient quantities of water throughout the day. Water bottles can be purchased from the School Office along with uniform. We have water fountains in the playground for children to access at break times.
- You can order morning milk for your child - details are available from the School Office.
- A PE kit must be in school at all times. There are occasions when timetables have to change.

Complaints Procedure

Please come and talk to us any time before a situation becomes a complaint.

Any concerns or complaints should first be raised with the class teacher. If the matter cannot be resolved an appointment should then be made to see the Key Stage Leader, then the Deputy Head Teacher. If you feel your issue has not been resolved, please make an appointment with the Head Teacher.

A formal written complaint will be dealt with in accordance with the school's Complaints Procedure (copies are available from the School Office). In the unlikely event of the matter needing further consideration, parents are asked to contact the Chair of Governors in confidence at the school address.

In an extreme case, the Local Authority has formal procedures to support parents and resolve matters. It is hoped that all differences and concerns can be resolved by early discussion. The Head Teacher and staff work in partnership with parents through close co-operation and honest open communication. We would ask parents to refrain from discussing any concerns they have on social media sites as this will never improve communications or resolve issues promptly.

Toys and other personal valuables

Pupils should not bring valuables or toys to school. They invariably get lost and/or broken. Occasionally children are asked to bring items in for the 'spotlight' session which is prearranged with you by the teacher.

Club cancellation

In the event of club cancellations, we will give at least 24 hours' notice via email. If a club is cancelled at very short notice (eg poor weather/staff illness/etc) parents will receive a text message. Children will be supervised at school until the parent can come to pick them up.



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HEALTH & MEDICAL CONDITIONS

Allergies and Medication

The office staff are willing to administer prescribed medicines **only**.

However, to do so we require written consent from the parent/guardian. To provide consent, please complete the necessary form available from the school office. This may also be downloaded from the school website.

Medicine (including inhalers, epipens, jext pens and anapens) must have the child's name, class and dose clearly labelled and must be handed in at the start of the school day and collected at the end. On no account may medicine be kept in the child's bag. If your child does have to take medicine, please make sure that they are fit enough to attend school.

It is essential that you advise us if your child suffers from any allergies. A number of our children have nut allergies, and we therefore strive to be a nut free school. Please consider this when preparing a packed lunch or sharing cakes/biscuits with other children as well as cake sales and birthdays.

TOP 10 FREQUENTLY ASKED QUESTIONS

1. What happens if my child loses an item of clothing?

Named items of clothing should not be lost for long! These will be in the lost property box or returned to the classroom. Periodically we have a lost property event, items not collected after the end of school year are added to the 2nd hand Uniform sale or passed onto a clothing bank.

2. What happens if I can't obtain a dental appointment out of school hours?

We ask you to advise the office of the time of your child's appointment.

3. What happens if I am held up by traffic on my way to collect my child from school?

Children are asked to come back into the school and sit inside the office if the person who is meant to meet them has not arrived. If you have been unavoidably held up and are able to notify us that would be helpful as children do become distressed when they think they have been forgotten.

4. What happens if my child forgets his/her packed lunch?

A school meal will be provided, and the parent will be asked to pay for the meal via SCOPay. Or you may bring the lunch into the school office and it will be taken to him/ her.

5. What happens if my child needs to bring money into school?

All money should be in a sealed envelope with your child's name and class on it. Children hand the envelope into the class teacher during registration.

6. What happens if my child loses or damages something belonging to the school?

If it is an accident, then we understand. If it is malicious parents are asked to contribute to a replacement.

7. Where can I find the term dates and activities?

School website

8. What happens if my child wets her/himself?

We have a small number of clean, dry clothes which we use on these occasions. Your child/s clothes will be sent home in a plastic bag, and we would ask you to wash and return the borrowed items.



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9. Can I bring in Birthday Treats to celebrate?

No. As a school community we vote against bringing in cakes/sweets. We are a healthy school because we promote and provide a balanced menu throughout the week.

10. What do I do if there is a problem concerning my child?

Initially discuss the problem with your child's class teacher. Key Stage Leaders may be brought in to help. If the problem persists either the Deputy Head Teacher or the Head Teacher will try to solve the problem in collaboration with the staff mentioned previously. Similarly, if we have any concerns, we will be in contact with you.

Thank you for choosing St Peter's Primary School. We do hope your child/children will have a wonderful experience with us and take away happy memories of their early education. Children only get one chance at their education, and we want to give them the very best chance.

