

St. Peter's C.E. Junior School



St. Peter's School



Raunds

INFORMATION HANDBOOK 2011/2012

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The school is a safe site and is committed to the safeguarding of its pupils and staff and promoting a healthy and safe environment for all.

We trust that you will enjoy reading our handbook and that it will briefly explain about our school. We hope that you will feel free to visit our school to experience our happy, caring and Christian ethos.

School Aims

Our aims are:

- ✓ To provide a happy, stimulating and Christian school environment which promotes high standards of learning in which each child can learn, feel secure and realise his or her potential.
- ✓ To provide high quality education for all our children, through a broad and balanced syllabus based on the National Curriculum.
- ✓ To promote individual learning and personal development together with a love of learning, a sense of achievement and a pride in work.
- ✓ To encourage social responsibility by respecting the beliefs, views, rights and property of others.
- ✓ To positively encourage parental and community involvement.
- ✓ To encourage all children to use their skills and talents to fulfil their potential.
- ✓ To actively encourage and promote praise and encouragement of all achievements.
- ✓ To encourage children to care for and appreciate our school environment and resources.
- ✓ To promote courtesy and politeness, co-operation and caring, tolerance and sensitivity and encourage respect for and acceptance of people of all beliefs and cultures.
- ✓ To reject harassment, bullying, lying and all forms of anti-social behaviour.
- ✓ To ensure that all those linked to our school are proud to be associated with it.

We believe that by creating a positive learning environment, with clearly understood values and consistently applied expectations, we will be able to prepare the children in our school for the opportunities, experiences and responsibilities that they will feel in life as they become citizens of this new century.



Our Conduct Expectations

Everybody is expected:

- ✓ To be polite and courteous to all members of staff, visitors and adult helpers who may be in the school and children at all times.
- ✓ To move around the school premises sensibly and walk inside the school buildings.
- ✓ To share and not take without agreement.
- ✓ To be friendly and not to say or do things which might hurt or upset others.
- ✓ To treat others as we would like to be treated.
- ✓ To play kindly and fairly.
- ✓ To take care of equipment and use it properly.
- ✓ To celebrate achievements, but not to boast.
- ✓ To speak to each other politely and in a caring manner.
- ✓ To think before speaking, especially before blaming or criticising others.
- ✓ To use kind words and never use words which could cause upset.
- ✓ To say “sorry” and mean it.
- ✓ To forgive when somebody has done something wrong and not hold grudges.
- ✓ To accept we all make mistakes and we can try to put things right.
- ✓ To give everybody fair chances.
- ✓ To respect the efforts of others, especially when they find things hard or difficult.

To set a good example and behave in a way that means we can be proud of our school and ourselves.



Admission Policy

- ✓ St Peter's is a two-class entry, 240-place junior school able to admit 60 children in each year group.
- ✓ Preferential entry into Year 3 will be given to siblings of children already attending St Peter's and to children who have attended Park Infant School.
- ✓ If places are still available, applications for entry at Year 3 will be considered from parents of children attending other infant schools.
- ✓ If places are available in Years 4, 5 and 6, applications will be considered from parents who wish to transfer their children after consultation with the Headteacher and application to the LA.
- ✓ Every effort will be made to accommodate the children of parents who have moved into Raunds and wish their children to attend St Peter's.
- ✓ The school does not refuse to consider entry to any child on the grounds of their special needs.
- ✓ Admission for all children is on an equal basis and their needs will be assessed and catered for unless it is to the detriment of other children.

School Location



The School Building

St Peter's is a junior school for children aged 7 – 11 years and is housed in buildings situated on the same campus as Park Infant School and Manor Sports College.

The current building will be 20 years old in 2012.

The building and school site have full disabled access with toilet and shower facilities. There is a central library, a base for the Inclusion Manager, a school hall with changing rooms and 2nd kitchen and a playing field which is equipped with a range of activity equipment. We also have a science garden and a 'quiet playground'.

The building consists of six classrooms, an ICT Suite and Food Technology Room with kitchen for pupil use.



History of the School

Records show that the school was founded in 1704 when it was held in St Peter's Chantry (the vestry) of the Parish Church. In her will of 1st May 1703, Mrs Catherine Peaps left a legacy of £100 to establish a school. Catherine was the sister of Robert Grumbold and left Raunds to marry a cousin of Samuel Pepys, the famous 18th century diarist. In 1704 Thomas Teal, the parish clerk was appointed to teach twelve poor children under the charity. The Peaps' Charity still continues and each year the school receives a sum of money from the trust. Between 1767 and 1814 James Britten was the Master of the Charity School, he was paid £3.10s for a quarter's schooling in December 1812. Thomas Blott, who was the Schoolmaster from 1815 – 1849, succeeded him.



In 1823 the Charity School was re-organised under the National system enabling all poor children in the parish to attend. A quarter of the funds were provided by the Peaps' Charity and the rest came from weekly subscriptions and penny weekly payments from the pupils. In 1825 sixty boys attended the school and as many girls were taught reading, writing and needlework three evenings a week.

In 1859 the school moved into new premises on the corner of High Street and Manor Street. Joseph Rigby of Battersea Training College and his sister Mary were appointed Master and Mistress with a stipend of £50 per annum to the Master, with the house and garden and two thirds of the school pence; the other third to go towards the expenses of the school.

Mr Snell, who became Head of the National School in 1867, was asked to leave in 1873 and was replaced by Mr Jesse Shelmerdine, who became Head of the Mixed School, and Mrs Bessie Shelmerdine, Head of the Infant School which had opened in 1870.

A former pupil of the school said of Mr Shelmerdine, *"He was a good man, very strict but he did us a lot of good. We used to have scripture every morning and mainly 3 R's work for the rest of the day. He did a lot to raise money for the sake of the school. He was a typical Victorian, very stern and we were very frightened of him, but he taught us a lot. Of course he and Mr Lee (Head of the Wesleyan School) never looked at each other in the street. Them two were rivals and so were the schools."*

The National School buildings were enlarged in 1911 with the addition of the hall and three classrooms. The Infant School was enlarged in 1897 when two classrooms and a store were added. John King Smith gave the land used for the school playground in 1896; he also gave the organ to the church. In 1914 the Wesleyan Day School was closed and pupils were removed to the Council School, which catered for 208 children. Another department was opened for 200 infants. So the Parish Rooms ceased to be an Infant School and the National School became known as Raunds Church of England Junior School until September 1981 when the school adopted the name of its first location all those years ago – St Peter's School.

During the 1980's the school grew from 135 on roll to 200. This put a strain on the facilities and the LEA recognised that the premises in the High Street were inadequate for a modern junior school.



It was decided to build a new school on land next to Raunds Manor School. The old school closed on 13th February 1992 and the new school opened after the half term break on Tuesday 25th February 1992.

The school, a two-form entry school designed to accommodate 240 children was officially opened by The Lord Bishop of Peterborough, The Right Reverend William J Westwood on Tuesday 9th June 1992.

In July 2004 the school celebrated its 300th Birthday with each child who was a pupil during the year 2004 receiving a 'Good News Bible' from St Peter's Church. Since then all children entering year 3 are given a bible which is presented by the church.

Since then all children entering in year 3 are given a bible which is presented by the church.

A booklet giving the history of the school can be obtained from the office.

Facilities



St Peter's is a well equipped school with a wide range of facilities to aid teaching and learning in all aspects of school life.

We have a computer suite equipped with 44 computers which all have safe broadband Internet access and this enables all our children regular access and opportunities to develop their Information Technology skills. There are also computers based permanently in some classrooms.

Our Library offers a good range of fiction and non-fiction books. We also supplement our resources using 'Topic Boxes' provided by the School's Library Service. We have a number of video recorders and DVD players and all classrooms have CD players and interactive white boards. We also have a range of musical instruments including a piano and an electronic keyboard.

Home/School Liaison

Parents of prospective pupils are very welcome to look around the school prior to their child's admission.

The new intake of Year 3's spend an afternoon in school towards the end of the summer term when our current Year 6's visit the Manor School. The children will have an opportunity to meet their new teacher and familiarise themselves with their new surroundings. The Headteacher will meet parents later in the evening to talk about the school and answer any queries you may have. The Headteacher also visits Park Infant School to take assemblies and to meet the current Year 2 children. We hope this will be the beginning of a good liaison between the home and the school. We actively encourage parents to take a keen interest in what the children do at school and encourage them in their studies, both in school and at home by supporting the homework given and listening to their child read on a regular basis. If you have any concerns or problems then please do not hesitate to telephone the school and make an appointment to see the class teacher or Headteacher.

Open Evenings are arranged in the autumn and spring terms when parents can discuss their child's progress with the teacher. Money raising events are held each year and the income helps to supplement our school fund and children's charities. We hope you will support these events.

Community Cohesion & Local Links

St Peter's School works closely with the two schools on the same campus as well as Stanwick, Windmill and Ringstead Primary schools. Together they form the Manor Learning Network. We also have links through "The Connecting Classrooms" with schools in Kenya and South Africa together with a school in Ethiopia. The School has been awarded its full "International Schools Award".

Parent Helpers

If you have any spare time and would be willing to help in school with reading, cookery, computers, craft or swimming etc, please contact the school office for more information.



School Organisation

The children have a teaching time of 23 hours and 30 minutes per week, excluding Collective Worship, breaks and registration time.

The school day goes as follows:

All Years 8:50 am – 12:15 noon
 1:15 pm – 3:20 pm

Children should be on site by 8.50am when the bell rings for school to start. There is no access for children to the school, until the gates open at 8:30am. The gates remain open until 9:00am and re-open at 3:20pm. Parents are asked to ensure their children are not late for school as this can be distressing. Parents are asked to meet their children outside the front school gates. If you meet your child regularly and you know you are going to be late, please telephone the school and we shall arrange for your child to wait until you arrive. Similarly, if your child finds you are not there to meet them, they will be told to wait in reception until you arrive.

Class Organisation



There are 6 classes in school, three for Years 3 and 4 and three for Years 5 and 6. All children are considered as individuals and their own needs are assessed and monitored by the teaching staff. Individual needs are catered for. Classes are organised so that the children are taught and work in a variety of formats during the week e.g. as a whole class for PE, in groups for topic work, in an ability group for spelling, in a mixed ability group for an art activity, on their own at their own level for creative writing etc. Extension and reinforcement work is used as necessary to extend children's

learning or to consolidate areas where a child shows a need for extra input. Children are able to earn "Golden Time" which is a period of time during the week, when they have a choice of activities.

Breakfast Club

A before school Breakfast Club is provided each day from 8:30 am - 8:45 am. For example a slice of toast and jam or a bowl of cereal with a drink of apple or orange juice can be purchased for just 30p. There is a 4 week rolling menu to enable the children to sample a variety of different foods. Although this club is relatively new it is proving to be extremely popular with our children, especially as the children help out in all aspects of the club. This includes serving at the counter, preparing toast and drinks, washing up afterwards and taking the money.



Lunchtimes

All children eat in one sitting at 12:15pm when both 'hot dinner' children and 'packed lunch' children go in together. They remain in the hall until 12:30pm and then allowed out to play. Those children who have not finished eating can remain in the hall, but all children are expected to go out to play by 12:45pm so that the hall can be swept and prepared for afternoon lessons. All children go back into lessons at 1:15pm. Throughout lunchtimes there are 4 supervisors on duty as well as the Headteacher.

Hot dinners are cooked and brought to us by a local provider who is, the Food Business Operator. Payments for these should be sent in on a Monday in a clearly marked envelope detailing your child's name, class and which day(s) lunches are required.

If your child brings in a packed lunch it should be packed in a suitable, named lunch box which can then be left in the storage troughs below the coat pegs for Years 3 and 4 or for Year 5 and 6 children, their personal lockers. Children are encouraged to finish eating all their food, so please ensure you send in a nutritionally balanced lunch, which you know your child will eat. We are unable to facilitate the reheating or cooking of food brought from home as we must abide by The Food Standards Agency "Safer food, better business" policy, and the school is not the Food Business Operator.

You should also provide a drink (no cans or fizzy drinks please) in very warm weather they may require extra drinks, although drinking water is always available. Children should not bring in any hot drinks/ soup as we have to consider the health and safety of all our children in school. Children should NOT swap food as we have a number of children with allergies.

Any parent who feels that their circumstances warrant the provision of free school meals for their child, should ask for the relevant information via the school office.

Behaviour at Lunchtimes

The children are supervised by lunchtime play leaders and are expected to eat their food in a sensible manner, showing respect for the play leaders. The children must behave at all times in accordance with the school policy on behaviour. Children who do the following will **automatically** go into a lunchtime detention supervised by a member of staff.

- Fighting
- Deliberately hurting another child
- Playing football
- Leaving the main playground
- Being on the grass when it is "non-field day"
- Back chatting or being rude to any adult
- Standing or climbing on the furniture
- Going into the Science Garden
- Climbing on the bank

Children are **NOT** allowed off the school premises at lunchtimes. If you wish your child to go home at lunchtimes, we need to be informed in writing.

Uniform and Clothing

Children wear our school uniform and it is very helpful to both the school and parents if all items of clothing are clearly named. School sweatshirts, polo shirts and PE t-shirts can all be ordered through the school office.

GIRLS

School Polo Shirt

School Sweatshirt

Skirt or trousers in black

In the summer girls are permitted to wear a blue gingham dress, both boys and girls can wear plain black shorts with no logos.

BOYS

School Polo Shirt

School Sweatshirt

Trousers in black

Shoes must be black with sensible soles and low heels or plain black trainers. Children should not wear designer trainers, shoes or boots with high heels, flip-flops, strappy sandals or wheelies.

Parents are also asked to provide their child with an old shirt which can then be used as a painting smock.

NO MAKE UP, FALSE NAILS OR NAIL VARNISH is allowed to be worn in school.



Physical Education Clothing

Your child will require a pair of black or white plimsolls, a pair of navy shorts and a plain white t-shirt for PE. These should be kept in a drawstring bag; all items must be **clearly labelled with your child's name**. PE t-shirts with the school crest on are available from the school office, along with other uniform items. We do not allow the wearing of designer shirts, shorts or trainers.

Children playing football may eventually require football boots when the weather gets bad and the sports field becomes muddy. Children selected to play for the school at football or netball will be provided with school kit.

Outdoor PE Kit: Jogging suit/track suit in a plain dark colour and trainers.

Swimming Kit: One piece costume/trunks and a towel. Swimming hats are provided by the school, but if they are lost a replacement will need to be purchased.

Please note **NO jewellery** should be worn in PE lessons, this includes earrings (sleepers and studs). Please do not encourage your child to have their ears pierced, as they will be expected to remove their earrings for all PE activities.



Swimming

The school has the use of a local swimming pool and children from Years 5 go on a rota basis during the year. Swimming lessons are part of the National Curriculum and all children are expected to participate, there is no charge for these lessons. A one-piece costume must be worn for the girls and swimming trunks for the boys (no bikinis or swim shorts please), swimming hats will be provided, but if they are lost a replacement must be purchased at your expense. If your child is absent from swimming for any reason, a letter of explanation must be sent to the school. Qualified Instructors teach the children and lifeguards are on duty at the pool.

Watches or jewellery should not be taken to the swimming pool, as no member of staff will be held responsible for their safe keeping. Earrings should be removed and left at home.

School Bags

Because of a lack of cloakroom and storage space, children are asked not to bring large holdalls or rucksacks to school. School bags are available from the school office and these are more than adequate for bringing all appropriate items to school.

Care of Property and Clothing

Please ensure that all your child's personal property is **clearly labelled with their name**. Money, jewellery, valuable articles, mobiles, gameboys, large bags, toys etc should not be brought into school. A wristwatch may be worn, but the owner is responsible for its safe keeping. Children are encouraged to use a school bag to carry and store their reading book, homework and any other articles they need to transport between home and school. If your child occasionally needs to bring a mobile phone into school, then it must be brought to the school office before registration and collected at the end of the day. Any phones found on children in classes, lockers or bags will be confiscated and the parent will have to collect it from the school office.



Money in School

Any money which needs to be brought into school e.g. lunch money, trip money etc should be put in a sealed envelope clearly marked with your child's name and what the money is for. This should be given in to the school office or put in the class 'register bag' which is sent to the office once the register has been taken.

Absences, Late Arrivals and Holidays

Regular school attendance is vital to your child's education and parents have a legal obligation to ensure that their child attends school.

Illness:

If your child is absent due to illness, please telephone or email (bursar@stpeters-ce.northants-ecl.gov.uk) the school before 10:00am. There is an answer phone so messages can be left first thing in the morning. A written note on your child's return should be sent to the class teacher. If your child is likely to be away for longer than 3 days, please ensure that we have regular progress reports so if necessary we can arrange for work to be sent home.

Any avoidable or unjustified absence which has not been accepted as suitable by the school, or has no parental explanation will be seen as an 'unauthorised absence'. The Education Welfare Officer will be notified and this will be included on your child's Annual Report.

Lateness:

If your child is likely to be late e.g. has a dental appointment, please inform the school office in advance, who will then inform the class teacher.

If your child is late due to occasional, unavoidable problems e.g. the car wouldn't start, overslept etc then please telephone the school and try to get your child to school as soon as possible. When you arrive at school please use the entry system to enter the building so that the school secretary can sign your child in. Do not drop off your child without informing the school office as we still need to register that your child has arrived.

Continued and persistent lateness will be recorded and monitored. The Education Welfare Officer checks our registers regularly and then discusses with the Headteacher any unexplained or regular absences. The Headteacher will meet with the parents/guardians to try and find solutions to the problem.

Holidays:

Dates of school holidays and training days are regularly given out and copies are available from the school office. You can also find term dates on our web site.

Under Regulation 12 of the Education Regulations 1981, the school may grant permission for an annual family holiday during term time, up to a maximum of 10 school days. Only in extremely rare cases may this be extended. Holiday request forms are available from the school office and these must be completed **BEFORE** the holiday is taken.



Key Stage 2 Tests and Class End of Year Assessment Tests

Statutory Key Stage 2 Tests (SATs) take place during May of each year for the current Year 6, with all the other classes taking QCA Tests in order to give teachers additional data for end of year reports and to monitor progress and achievement. Please avoid taking your child out of school during this period of time and please check with the Headteacher or class teacher for the exact dates of the tests.

Behaviour and Discipline

We expect all children to show respect, courtesy, collective responsibility and consideration for others and their behaviour to reflect the aims of a church school. Our expectations for behaviour and conduct are high, rules are kept to a minimum but a high standard of good behaviour is expected from all children.

Recognition is given to children who have tried hard, persevered, shown achievement and progress in their school life. Verbal praise is given, stickers and points awarded, certificates given and in our Friday 'Achievement Assembly' 'Special Mentions' are presented to particular children who have made an exceptional personal achievement during that week, either in terms of work or behaviour. Also, every child has the opportunity to earn "Golden Time". All of these are used regularly to encourage positive behaviour and attitudes to work and school life.

Sanctions

Anti-social behaviour of any kind will not be tolerated and children are aware of the sanctions for unacceptable behaviour.

- Step 1 Verbal Warning or Yellow Warning Card on desk.
- Step 2 Name put on the Sad Board at the front of the room.
- Step 3 Cross next to name and work given to do outside at playtime. Can also be given Blue Warning Card by other staff to take to class teacher and be given work to do at playtime.
- Step 4 Sent out of classroom with Red Slip explaining why to the Headteacher. Sat at corridor workstation to work. White Weekly Behaviour Card given and parent/carer letter sent with return slip and followed up with phone call or text to home.
- Step 5 Red Behaviour Card for 2 weeks with Golden Time and playtimes lost and parents/carers seen.
- Step 6 Internal Exclusion. Removal from class and other pupils, minimum of 1 day then doubled thereafter and NO playtimes.
- Step 7 EXCLUSION from school either short term or permanent.

Children are encouraged to discuss with a teacher what went wrong and how they are going to put it right. Apologies need to be made, and accepted and grudges not held in order for children to 'turn over a new leaf' and start again.

In serious cases of violent and/or totally unacceptable behaviour, pupils may well be excluded from the school, in accordance with the County Guidelines. Parents and Governors would both become involved and a contract agreed between child, parents and Headteacher before the child could be considered for readmission into the school.

Medical Attention

We try to ensure that our school provides a safe, secure, clean and comfortable environment for everybody to work in. Should your child require first aid attention, it will be carried out by a

member of staff in accordance with the County Health and Safety at Work First Aid Guidelines. There are a number of qualified First Aid trained staff in school.

All minor accidents requiring treatment are recorded in an accident book. Minor cuts and grazes are cleaned with water and if necessary a dressing is applied. No antiseptic creams etc are used. Please inform us if your child is allergic to plasters.

If an injury occurs to the head or face 'head bump letters' will be sent home, in order that parents are aware for the need to monitor their child for 72 hours after the incident.



As a general rule, if your child is well enough to attend school, they should participate in all their normal class activities, unless they bring a note explaining they cannot swim or take part in PE because of a specific medical condition e.g. grommets in their ears or a pulled muscle.



Illness During the school Day

If your child is unwell during the school day, you will be contacted and asked to collect them. **It is of course extremely important that you inform us if your contact details change,** and ensure we are provided with current numbers and alternative contact details. We cannot stress how distressing it is for the child if we are unable to contact you in an emergency. Please ensure your alternative contact person knows they are recorded as such and would be able to collect your child should the situation arise. If your child is obviously unwell first thing in the morning, please **do not** send them to school, as we do not have the facilities to look after a sick child. If your child has been sick or has diarrhoea they must be kept at home for 48hrs after symptoms have stopped.

Prescription Medicines

These can only be administered at the discretion of the Headteacher. Prescription medicines which need to be taken during the school day e.g. antibiotics, need to be in their original container (with a spoon if necessary) with clear instructions regarding dosage and frequency. It is important you do not give your child any medication to be kept with them, as this cannot be monitored by staff. If your child requires medicine during the day please call into the school office to complete the appropriate form to give the school permission to administer the medicine. It is the parent's responsibility to collect the medicine at the end of the school day. We are not able to give children other non-prescriptive medicines during the school day, except when your child is on a residential visit and we have written parental consent to administer, e.g. paracetamol for a headache.

Asthma

If your child is asthmatic the school needs to be informed. Any medication needed in school should be clearly labelled, in date and instructions regarding dosage etc, clearly given. We do not have spare inhalers in school therefore it is important that asthmatic children have access to their own inhalers during the school day. All inhalers are kept in the school office. This is accordance with our Asthma policy.

Allergies

It is very important that you inform the school of any allergies your child has and any required treatment e.g. EpiPen (staff have to be trained)

Visits and Charges

During the course of the school year a range of out of school activities and trips take place. These are an integral part of the whole school curriculum and greatly add to the children's experience, personal development and awareness of the world in which we live in.

The cost of each activity varies according to the distance travelled and the admission costs. We endeavour to keep costs as low as possible in order to enable all children to participate. Parents are invited to make a voluntary contribution towards the direct costs, should there be a problem please contact the school office as soon as possible. If insufficient funds are paid towards the trip or activity then the school has no choice but to cancel the activity.

Instrumental Tuition

This is available through the Local Education Music Service and parents pay fees for this in accordance with LA regulations on a termly basis. Lessons available include, brass and violin.



Home/School Links

At St Peter's Junior School we are keen to further develop, strengthen and extend links between parents and school as well as those between the school and the wider community. We welcome offers of help and will be pleased to talk to parents about their child's schooling at any mutually convenient time. If you are concerned about anything, please do not hesitate to contact us. The sooner we know, the sooner we can take action and try to address the concern!

Parental Consultation Evenings

These are held twice yearly. The first is in the Autumn Term and the second is in the Spring Term and the Annual Reports to parents are sent out at the end of the Summer Term. Parents are very welcome to come into school at anytime, but if you wish to consult with a teacher about your child or other concerns, it would be helpful if a mutually convenient appointment was made.



After School Clubs

The school offers a wide variety of after-school clubs for the children in conjunction with Manor Sports College and outside agencies. The children can choose from a wide range of activities, such as netball, dance, guitar, basketball etc. Some clubs are fee paying and some are free. At the beginning of each term the children are given an after-school club choices form which should be returned to the school office as quickly as possible.

The clubs are extremely popular and run on a “first come first served basis”.

Admissions/Enrolling your Child

Admission forms are sent out by the LA via the school in the Spring Term for those pupils transferring from their Infant School. If you wish your child to join our school at any other time you will need to make an application to the Headteacher and apply via the LA admissions office.

Homework

Your child should be encouraged to continue at home with any interests gained from their work in school. Sometimes they will be asked to bring in articles from home for a particular topic e.g. photos. Homework tasks will be regularly set and there will be an expectation by teachers for these to be undertaken at home. These may include reading daily, a review activity of a task or skill taught in school, learning spellings and tables etc. Please check your child's homework diary, sign it and if necessary write a comment as this can help us to help your child. Please ensure you ask your child if they have any work to do and encourage them in a positive manner to undertake it. Further details regarding homework can be found in our Homework Policy, copies of which can be obtained from the school office. For all children in this can begin to form good habits for when they start their secondary school education.

Playing board games, for example Scrabble, Monopoly, Snakes and Ladders, Draughts, Chess, Boggle etc help children to practice a number of skills being learnt at school, counting, spelling, reading, logical thinking and taking turns! Construction activities like Lego, KNEX and Meccano help to develop design skills and give children the opportunity to work out for themselves how things go together and work.

Reading at Home

The importance and value of reading and enjoying books cannot be emphasised enough. Please try and find at least 15 minutes each day to share a book with your child. All experiences of books are valuable in developing an understanding and knowledge of literature and literacy.

The School Newsletter

This publication goes out weekly every Friday via the children, email and the web site. It is also sent to governors and anyone else who requests one. Newsletters can be emailed to parents which also helps ensure you receive one! If you would like to receive a newsletter via email then please let the school office know your email, addresses will of course remain confidential. The newsletter gives valuable information about school events, trip reminders and all sorts of information you need to be kept up to date with. Back copies of the newsletter can also be found on our website.

Website

www.stpetersschoolraunds.co.uk

We have a regularly updated website where you can access a range of information including term dates, activities, forms, policies, current and backdated newsletters, photographs etc. We suggest you check it weekly to keep updated with school activities and events.

The Curriculum

All experiences and learning undertaken by your child is part of our whole curriculum to educate 'the whole child', which we hope will prepare them to be good citizens in this new century. The biggest and most obvious part of our curriculum is 'The National Curriculum' for all children, but there are many facets and components, which are not obvious at first, but they underpin the ethos and structure of all we do in school.

These include – good manners, friendliness, helpfulness, caring for each other, responsibility, spiritual and moral understanding, cultural and social awareness etc which are part of our 'Personal, Social and Health Education and Citizenship Programme'.

Our curriculum is planned according to the National Curriculum and is specifically balanced and tailored to suit the needs of all the children within our school. It is part of the whole structure of your child's educational development starting with links to their Infant School and continuing the progressive path through to Secondary School education. It is designed so that it is progressive in meeting the needs of your child rather than being closely allied to their chronological age. All children learn at different rates and have varying strengths and these are taken into account when teachers are planning their teaching programmes.

The work presented to your child will be in a variety of formats, but often there are practical elements as children learn effectively when all their senses are used and they are actively involved in their thinking and learning.



Car Parking

In the interests of safety we politely request that parent's do not park in the Manor School car park as they are now operating a "fixed penalty parking fine system". **PLEASE DO NOT PARK ON THE YELLOW LINES OUTSIDE THE SCHOOL GATES**, as this blocks the entrance for the school buses that arrive for both us and the Manor School. As well as not being on the school site before 8:30am, children should not be on the premises after 3:30pm unless previous arrangements have been made with the Headteacher, or they are attending an after school activity. Nobody should enter the school site on foot via the car park gate.

Parents are responsible for bringing and collecting their children and are encouraged to do so, particularly from after school activities.

Equal Opportunities

We aim for our curriculum to promote tolerance and understanding so that those of different faiths, ethnic background, creed, culture and class are given an equal and fair opportunity. We also aim to offer equal opportunities regardless of sex, religion or disability.

Special Needs

All children at sometime in their school life are likely to experience some 'special need' either short or long term. Some needs will be easily overcome e.g. the wearing of spectacles, others will require long term help and support and we may even suggest the need for the advice and help of outside school specialists. At our school, we work within the government's Code of Practice for Special Needs that has different levels, which are worked through to help the child overcome or improve their areas of concern.

A child is identified as having a 'special need' by their teacher when they are seen to be either struggling with an area of the curriculum or they are not making the progress expected of a child at that particular age. The Special Needs Co-ordinator together with the assistant Special Need Co-ordinator are responsible for working with the class teacher to develop programmes for children who require additional help.

Children will also be withdrawn for teaching in small groups by the Assistant Special Needs Co-ordinator or to work with a Learning Support Assistant. The child's progress will be carefully monitored and reviewed regularly.

If there are still difficulties, outside expert advice is sought, beginning with the local IPS (Inclusion and Pupil Support Service) team who have access to additional resources and expertise. Some children with serious Special Needs may require a 'Statement of Educational Needs'. Further details about 'Special Needs' can be obtained by talking with the Headteacher.

Gifted and Talented

Children, who are classed as gifted and talented, have been identified by the school as being well advanced in their learning and achievement when compared with their peers. This is not just being academic but also creative e.g. PE, music, art etc.

We work very closely with the Manor Network to extend and develop these children allowing them to work with other gifted and talented children across the network.

Assessment and Record Keeping

The progress of all children in our school is carefully monitored and assessed in order to further develop their learning. Annual reports are sent out to parents during the second half of the Summer Term.

Currently in May each year the children in Year 6 will undergo National Curriculum Assessments (SATs) in Mathematics and English. Their results will vary between Level 2 and Level 5. The 'average' child should achieve a 'Level 4' there is no direct correlation between Levels in Key Stage 1 and Key Stage 2. So a Level 2 at Key Stage 1 is not a match with a Level 2 in Key Stage 2. We believe that educating the 'whole child' is important and we also accept that children can be 'talented' in many different ways and these abilities need to be encouraged both in school and at home.

Within the school year, children are assessed for Spelling, Reading, Writing and Mathematics, including multiplication tables according to their age and ability. During Key Stage 2, each pupil should make 2 levels progress from the level they achieve at the end of Key Stage 1. So if they arrive with a 2B in writing by Year 6 they should achieve 4B.

The National Curriculum

There are three core subjects within the National Curriculum. These are English, Mathematics and Science. The English Curriculum includes the 'National Literacy Strategy' and more. The 'National Numeracy Strategy' is included with the Mathematics Curriculum. Experiences will be gained through a variety of teaching styles and techniques including opportunities for exploration, co-operation, reflection and evaluation. The content of the curriculum will be based on the programmes of study and the attainment targets set out in the National Curriculum. The children's work will be assessed and levels of achievement recorded. This will be made available to parents in the form of an annual report.



Language and Literacy

The school is equipped with fiction and non-fiction libraries. The reading books are colour coded into bands of difficulty and contain a wide variety of literature including prose, poetry, novels, short stories and non-fiction books. Each child is given a Reading Record Book in which is recorded the date, pages read and initials of the adult who heard the child read. The children are encouraged to take their books home and read regularly to their parents. The school aims to give the children the skills necessary for them to be able to read competently both for enjoyment and information. The children's reading progress is continually assessed. The attainment targets of Speaking and Listening, Writing, Spelling and Handwriting are also assessed and attainment levels recorded each year.

English – Including the National Literacy Strategy Programme

An understanding of all aspects of language is vital if children are to make progress in all areas of learning across the whole of the rest of the curriculum. The ability to use communication and express ideas in various situations is a skill, which children will need throughout their lives.

Children are encouraged to develop their **Speaking and Listening** skills in a wide range of situations, both within the classroom and outside.

Reading is given a high priority. All children read or share books daily at school, either by themselves, as part of a group or with an adult. Children are encouraged to use our library to widen their reading experiences.

In order to make **Writing** meaningful, children are encouraged to write for a range of audiences, using various different styles and formats.

Spelling is taught using several methods, depending on the need of the child, but spellings are regularly tested.

Handwriting is practiced and children throughout the school are encouraged to write in a joined cursive style, using a pencil or pen with blue or black ink.

Presentation of work is very important and children are encouraged to look at and experiment with different styles of presentation using book jacket designs, posters, signs and leaflets.

Mathematics - Which includes the National Numeracy Strategy

We aim to help all children to develop a positive attitude to mathematical learning and understanding, by encouraging them to:



- ✓ Think clearly and logically.
- ✓ Use and apply mental skills.
- ✓ Appreciate the nature of number, space, shape and dimension.
- ✓ Practice skills in identifying mathematical relationships.
- ✓ Explain how an answer was obtained and to see links between known mathematical facts.
- ✓ Practice skills in the manipulation of number, space,

shape and dimension.

- ✓ Be aware of the function of mathematics by giving opportunities to solve problems.

Above all, we aim to help each child to use and apply mathematical skills in practical and real-life situations. Programmes of study from the National Curriculum will be followed and levels of attainment recorded for the five attainment targets; Using and Applying Mathematics, Number, Algebra, Shape and Space and Handling Data.

Science

We actively encourage our children to adopt a scientific approach to learning. They will acquire, through a range of practical work, the skills needed to do the following:

- ✓ Carry out accurate observations.
- ✓ Record their discoveries.
- ✓ Form hypotheses.
- ✓ Carry out fair tests.
- ✓ Form conclusions.
- ✓ Develop an understanding of change.
- ✓ Explore materials and their properties.
- ✓ Explore the properties of light and sound.
- ✓ Explore living and growing in plants and animals.
- ✓ Explore forces.
- ✓ Develop research skills to extend their scientific learning and knowledge.



In Science children make studies in the following areas:

- ✓ Life Processes and Living Things.
- ✓ Materials and their Properties.
- ✓ Physical Processes.

In the context of these studies the children are taught experimental and investigative methods. They are taught how to carry out a fair test and to draw conclusions from their observations.

The Foundation Subjects

Design and Technology; Art; Information Technology; History; Geography; Physical Education (PE) and Music, make up the foundation subjects within the National Curriculum.

Design and Technology

The world is full of technology, from tin openers to space rockets and at St Peter's we aim to introduce the skills to explore it. Pupils' tasks will include:

- ✓ Designing and making.
- ✓ Focused practical skills.
- ✓ Investigations of products.
- ✓ A quality end product.
- ✓ Health and safety considerations.
- ✓ Appropriate vocabulary.

Your child will be encouraged to use a range of materials to design a variety of objects with either a use or a purpose in mind. They will be encouraged to use 2D and 3D designs and to evaluate their work during its construction and after it is finished.

They will be encouraged to modify and reassess their work as it progresses. They will have the opportunity to learn to use various tools in a safe and correct manner.



Information Technology

Computers, calculators and other devices are very much part of our modern world. As citizens of this millennium our children will need to be confident and fluent in all aspects of information technology. Children are taught how to use ICT equipment and software confidently and purposefully, and how to communicate and handle information. They are taught how to use computers to support problem solving, to record data and for expressive work. We have many computers in school which enable the children to develop skills in:

- ✓ Using a variety of programs to extend their knowledge and understanding in other curriculum areas.
- ✓ Word processing skills.
- ✓ Data handling.
- ✓ Storage, collection and interpretation of data.
- ✓ Loading software.
- ✓ Printing.
- ✓ Obtaining information via the Internet.
- ✓ Sending and receiving emails.
- ✓ Research skills.

All children and parents must agree and sign an Internet Acceptable User Policy before the children are allowed to access on-line information etc.



We also have various tape recorders, CD players, video recorders and OHPs. There is also an interactive whiteboard in every classroom.

Art

Children will have opportunities to express themselves using a variety of media and forms. We will encourage them to develop skills and techniques and an awareness of aesthetic pleasing art forms. They will be introduced to the works of great artists.

History

History is a study of people and societies in the past, including imagining what the past was like. We use a variety of sources and teaching strategies to foster the development of the key skills and concepts of:

- ✓ Chronology.
- ✓ Historical knowledge and understanding.
- ✓ Historical enquiry.
- ✓ Organisation and communication of their awareness and understanding of history.



Geography

Our geography lessons are about equipping the children with geographical skills and understanding needed to investigate physical and human features in places ranging from their immediate environment to localities in other countries. Themes such as environmental quality and environmental change are also studied.

Physical Education (PE)

There are many facets to the PE curriculum which include:

- ✓ Games.
- ✓ Dance.
- ✓ Gymnastics.
- ✓ Swimming.
- ✓ Outdoor and adventure.



Your child's PE experiences will include all of the above as well as athletics, movement, netball and football. We aim to give them the necessary skills to develop their own potential physical ability to take advantage of pursuing skills in individual sport and team games. We hold an 'ACTIVE MARK GOLD' for the high level of PE in our school and the range of school sporting activities offered to all pupils at the school. We also have a Football Charter award for our achievements.

We play matches in a variety of sports against other local primary schools; these have recently included netball and football.

We also encourage the children to keep active at playtimes and lunchtimes by offering them a variety of 'Huff and Puff' play equipment, playtime markings and a range of big play equipment on our field.

Music

We aim to provide the following opportunities for your child:

- ✓ Participation in singing and music making activities.
- ✓ To learn the appreciation of varying kinds and styles of music.
- ✓ Listening to a range of different composers.
- ✓ Extending their musical talents and skills.
- ✓ Performing to an audience.
- ✓ Working with a peripatetic music teacher.

In assemblies the children listen to a variety of musical styles as well as singing on most days.

Religious Education (RE)

The school follows the County's agreed syllabus for RE. This is mainly Christian in its content, but other faiths are studied. These include Islam, Hinduism and Sikhism in Key Stage 2. RE is compulsory in all State schools but parents do have a right, under the 1944 Education Act to withdraw their child from RE lessons on religious grounds, this also applies to the daily act of worship. Parents should be aware that the provision in the 1944 Education Act allowing for exemption from religious Education has been continued in the 1988 Education Act.

"If the parent of any pupil in attendance at any county school or any voluntary school requests that he be wholly or partly excused from attendance at religious worship and religious instruction, or from attendance at both religious worship and religious instruction in the school then until the request is withdrawn the pupil shall be excused such attendance accordingly."

Worship and Assemblies

The whole school, (and this includes teaching staff) meet for worship everyday. This is an important part of our school day and gives us an opportunity to briefly stop and reflect on our work and our school. The local vicar, Methodist Minister, members of other churches and other visitors conduct our Act of Worship as well as the Headteacher and other teachers.

Health and Safety (including arrangements for Sex Education)

We have our Healthy School's Award and Green 'Eco-School' Award.

Within the school curriculum, children are taught about their bodies and the need to keep them clean and healthy. We will teach them about the importance of having a good, healthy well-balanced diet, the dangers of drug and solvent abuse and all matters relating to personal hygiene. We also aim to teach them knowledge in the skills of safety in school, at home and on the road.

The school is a non-smoking environment and a full policy is available upon request or to download from our web site.

International School Award

The school has strong links with Great Mercy School in Kenya. Funds are raised to support the school as well as curriculum links, letter writing and joint projects.



Sex Education – In the 10+ age group we teach the children about the physiological changes in boys and girls at the onset of puberty, the anatomy of the male and female reproductive system and the process of conception. Parents do have the right to withdraw their children from sex education lessons should they wish to do so.

Road Safety – This is an integrated part of our curriculum and is reinforced each time the children leave the school site for visits or activities in other locations.

Miscellaneous Information

School Houses – The school is divided into four houses: Eagles, Falcons, Hawks and Kestrels. Your child will be placed in one of these houses. Inter-house competitions are held in football, netball, rounders, athletics and general knowledge. A House Cup is presented to the house accumulating the most points at the end of the term. These points are awarded for good work, endeavour, politeness, consideration for others, helpfulness etc. A boy and girl are chosen as House Captains for the year from each Year 6 class.



School Council – We have an active School Council with a boy and girl member being elected from each class and the children in Year 6 taking on the role of Chair, Vice-Chair, Secretary and Treasurer. The council meet with the Headteacher about once a month and various issues are discussed, for example suggested improvements to the facilities, behaviour, fund raising and school events. Representatives report back to their classes and a 'School Council Newsheet' is produced after every meeting. In February 2005 the school received its 'Gold Active Citizenship Award'.



Raising Queries – In the event of a query or concern, please first contact your child's teacher. All concerns will be passed on to the Headteacher, and where necessary investigated, and comments and findings will be reported back to the parents concerned. If a matter cannot be rectified in this way, it should be referred to the Chair of Governors or any other Governor who will work with the Headteacher to investigate the matter. If this should not produce a satisfactory conclusion then a statutory complaints procedure can be implemented (see below).

Complaints (Curriculum and Worship) – The relevant documents are available for inspection at all school maintained by the LA, Public Libraries and Education Offices. A copy will be given, if requested, to any person wishing to make a complaint under these arrangements, and the LEA can, if requested to do so, provide a copy of the information in languages other than English. Further information can be obtained from the school office.

Insurance (Personal Accident) – Parents should be aware that there is no universal personal accident cover for school children. Schools normally take out insurance for visits abroad and also visits in this country involving overnight stays. Parents can talk to the Headteacher regarding further details about insurance.



Open Access to Records and Information in an LA Maintained School

The Freedom of Information requires all Headteachers to make available information about the items listed below.

1. The LA statement of curriculum policy and the Governing Body's statement of curriculum aims.
2. Any statutory instruments (including Statutory Orders for National Curriculum Subjects); Circulars and administrative memoranda relating to the powers and duties under Chapter 1 of the Education Reform Act (The Curriculum) which are sent to all schools by the Department of Education.
3. Any published HMI reports, which refer expressly to the school.
4. Any schemes of work currently used by teachers in the school.
5. Any syllabuses followed whether for public examination or otherwise.
6. A full copy of the arrangements for the consideration of complaints about the school curriculum made by the LA and approved by the Secretary of State under Section 23 of the Education Reform Act.
7. The LA's agreed syllabus for Religious Education.
8. We have a current policy approved by the governors on 'The Freedom of Information'.

Data Protection Statement for Schools

'The school and the Local Authority are required under Data Protection legislation to comply with essential good practice in respect of the information collected here and to manage it securely. The individuals who are the subject of the information or who have parental / guardian responsibility are generally entitled to see the information and are encouraged to help keep the information up to date. This information will be used for educational, planning or managerial purposes.'

2010/2011

GOVERNORS NAME	POSITION
Mrs S Wathen	Chair of Governors
Mrs L Stirrat	Headteacher
Mrs C Rose	Staff Governor
Mrs J Heuser	Foundation Governor, joint Vice Chair
Ms S Hughes	Foundation Governor
Mrs S Goulbourn	Parent Governor
Mr G Croxford	Parent Governor, joint Vice Chair
Mrs A Hare	Parent Governor
Miss A Major	Parent Governor
Mrs L Thomas	LA Governor
Mrs S McCarthy	Clerk to the Governors

The school Governing Body usually meets 6 times per year and sometimes more frequently. Governors have a wide range of responsibilities which include, setting and monitoring the school budget, reviewing policy documents, ensuring that the National Curriculum is delivered to all pupils, the maintenance of the school building, health and safety issues and may other school related items.

Teaching Staff

Mrs L Stirrat	Head Teacher
Mrs J Ruddy	Year 3/4 Teacher
Mrs T Bailey	Year 3/4 Teacher
Mr R Asbury	Year 4/5 Teacher
Mr D Lines	Year 4/5 teacher
Miss H Woodward	Year 6 Teacher
Mr C Innes	Year 6 Teacher



Support Staff

Mrs S M McCarthy	School Business Manager
Mrs L Croxford	Administration Officer
Mrs C Rose	Assistant SENCo/Senior TA
Mrs S Goulbourn	TA
Mrs A Lawrence	TA/Play Leader
Mrs L Blunden	TA
Mrs M Needs	Lunchtime Play Leader
Mrs J Cooper	Lunchtime Play Leader
Mrs H Phillips	Lunchtime Play Leader /Evening Cleaner
Mr G Hanson	Caretaker/Site Supervisor

St Peter's School Association Committee

The school has a very small committee as many have left us as their children have ended their time at St Peter's. The committee arranged a variety of events for children, parents and staff, which help to raise valuable funds for the school and provide enjoyable social occasions. All parents are automatically members and your support at events and meetings is very much needed and appreciated. For further details please contact the school office or see the web site.

A weekly newsletter is sent out via email and the children, this has up to date information about all aspects of school life.

We hope you have found our prospectus useful and informative. If you have any further questions or queries, please do not hesitate to contact us.

Current information can be found on our website www.stpetersschoolraunds.co.uk