



**St Peter's
Church of England
Middle School**

**Guidance Notes
For Parents**

2020 – 2021

You yourselves like living stones are being built up. 1 Peter 2:5

Welcome to St Peter's

St Peter's is a genuine community where we work with students, parents, staff, Governors, local sports clubs and the local Church for the benefit of our young people.

Our Vision

You yourselves like living stones are being built up— Aspire, Believe, Grow, Achieve

(Quote taken from: 1 Peter, 2:5) You yourselves like living stones are being built up- valued by God- and a unique member of our school community. You will continue to build firm foundations for life in all its fullness— spiritually,

academically, socially and emotionally, as this is at the heart of everything we do. We want you to become a wise, compassionate and responsible citizen in today's multi-faith modern Britain.



Our Values and Ethos

At our core are the values of: Wisdom, Integrity, Trust, Compassion and Fellowship. Through God and these values we will live out our Motto:

To **Aspire** to be the very best we can, to **Believe** in our own abilities and those of the people around us, to **Grow** and develop continually and to **Achieve** the very best we can.

Our Curriculum Intent

At St Peter's Church of England Middle School, the curriculum is designed to: recognise children's prior learning, provide first hand learning experiences, allow the children to develop interpersonal skills, build resilience and become creative, critical thinkers.

Every child is recognised as a unique individual, valued by God. We celebrate and welcome differences within our school community.

The ability to learn and progress is underpinned by the teaching of skills, knowledge, concepts and values. We constantly provide enhanced and enriched opportunities to engage with learning and believe that childhood should be a happy, investigative and enquiring time in our lives where there are no limits to curiosity and there is a thirst for new experiences and knowledge. We use our school values of: Wisdom, Integrity, Trust, Compassion and Fellowship to promote positive attitudes to learning and to promote the responsibility for learning and future success.

Children leave our school with a sense of belonging to a tightly knit community where they have the confidence and skills to apply our 5 keys to success: self-

management, self-challenge, connection making, creative thinking and problem solving. These visible learning habits will allow the children to become lifelong learners.

We were delighted that our school received a 'Good' at the last Ofsted Inspection. The Inspectors said:

- *Strong relationships exist between staff and pupils. Pupils' conduct is exemplary and ensures strong attitudes to learning.*
- *The school's work to promote pupils' personal development and welfare is outstanding.*
- *The behaviour of pupils is good. Pupils' conduct is excellent.*
- *The school has a very strong culture of safeguarding. Pupils feel safe and are kept safe because staff follow school procedures and they know their pupils well.*

Act of Worship

Students attend an act of worship every day in school, and church services are arranged during term time. Parents do have the right to withdraw their children from acts of worship and/or Religious Education. Parents wishing to exercise this right should discuss the matter with the Headteacher.



The School Day - Draft Plan June 2020

The first official school day for your child will be Thursday 3rd September 2020. They will spend the day with their Form Tutors and attend some lessons. On Friday 4th September they will be joined by their Year 6 buddies, who will train them in the use of their lockers and help them find their way around.

Students will be given a personalised timetable.

They will be taken through the school day from arrival to leaving, which is as follows:

Children may arrive on site no earlier than 8.10 a.m. where they may wait in the playground until the doors open. The playground is situated to the right of the building, through the gates.

- 8.25 School doors open
- 8.35 Registration
- 8.40 Assembly
- 8.55 Lesson 1
- 9.55 Lesson 2
- 10.55 Break
- 11.15 Lesson 3
- 12.15 Lesson 4
- 13.15 Lunch

14.00 Lesson 5 (to include Registration)

15.00 End of day

Please ensure your child arrives at school on time. Students will be given a Late mark in the register if they arrive after 8.40am and will be given a 15 minute detention for each day they are late.

On the first day of term please say your 'goodbyes' at the school gates. Our staff and senior students will happily show your children the way to the hall. From there they will go to registration.

If your child would like to cycle or scoot to school they must wear a helmet and walk their bike/scooter through the gates and whilst in the school grounds. We have a bicycle shed for storing bikes and scooters during the day.



For the safety of all our children, parents are not permitted to drive into the school grounds in the morning from 8.10-8.40am and between 2.55-3.10pm.

Obviously, the first day of term is the most important date for you at the moment but we thought it would be useful for you to see the rest of the school year so that you can plan your family activities around these dates. Please see the term dates on the website.

Please note: We do not authorise holidays in school time.

Working Together

We want to make the start of a new school as exciting and memorable as we can. If you think there are things we really should know about your child and you want to discuss them, please email Mrs C Hardy, Personal Development Manager: c.hardy@st-petersoldwindsor.org.uk. For financial matters please email our School Business Manager, Mrs R Matharu on r.matharu@st-petersoldwindsor.org.uk. We will add this to the information we are given by the First Schools.

High Expectations

We encourage students to aspire to achieve the highest standards possible. We are responsible for assisting the development of young people not just in their work but also in their behaviour, values and appearance. Most students respond well to our expectations and are rewarded in a variety of ways during their time at St Peter's, including merits, departmental praise postcards and certificates. Where our high expectations are not met we have a range of ways to help students reflect on the consequences of their behaviour.

We expect thoughtful and responsible behaviour from our children, especially when dressed in school uniform and therefore representing the school, whether during or outside the school day.

School Uniform

A uniform adds pride to both school and student. We expect all students to wear full, correct uniform at all times. Our school uniform has been developed in consultation with students, parents and the community, it as follows:

- St Peter's school tartan skirt – knee length (Either pleated or kilt style) *
- St Peter's school blazer *
- St Peter's school grey pullover with purple trim (optional) *
- St Peter's school tie *
- Mid grey regular leg trousers (not jersey)
- Mid grey shorts (knee length) summer term only
- Plain white shirt (short or long sleeved)
- Grey socks
- Plain grey knee length socks or grey cotton rich tights (opaque tights not allowed)
- Plain leather or leather look black shoes
- Black or white hijab (worn appropriately)
- St Peter's school back pack (which must be used) *



You will have the option to get initials stitched onto the bag and there is a name tag that can be used. The bag must remain free of all other markings.

Games equipment

- St Peter's school Champion super cool polo shirt *
- Shadow black shorts (no logos or trims)
- Plain black skirt
- Purple football socks
- Ankle length white sports socks for summer term only
- Outdoor trainers
- Football boots
- Plain black tracksuit top and bottoms (no logos or trim)
- Shin pads
- Either black or St Peter's new colours (purple and gold)* drawstring bag for PE kit.



***All uniform items marked with an asterisk are available from 'School Days' direct – Information is on the website.**

Personal Appearance

Children should arrive at school clean and tidy, and take pride in their appearance. Hairstyles should not be extreme and hair should not be coloured or bleached. Boys' hair should not be cropped too close to the scalp (grade 2 minimum). Girls' hair, if long, should be tied back. Nail varnish, cosmetics and jewellery or accessories (with the exception of a watch, a single plain ear stud in the lobe of one or both ears) should not be worn in school. In the very rare event children do not comply with the

requirements there may be consequences for their choice and they could be sent home.

Equipment List

It would be very helpful if you could provide the following for your child in September and during the year.

Stationery (all named please in one pencil case)

- Writing pen black ink
- Pencils and sharpener (*Sharpener, which collect 'sharpenings' preferred*)
- 30cm Ruler (*clear/translucent marked in cm and inches.*)
- Protractor 180° (*clear translucent*)
- Set of compasses
- Rubber
- Scissors (*without sharp points*)
- Glue Stick (*Solvent free*)
- Calculator (Yrs 5/6 basic eg Casio SL-460, Yrs 7/8 scientific eg Casio FX85 range)
- Packet of colour pencils/crayons



Gel pens are not required. Solvent based pens and correction fluid should not be brought into school.

Miscellaneous Items

- A folder which is large enough to transport exercise and reading books for two lessons

Personal Property

All clothing and kit should be discreetly marked with the student's name. No responsibility can be taken if items are lost, but we will endeavour to find them. Lost property is held in Reception.

Jewellery

For reasons of safety, jewellery is limited in school to a watch and one single plain ear stud may be worn in the lobe of one or both ears (not to be worn in P.E.). Any more will be confiscated.

Mobile Phones

Children are **not** allowed mobile phones or electronic messaging equipment in school: they are a source of major distraction and sometimes bullying, and the school cannot be responsible for them. If it is important for a child to have a mobile at the end of school, it should be left with the School Office during the day.

Homework

Homework is the part of a child's education that is most visible to parents/carers and, as a result, parents/carers often ask about the St Peter's approach to homework. In this note I have put together what I hope are useful insights to our homework policy. If you have any questions about a specific piece of homework please email the class teacher direct.

Contacts

The Form Tutor is your most important link and usually the best person to contact with any queries you may have. Each tutor is responsible for a group of about 30 students from each year group and looks after their welfare and progress. She/he will know your son or daughter well and will usually be able to deal with day-to-day matters. You can contact them via email. We have a format for all email addresses which is initial.surname@st-petersoldwindsor.org.uk. Staff names can be found on the school website.

Appointments

As teachers are in the classroom for the majority of the time, it is important to make an appointment to see any member of staff. Appointments should be made via the School Office on 01753 866253 or email the teachers directly using their email address.

Parents as Partners

We believe that a partnership between home and school is important if we are to help students 'Aspire, Believe, Grow, Achieve'. We will keep you as fully informed as possible about your child's work and behaviour.



We ask all parents and students to sign our Home-School Contract, to remind ourselves of the mutual obligations of partnership in providing an orderly learning environment for our students. We especially depend upon parents' support in such matters as homework, standards of appearance (e.g. uniform), and support for the School's policies.

Maintaining regular contact with students' parents/guardians is an integral part of our ethos.

We provide feedback on your child's progress through a number of means:

- 1) A Parents' Information Evening
- 2) Annual Report
- 3) Interim Reports

In addition, a Newsletter is produced throughout the year and sent to all parents via e-mail. Hard copies of the Newsletter can be obtained from the School Office and a copy is posted on the School Website.

The School Diary is a quick and convenient way that we can communicate with you and you can communicate with us, however messages for individual teachers are best sent as an addressed note, or by email.

As parents you can help students. You can:

- Actively encourage them to read and enjoy books
- Create opportunities for writing
- Encourage them to ask questions
- Ensure that a regular time and place is made available for homework
- Share our own practical skills

- Regularly show an interest in what they do, praising what they can do rather than pointing out what they cannot do.
- Ask students every day to explain the five new things learnt at school.

Doctor, Hospital, Clinic, Dental Appointments

Attendance and achievement are closely linked and it is important your son/daughter attends school at all times. Medical appointments during the school day affect a student's attendance. As a school we appreciate that it is not possible for all appointments to be made outside school hours. Wherever this is possible, appointments should be made before or after school.



If your son's/daughter's appointment is taking place during school hours, we ask for them to attend school either side of the appointment, again wherever possible. Appointments during school hours need to be authorised by the school, in order to do so the school needs notice of the appointment and confirmation of the appointment. As confirmation we can accept a copy of the appointment letter, an appointment card, a stamp in the student planner confirming attendance at the clinic or the text confirmation you may receive for the appointment.

Without confirmation the absence cannot be authorised and the school could refuse to release the student.

It is our aim to clarify the process, be transparent and to be treating all students the same.

When students leave for an appointment they should first report to the Office, and sign the leaving book, notifying the Office Staff of their departure. On their return, students check in with the Office, and sign in.

Absence

We want to work with parents to ensure each student have maximum possible attendance at school. When a child is absent from school because of illness, it is important that we receive a phone call, by 8.30am, on each morning explaining the absence in detail. Only then can we treat such absence as authorised. Where no notification of absence is received, the school will contact parents to see what the problem may be. We will require an email or letter on your child's return to school.

Holiday Absence

We believe that during term time the correct place for students to be is in school. Students are following important programmes of work, which are interrupted by holiday absence.

Holiday absence is therefore not permitted in term time. Other requests for exceptional or compassionate absence should be made on the appropriate form, at least 14 days in advance (where possible), which is available on the school website or from the school office. Parents may be asked to make an appointment with the Headteacher to explain the reason for the absence.

Unauthorised absence of all forms now runs the risk of fines administered by the Local Authority.

Medicines

It is only with express written information from Parents that students are to take any form of medicine during school hours, and these should be given in to the School Office at the start of the day. If a child requires medication to be kept in school on a permanent basis i.e. inhalers or epi pens, these should be given in to the School Office, they will be kept in the medicine cabinet in the school office for use when required. The required permission forms are available from the school office.

Meals

Eating is only allowed in the Hall, at appropriate times. Snacks may be eaten in the Hall at break, but not elsewhere around the site. Edwards and Ward, the caterers, offer a selection of foods for students to purchase at breaktime.

Meals are cooked on the premises and served in the School Hall during the lunch break. Please provide your child with cash, £2.30 for a meal.

Sandwiches may be brought into school in preference to purchasing a school meal, but we ask that equal attention be given to healthy eating principles (nutrition guidelines available). A healthy, balanced meal is important, both for a child's development and their concentration and learning. Glass bottles are not allowed.

Free school meals

If you are in receipt of Income Support, Income Based Jobseekers Allowance, Employment and Support Allowance, Support under Part VI of the Immigration and Asylum Act, Child Tax Credit or the Guarantee Element of State Pension Credit your son/daughter may be entitled to Free School Meals. Please complete the application form on the website and return it to the School Office.

Water Policy: We encourage students to bring *only* water to school in clear, labelled bottles with a sports top. They can be used in lessons and refilled at break.

School Property

Textbooks are lent and stationery is provided without charge. These goods however, are expensive and any unfair wear and tear or loss of school property must be made good by the student concerned. Diaries must be kept in good condition as they are an important two-way communication between staff and parents.

School Lockers

School lockers are rented from "Secure locker rentals". <https://www.locker.rentals/> please enter the school name: St Peters CofE Middle School and follow the instructions.

School Visits

Integrated into the curriculum is a variety of visits, which are in place to promote the learning and understanding of each student. These may involve half or full day visits to local farms, industry, field work centres, theatres, etc. There are also residential trips.

Activities, which occur wholly or mainly outside normal school hours, are considered optional extras and a charge will be made to cover the full costs. It has always been the school policy that financial consideration alone should not deter any child from participating in visits.

Breakages

In accordance with the school policy, parents may be asked to pay wholly or partly to replace loss of school equipment or property and to cover the cost of damage caused by unreasonable behaviour or negligence.

Instrumental Lessons

All instruments can be taught – lessons provided by Berkshire Maestros and Mr Alden (voice) and Mrs Hart (Piano). Musical instruments should be labelled and can be stored in school on the day of the lesson.



Clubs

There are many lunchtime and after school clubs. We are members of the Windsor Schools Sports' Partnership that offer a variety of sports clubs. Clubs will commence the second week of term, a timetable of lunchtime and after school clubs will be issued during the first week of term. In the unlikely event a club is cancelled we will contact you via parentmail or phone.

Sex Education

Sex education appropriate to the age of the student is provided in accordance with our Sex Education Policy (separately available). It forms a part of PSHE and Science. Parents have the right to withdraw their student from aspects which are **not** taught as part of the National Curriculum. Parents wishing to exercise this right should discuss the matter with the Headteacher.

Special Educational Needs

St Peter's is an inclusive school. All students are encouraged to have high expectations of themselves and are supported to meet these expectations. For most students this is achieved through teachers adapting their lessons to meet the needs of all learners; this is monitored by our Progress Leaders. It is recognised that some students have additional needs which may include them being taught in small groups for periods of time to enable them to make progress. These students will be placed on the Special Needs Register following consultation with parents. Some learners' needs are exceptional and require extra resources from outside the school. The SENCO (Special Educational Needs Co-ordinator) liaises with other agencies within Children's Services and with parents to ensure that an effective programme is in place for these learners. The school's SEN policy is available for parents to view on request.

All of the school's policies are published on the school website under Policies.

A copy of our E-Safety Policy can be found on the website for you to read before signing the Responsible Internet Use Consent Form.

Data Collection Sheet and OA4 Form

The Admission/Data Form can be found on the school website under Parents and then New Parents. Please complete and return via email to office@st-petersoldwindsor.org.uk.

The OA4 Off-Site Activity Medical Consent Form which we require to hold in school for any day trips that may take place during the academic year. We would appreciate it if this could be completed and returned, but must point out that trips that involve overnight stays will require an additional OA4 to be completed.

New Data Protection Regulations

On 25th May 2018 there are some changes to the current data protection regulations called the General Data Protection Regulation (GDPR). The School, and The Oxford Diocesan Schools Trust, regards the protection of personal data relating to students and parents/carers as a very important matter.

On the school website, under Policies, in accordance with best practice, we have published our updated data protection and Pupil Privacy notice. The Pupil Privacy notice outlines the pupil information that we collect, hold and share including the lawful basis about how we use this information.

What next

The following information/forms can be found on the school website www.stpetersceschool.org under Parents, New Parents. Please complete the forms and email these back to the school office. Office@st-petersoldwindsor.org.uk. If you require paper versions, please send an email with your details to the office email address and we will post you the forms to be completed.

- Home School Agreement
- Responsible Internet Use
- OA4 Consent Form – this is for day trips.
- Admission/Data form
- Request for school to administer medicine (if applicable)
- Request for students to carry medication (if applicable)
- Special diets referral form
- Free school meals application form (if you qualify, please apply as the school receives additional funding)
- Privacy Notice
- E-Safety Policy

We would appreciate all completed forms to be returned to the School Office by **Friday 3rd July** in order that school records may be updated.

Also on the website are:

- Term dates
- School Days Direct uniform information
- PTA letter
- Voluntary School Fund Contribution

We really look forward to you and your child being part of our community.