APRIL 2026

PARENT
Information Booklet

St Peter's CE Junior School

Learning and living life in all its fullness

Welcome to St Peter's CE Junior School!

This handbook has been written to try and give a one-stop summary of our school and community. It should be used as a reference for any questions you may have about the school. We've tried to cover as much as possible from A to Z (as opposed to identifying an order of 'importance'), but you can also refer to the website – www.stpeterscofejuniorschool.co.uk – or contact the office for any further information you may require. We're always happy to try and help!

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

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Absence and Attendance

Please refer to our attendance policy, which is available on the school website or from the office.

If your child is unwell and not able to come to school, please phone or email the school office on the first day of your child's absence and subsequent days of absence. If we do not hear from you by 9.30am, we will be in touch with you to find out why children are not in school.

We expect children to be in school and on time every day. We want the best for every child in our care and we cannot provide this if they are not in school. Children miss a great deal of learning if they are on holiday in term time and the pace of the curriculum means that it is very difficult for teachers to go back over work that has been missed. Family holidays in term time will **not** be authorised by the school – your child's absence will be marked as 'unauthorised' in the register. If the holiday is for 5 days (10 sessions) or more, you are liable to a fine issued by the Local Authority.

If you need to take your child out of school in term time for anything longer than a short appointment (i.e. a half-day or more), you will need to download an absence form that must be completed and returned to school. This is because we need an official record of your child's absence.
If your child has to have a medical appointment during school time, please notify the school in writing prior to the appointment. We ask for evidence of appointments- a screenshot is fine or you can show the office in person. Any child leaving the school during school hours needs to be signed out by the adult collecting them and signed back in again on their return.

Hampshire County Council staff will check our registers and meet with our office and leadership team. They will follow up on any poor attendance with families.

Additional Needs

We are an inclusive school with a holistic approach and welcome all children. At St Peter's School, every teacher is a teacher of every pupil, including those with either special educational needs, a disability or medical need. We pride ourselves on offering equal access to opportunities and resources for all our children.

Children's progress is constantly monitored, assessed and analysed to inform future learning. The needs of children who are very able are met through our learning provision. We will provide opportunities to develop and extend their special talents as appropriate – this might involve representing the school in dance, music or the Arts, or taking part in specially organised curricular workshops. Occasionally we find that, for one reason or another, a child does not make the progress we expect. This could be in one of a number of areas, and discussions between parents and teachers will lead to the child receiving appropriate help and support. Parents are consulted at every stage of this process. Our Inclusion Lead, Mrs Diane Martin, and our Special Educational Needs Coordinator (SENCo), Ms Stephanie Charman, are readily available should you have any concerns.

After School Care Club and Breakfast Club

We have spaces available for both long-term and more immediate bookings for breakfast and after school club. These are run by an external company- Complete Coaching- and you can visit their website to book a session: https://www.completecoaching.org.uk/complete-kidz-after-school-care/

Breakfast Club

The breakfast club operates from the pupil kitchen. Children can be dropped off through the front door from 7.45am by ringing the bell.
Breakfast (usually a choice of cereal, toast, fruit juice and fresh fruit), activities and care are provided until 8.30am, when children will go to their classroom ready for the start of the school day.

After School Club

After school, the children are collected from the playground or make their way to the pupil kitchen where the club is again based. Children are provided with a choice of activities, including time in the playground when weather allows, and a range of sandwiches and snacks are available.
After School Club offers a one hour booking to 4.25pm, or a full booking, for which parents collect their children by 6pm when the school closes.

Assessment

Monitoring and assessing children's learning is a vital and constantly ongoing process, which can take many forms.
Teachers and support staff take account of children's day-to-day responses and work to plan next steps and any interventions required.
We use a variety of regular small-step assessments to inform our future planning. Once a term, most children will complete longer written assessments, appropriate for their age, in maths and reading. Teachers also assess children's writing using criteria linked to the National Curriculum as well as taking part in local and national moderation processes. The purpose of all tests is to find any gaps for individuals or groups, and to then plan to close them, as opposed to reaching for a particular mark or grade.

Behaviour

St Peter's School is a positive place to be in which pupil's self-esteem is nurtured and misbehaviour is a less attractive way to gain attention. We aim to 'catch them being good' and for everyone in the school to be valued, respected and safe. A high level of parental involvement and support is encouraged and expected. We also work closely with other agencies to ensure that children with complex needs and difficulties, and their families, are given appropriate support. We currently use four, simple behaviour values, or rules, to frame all our work around behaviour:

(To note that these behaviour values are currently under review as at April 2026, but this is the current version)

Dealing with inappropriate behaviour

Our first approach is to draw attention to children who are following rules and doing the right thing. Minor rule breaking can often be addressed by praising the positives rather than focussing on the negatives. When pupils have to be reminded of the rules, this will be done quietly and calmly with the aim of getting the pupil back on task as soon as possible. The inappropriate behaviour shown will be what is addressed rather than the child. Where children have fallen short of our simple behaviour values, we will have a 'restorative conversation' aimed at addressing behaviours, how we can improve or make a change, and moving on in a positive way.
Our full behaviour policy is available towards the top of the policies page on our website:
https://www.stpeterscofejuniorschool.co.uk/policies/

Whatever happens with a child's behaviour, we aim to keep in mind that every day is a fresh start.

Working together to improve behaviour

If a child's behaviour is causing concern, we will always work with parents. Good behaviour is the result of a partnership between home and school and standards set at home and school should complement each other. If any pupil lets their standards of behaviour fall to an unacceptable level, we will inform parents and discuss it with them. It may be that support outside school can help to reinforce support being used in school.
If parents are having problems with their child's behaviour at home, we are always happy to discuss it with them and offer advice or suggest where extra help may be available. It can be very effective if children understand that parents and school are working together.
Very occasionally, a child has more serious behaviour issues. When this is the case, and the strategies used in school have not been successful, parents' permission will be sought for us to seek help from behaviour specialists outside the school.

Bringing items in from home

From time to time, your child's teacher may request that specific items are brought in from home to support an aspect of topic work. Use of these will be supervised carefully and then returned once the project has finished. Children are able to bring a book to school if they wish.

At all other times, children's own toys and other personal effects **SHOULD NOT** be brought into school. It is distressing for a child to bring a much-loved toy or artefact to school and have it broken or lost.
We cannot accept responsibility if items brought to school are lost, stolen or broken.

Collective Worship

Collective Worship, or assembly as you may know it from childhood, is an important part of the school day, when we meet together as a community. It is a time when we place emphasis on the development of values and attitudes towards each other and the world around us. Assemblies are always of a broadly Christian nature in line with our Christian foundations as a church school, but also in line with the same DfE guidance which applies to all schools in England and Wales. If a prayer is said, children can join in if they wish, but can also think about the value of the words being said. Hymns or appropriate songs may be sung – we have a Music Assembly once a week where we learn new songs together. In addition to learning about bible stories; Christian values and character; and Christian perspectives on contemporary issues, we also celebrate and learn about current or historic events and consider links between Christianity and the variety of cultures in the society in which we live. On Friday we have a 'Celebration Worship/Assembly' where we award certificates, recognise children's efforts and also have a bit of a song and dance to end the week!

Cycling/Scooting to School

If cycling, a helmet should be worn. Helmets are also sensible for scooting too. Bicycles and scooters can be stored in the 'courtyard' to the right of the Year 4 classrooms. All bicycles/scooters remain the responsibility of the owner, not the school. Locks can be used to secure bikes to the racks.

Communication

Arbor

Arbor is the school's 'Management Information System' which is used to manage many aspects of school life, from storing the information held about you and your children, to inputting their choices for meals, to most communications sent from school.

Parents will be given login details in order to access/edit personal details, as well as to view children's attendance and pay for trips, breakfast and after school club, meals and events. This can be done via a website or the dedicated Arbor app. As we use Arbor to send communications and news updates to you via email as well, it is very important to make sure your details are kept up to date!

Emails to whole classes/groups/the school will be sent from Arbor. It is common for these emails to be filtered as junk when first received- **please make sure you add the address as a 'safe sender/VIP' in your email account so that you get them without having to go looking!**

In general, if you add this address: **no-reply@mail.arbor-education.com** to your address book, it is more likely to end up in the right place!

Website & other communication

In addition, the website, https://www.stpeterscofejuniorschool.co.uk/, is another way of staying in touch. We usually use email via Arbor in the first instance, followed by the website, to announce any unforeseen changes to the school day, for example in the rare case of closure due to extreme weather or power failure. We also make use of our social media channels: @spjsfarnborough on Instagram and facebook.com/spjsfarnborough on Facebook.

To find out more about your child's learning and progress, we hold two parent consultations during the academic year, with the second being preceded by a short written 'Midway Review' containing targets and attendance information. We also provide an end of year Record of Achievement, followed by an opportunity to discuss the report with teachers if you wish. Curriculum overviews are available on the school website if you would like to know more about what is being covered in your child's year group.

Sometimes, in response to requests from parents and to keep you informed of educational developments, we hold Parent Information meetings. These are advertised on the website and via the newsletter. An annual meeting is always held for new Year 3 parents in addition to 'Meet the Teacher' information meetings for each year group.

You can always find a member of staff at the school gates both before and after school if you need to give some information to us about your child or make an enquiry. You can also do this via the school office staff who will deal with your query or ensure that the appropriate members of staff are made aware.

We aim to send out most information via Arbor. Much of the key information about the school is also available on our website, although paper copies and further information are always available from the school office.

Communication regarding children

Should you wish us to know about any issue relating to your child, please either telephone or email the school, write a note to your child's class teacher, or catch us on the gate.

Emails can **only** be received and sent through the office: adminoffice@stpetersjun.co.uk. If you have any member of staff's email address for another purpose e.g. through FOSP, this must never be used for matters relating to children. **Please always contact the class teacher first about any issue relating to children, whether via the adminoffice email or on the gate.** They know the children best and will often have addressed any issues already themselves.

A postbox for payments or physical letters is located outside the office hatch.

Contact Information

Parents/carers must ensure that emergency contact information is kept up to date at all times. It is vital that we have at least three emergency contacts. The school office should be informed immediately if there have been any changes to contact details, or you can update these yourselves via Arbor if it is just a minor change.

Extra-curricular Clubs

Information about clubs will usually be published at the beginning of the school year. Depending on whether the club is school-based or external, there may be a cut-off date for applications, normally at the end of the previous half-term. Applications for school-based clubs can only be made online once your child is at the school.

Occasionally, it is necessary to cancel a club. Announcements regarding a cancellation are made as soon as practically possible by Arbor email. If your child is not met after school because you are unaware of a cancellation, he/she should come to the school office and wait there for collection as soon as you are able to get here.

Fears and worries

It is not unusual for young children to develop fears and worries about all manner of things- this is an important part of growing up. These are often associated with the anxiety of a change in routine. Please let their teacher know if this is the case with your child. We can be ready to reassure them if we know that they are likely to become unsettled.

We would like your support in impressing upon the children how important it is to tell their teacher, or an adult in school, if there is anything worrying or upsetting them. We can only sort things out if we know there is a problem.

Hair, make-up and jewellery

We aim for all children at St Peter's to be proud of their appearance.

Long hair must be tied back whilst in school using discreet hair accessories. Hair bands or ties should ideally be plain white, blue, black or grey to match our uniform colours. Large bows, 'cat ear' or novelty hair accessories are discouraged.

Long hair (below shoulder length- for girls and boys) is to be tied back at all times as this reduces the chance of pupils passing head lice to each other, is much safer for PE lessons and also looks smarter.

Unfortunately, like all other schools, pupils suffer from the occasional bout of **head lice** and for this reason we ask that you check your child's hair periodically, and treat them (and other members of the family) immediately if necessary.

Jewellery

Children may wear one pair of small, plain, silver or gold ear-studs (not hoops or hanging ear-rings). The following rules apply for ear-studs and PE/Sport:

If possible, children must remove ear-studs prior to any PE lesson or sporting activity where a collision with a pupil, a piece of apparatus or a ball etc. might occur. They must be removed by the child themselves.

Where staff deem the activity safe enough, children who are not able to remove ear-studs should make them safe by taping them front and back.

The taping should be sufficient to prevent injury from an unintentional blow. Children will be expected to be able to do this for themselves before PE, or have their piercings taped at home before coming to school on PE days. We keep a stock of tape for such purposes although it does help if older children have their own.
Staff must not be expected to do the taping for pupils. We retain the right to exclude a pupil from PE in any circumstances where it is felt the pupil is at risk.
It is still best to wait until the Summer Holidays to have piercings done, so that they can be removed for PE wherever possible.

A watch may also be worn to school. Nail polish should be removed before school; make-up, necklaces or bracelets may not be worn unless for specific medical or religious reasons.
Watches should **not** be capable of sending or receiving messages or calls, or taking pictures. We will ask children to take watches off if we cannot be sure they could be used for the above purposes, and to keep them at home. Fitness watches (for example Garmin Kids) are permitted.

All watches/jewellery allowed under the uniform policy are worn at the owner's risk. The school cannot accept responsibility for any loss or damage.

Health

It will help your child and the school if you:

- ensure your child is fit and well enough to attend;
- provide full details of any health problems he/she may have and keep the school informed of any changes;
- ask your doctor if any prescribed medicines can be taken at times which fall outside of school hours;
- offer to attend the school to administer your child's medication, if appropriate;
- provide full details of any medication requirements and any possible side effects;
- ensure medicines supplied to the school do not exceed their expiry date.

Your child should be at home if he/she is ill, as this is the most appropriate place for recovery and stops sickness spreading through the school. If your child has vomited at home or at school or suffered from diarrhoea, he/she should not attend school for **48 hours after the last time of being unwell**, as per Department of Health guidelines.
For other illnesses, if your child is well enough to be in school but needs to complete a course of medication which requires a dose in the middle of the day, we are able to administer this for you but you are required to complete a form for our records.
If your child has an on-going medical condition that requires regular medication, please make arrangements to discuss this with a member of the office team or Mrs Martin, our Inclusion Leader.

If your child is asthmatic, we need an **up to date** inhaler in school so that they can have a puff as and when it is needed. These must be named and will be kept in the class medical bags. Inhaler use in school will be recorded on Medical Tracker.

Home Learning

Homework is an important part of your child's education, as it shows whether he/she can apply what is learnt at school in a different environment.

It is very important that you are positive and encouraging. Please don't over pressurise your child to succeed as this can ultimately work against them by undermining their self-confidence. We would much prefer a child who is confident to 'have a go' than one who is so worried about being wrong that they are afraid to try.

- Children will be given weekly maths homework (MyMaths) and spelling activities from 'Spelling Shed' to learn, in addition to an expectation for daily reading.
- Children may also receive additional homework to prepare them for the transition to secondary school and, where a science, geography or history topic has a particular link, we may also set research or design-based topic challenges from time to time.
- We also provide access to Times Tables Rockstars for practising this essential skill.

Written homework and relevant information is emailed home weekly; a copy is also available on the homework section of the website: https://www.stpeterscofejuniorschool.co.uk/homework-3

Lunchtime

Children eat lunch together in the hall. When the weather is warm enough to allow it, packed lunches may also be eaten outside on our picnic benches.

Chartwells, an independent caterer, provide our school meals from Sept 26. These are freshly cooked in our own school kitchen each day. Staff supervise the children at lunchtime and will encourage each child to eat up. The hall at lunchtime is busy.
The current cost of a daily hot meal is £3.20 (Sept 26) and details about how to access the service will be provided. (Prices usually increase by a small amount each year so this price is subject to change) Parents use an online ordering system within the Scopay app to order meals and manage payments. This means that orders can be placed for lunches up to the start of the school day.

The school will provide free school meals to all those pupils who are entitled to them. All school lunches are prepared following the government's nutritional guidelines. A meat and vegetarian option is usually offered, along with a daily jacket potato and pasta option.

Packed Lunches and Allergens

For those who choose a packed lunch, we encourage children to make healthy choices wherever possible. Please support us in this by providing your child with a balanced lunch that does not include chocolate, sweets, fizzy drinks or glass bottles. Water is the most appropriate drink and fresh drinking water is always available in the hall, classrooms, or via the water fountain in the playground.

Allergens in school are an important issue to be aware of, as some children have serious allergies to foods such as nuts, dairy, eggs, or gluten, as well as triggers like pollen or insect stings. To help keep every child safe, the school has measures in place such as allergen-aware policies and staff training to recognise and respond to allergic reactions, including the use of emergency medication where needed. **Parents can support this by being mindful of what they include in packed lunches and avoiding restricted items, which are all types of nuts and sesame seeds.** It's also important to communicate any allergies your child has with the school so appropriate care plans can be put in place. Working together, we can create a safe and inclusive environment for all pupils.

Please: no nuts or sesame seeds (or products containing these) in any foods brought to school.

Free School Meals / Eligibility

Your child may be able to get free school meals if you get any of the following (correct at time of writing):

- *Income Support*
- *Income-based Jobseeker's Allowance*
- *Income-related Employment and Support Allowance*
- *Support under Part VI of the Immigration and Asylum Act 1999*
- *The guaranteed element of Pension Credit*
- *Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)*
- *Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit*
- *Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)*

If you think you might be eligible you can apply online at
https://www.hants.gov.uk/educationandlearning/freeschoolmeals/juniorsecondary

Lost Property

Items of lost property are recovered as we find them and, where unnamed, placed by the lunchbox cupboards for containers/bottles, or in the lost property box by the office for other items. ***Please remember to name everything… then it need not be 'lost' for long!***
Ballpoint pens (biro type) are better than 'Sharpies' for handwritten labels as the ink doesn't bleed or spread. Iron-on and sew-on labels or permanent 'naming' stamps are also an option, but ANY way in which belongings can be named is welcome!

Mobile phones

Children have no need for a phone where they are picked up by an adult. If, however, it is **essential** for your **Year 5 or 6** child to bring their mobile phone to school, a letter (available on our website) should be signed by a parent to verify that this is the case and that you take responsibility for it whilst in school.
All Year 3 and 4 children are picked up by an adult and have no need at all for a phone; we do not allow younger children to bring phones to school for any reason.
All mobile phones should be switched off for the school day and ideally named. Children with permission hand their phones in during the day- they do not have access to them in school. They are then kept in a code-locked box in each classroom and returned as children leave at the end of the day.
Please note that we cannot guarantee the security of any device brought into school and cannot accept liability for loss or damage. Any phone that is brought into school without permission and a valid reason may be confiscated and returned directly to the parent at the next available opportunity.

The only exception to these rules are where a child requires a phone to track a medical condition, for example as a diabetes monitor. This would be detailed in their medical plan.

We highly recommend that, if you regard a phone as necessary for communication for your child, a 'brick' phone is purchased allowing basic communication only. Apps which perform a similar 'lockout' function on smartphones are also available. We do not support any primary child having their own smartphone due to the well-known risks around online safety and screen addiction.

Please note that the section above forms our policy regarding mobile phones, in line with the Children's Wellbeing and Schools Act, 2026.

Money

Whilst we do sometimes accept cash payments, we aim to be a 'cashless school', which means that any payments to school i.e. for school meals, school trips etc, will be received through Scopay, which allows parents to pay using a debit or credit card. FOSP events make use of the PTA Events website for ticketing payments and may also have contactless facilities available at the actual event.

Parent Helpers

We often need extra help in school; sometimes this may be around the school, for a specific lesson e.g. cooking, textiles, or for a trip/event.
You may need a DBS check before you start. Please ask at the office for more information.
If you would like to volunteer in the classroom, we would need you to make a regular commitment as our days are tightly planned and the teacher may plan for you to work with a group of children. Your help will be welcomed, even if you can only give an hour or so to hear children read. We are always looking for parents who are able to come into school and hear children read. A volunteer form is available from the office or the website.

Please note the following:

- ***We do not have parent helpers in the classrooms for the first half of the autumn term. This is so that the staff can get to know the children and settle them into their new classroom routine***.
- ***With the interests of the children in mind, regular volunteers would not usually help in their own child's class.***

PE (Physical Education)

PE Lessons are taught by our teaching staff. PE Days will be sent home to parents and children should come to school wearing PE kit on those days with appropriate footwear. We would appreciate it if a change of footwear is also brought in a bag if the activity is due to be on the field during wetter weather. If it is going to be cold, children can wear their school jumper too.
We also welcome external coaches from time to time, for example for cricket sessions or dance workshops, to give children access to a range of high-quality experiences.

Uniform- please see the uniform section.

Permissions and Photographs

We record school life by photographing the children during their various activities. Some of these photographs may be published, usually in the newsletter or on the school website but sometimes in the local press. We also write news stories to allow us to celebrate exciting events or news in school, which we publish links to on our Instagram and Facebook pages. Photos, where used, are in line with our photographic consent information which you are asked to provide when you join the school community via Arbor.

We need your permission to photograph or make any recording of your child and **all parents are asked to give consent for the different forms of photo/video recording via Arbor.**

Any parents taking photographs at events are welcome to use these for private memories and are also encouraged to send copies in to school in either electronic or paper format. **However, images featuring other children or staff should never be published on the internet or on any social networks, e.g. Facebook/Instagram as their parents may not have given permission. We reserve the right to suspend the opportunity for anyone to take photos/videos at events if this request is not followed.**

Reading Logs / The Library

Each child will be given a reading diary; this should always be in school. We are very lucky to have a librarian who is available for each class to have a supervised session in the library. Mrs Tomkins also guides children to age-appropriate or suitably challenging authors/genres to support their progress; she also runs annual reading challenges and competitions to further inspire this most valuable lifeskill.

We can't put enough emphasis on finding ten or more minutes a day to encourage your child to read or to share your child's book with them. ***It makes a huge difference to their progress***. Please feel free to write your own comments in the reading diary if you wish to. We like to have a dialogue! If you prefer not to write a comment, please sign and date the diary just so that we know you have read with your child.

Please take great care to keep water bottles and books separate, as the two don't mix very well! If a book has been damaged beyond repair, we do ask that parents contribute towards the replacement of the book to ensure we always keep a full stock of books in our library

Safeguarding

St Peter's School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have Child Protection and Safeguarding Policies and procedures in place. The school's Child Protection and Safeguarding policies are available on request or can be viewed on the school website.
If there are concerns about a child's welfare we may need to share information and work in partnership with other agencies.

All adults who work in school, and most volunteers in contact with children, must have undertaken full DBS clearance. Risk assessments are undertaken regularly and any activities outside of school are fully risk assessed by the staff taking the children, before they take place. Recruitment and selection procedures always follow safeguarding best practice and procedures.

The Designated Safeguarding Lead (DSL) at St Peter's School is the Headteacher: Mr Hugh Hogan-Fleming. The Deputy DSLs are Mrs Diane Martin and Ms Stephanie Charman. The Governor with Safeguarding and Child Protection responsibilities is Rev'd Janet Ruthven and the Chair of Governors is Mr Graham Hudson

School Dog - Humphrey

We are delighted that we have our very own School Dog. Humphrey is a miniature Labradoodle and is owned by Mrs Mynott, our School Business Manager. Humphrey joined the school from 8 weeks old and quickly became a much-loved member of the team bringing joy to all.
Humphrey works part-time to make sure he has time to relax too! When in school, he has a mix of free time and timetabled activities to support individual children and groups. For more information please visit the section on our website devoted to Humphrey and to watch his appearance on ITV Meridian and BBC South Today.

Snacks

Children are encouraged to bring in a healthy (fruit, vegetable or a couple of plain biscuits) snack for break time if they wish. Please do not send savoury snacks in, and have a conversation with children about what is for their lunch and what is for snack time if they have packed lunches- children are often tempted to go for the shiny option first!

Stationery

Children are asked to bring a small pencil case to school containing essential equipment: HB pencils, a sharpener, rubber, a ruler and a glue stick. They may also have their own colouring pencils if they wish. Children may write in pen, usually once they have achieved the 'platinum' handwriting certificate, although some will continue to write in pencil for some pieces of work, including maths. As with uniform, please name items with a sticker where possible. We can provide limited equipment to those who don't have it, although we appreciate your continued support as stationery is a huge drain on our very limited budgets.

Children may bring in a **blue** handwriting pen for use in class. This should be a fineline-style pen (or cartridge pen for older children), not a ballpoint/biro style.

Sun Safety

It is a good idea for your child to keep a (named) cap or hat in school during the summer term. You must also remember to apply a good dose of sun cream before the children come to school. Look out for the varieties that offer up to 12 hours protection. We are not able to put sun cream on the children as there could implications with allergies if we put the wrong cream on the wrong child. We hope you can also appreciate applying sun cream to many children during a busy school day would be incredibly time consuming and take valuable learning time!

Times of the day

Morning: arrivals

The main gate is opened at **8.30am** for all children. Registration is from **8.50am** but the gate closes at **8.45am** because of the distance between the gate and the furthest classrooms.

A member of staff is always on duty at the gate. Please ensure your children have safely entered through the gate before leaving. Please try to be here and ready for the gate to open where possible. Classes start early morning work promptly on arrival and these first minutes are valuable learning time.

If children arrive after 8.45am they should enter through the office. They will not be marked as late until the registers have closed. Anyone arriving after 9.15am without a medical or other essential reason is marked as being 'unauthorised' late.

Afternoon: pick-up arrangements

Children are brought to the main gate (Years 3 and 4) or the old front doors at the centre of the building (Years 5 and 6). **The school day ends at 3.25pm** (apart from the last day of term).

Parents/carers are asked to wait on the drive/grass so that children can see them and staff can identify them. Please be mindful of cars on the drive- we try to avoid vehicle movements in the area around pickup exits but cannot guarantee this.

Please note the following:

- We will not let any child leave us until we have identified their parent/carer.
- Children in Year 5 and 6 may walk home alone if parents have given the office written permission for this to happen.
- Please note that parents and visitors are requested to keep all dogs on a lead when waiting for children.
- If children are going home with another child or someone else is collecting your child, you ***must*** inform the school office either in person, by email or telephone before 3.10pm to give us time to get the message to the class teacher.

- If you or the designated adult is not there to collect them, we will not let them go with someone else, even if the child knows them well or if the adult says that you have given your permission. This is for their own safety.
- If you are unavoidably delayed, please phone to let us know so we can reassure your child.
- Any children not collected are taken to the library to wait. We know that there can sometimes be minor delays for parents coming up from infant schools- please do not worry if you are slightly delayed on isolated occasions.

Transport

Walking is the best way of coming to school as your child will benefit from the regular physical exercise. There are parking restrictions along some surrounding roads. Please avoid parking in these areas. In addition, parents are not allowed into the staff car park. We understand that not all parents are able to walk to school but if you do drive please follow our guidelines:-

- Never obstruct any of the school exit routes or local residents' driveways.
- Slow down and be considerate of any children crossing.

If you think you may be entitled to support with transport to/from school, please go to https://www.hants.gov.uk/educationandlearning/schooltransport/apply-for-school-transport to find out more.

Toilets

There are toilets for Years 4 and 6 on the ground floor; these are used by the whole school at break and lunch. Years 3 and 5 also have a set of toilets on the middle floor so that they do not have to come all the way down when in class.

Uniform

We expect children to look smart whilst they are at school and uniform is a major part of this.
All school uniform is available to purchase from Brenda's Schoolwear:

130 Frimley Road, Camberley, GU15 2QN
Tel: 01276 818424

Email: shop@brendas.uk
Website: https://www.brendas.co.uk/collections/st-peters-farnborough

Basic elements of school uniform such as trousers, shorts, skirts, summer dresses and plain polos can also be purchased cost effectively from many high street stores and supermarkets.

We have some **second-hand uniform** which can be purchased from the school. Please email uniform@stpetersjun.co.uk with your requirements and we will see if we have them. Second-hand uniform is also available to purchase at parents' evenings.

The following are the school uniform requirements for boys and girls. Items available only from Brenda's are **underlined.**

- White polo-shirt with collar (plain or with optional St Peter's crest)
- Royal blue sweatshirt or cardigan with St Peter's crest
- Grey trousers, skirt, pinafore, culottes or shorts- these should be 'uniform grey' as opposed to charcoal grey (please ask for advice if you are not sure).
- Strong plain **black** shoes. **PLAIN** black trainers (of the Nike Airforce 1 style) are acceptable but they must **not** have coloured/white soles- **they need to be all black.**
- Royal blue checked dresses may be worn in warm weather
- Children should wear plain socks or tights that are grey, black or white
- Children are advised to bring a waterproof jacket to school every day

For safety reasons, we will not allow open toe sandals or 'jelly' shoes.
Please don't buy lace up shoes until your child can competently tie them themselves. Shoelaces can easily come undone and this can be very dangerous in a busy playground.

For PE:

- White sports top with house colour panel (see below) and St Peter's crest
- Navy shorts- as plain as possible please- any logo must be minimal.
- Trainers (which may be worn every day if black, but suitability for sport is the main consideration for PE)
- Children may wear tracksuit bottoms during the cold winter weather and their school jumper. Tracksuit bottoms should be plain and navy/black in colour. Any designer logos should be small and discreet.

Every child belongs to a House Team- the name & colour will be advised on joining the school:

St. David – Yellow *St. Andrew – Blue* *St. George – Red* *St. Patrick - Green*

IT IS VITAL THAT EVERY ITEM OF UNIFORM IS NAMED!

Values – our roots and vision as a Church of England School

As a Church of England (Aided) school, we are underpinned by Christian foundations and this is an essential part of school life. This doesn't mean we are only here for those of faith though! We are very much a church school for the whole community and we love our vibrant, diverse mix of families, children and staff.

We have a vision for our school which goes back to our move to Farnborough Place in 1962, when 'Learn to Live' was introduced as our school motto. The current version, while having evolved, still underpins everything we aim to do, grounded in our Christian foundations inspired by the famous words of Jesus which feature in the Gospel of John (10:10): *'I have come that they may have life, life in all its fullness'.*
Together, our history as a school and our Christian foundations have come together to give us our vision of 'learning and living life in all its fullness.' This is a mission we truly believe in as it covers our social and moral interactions, our spiritual, cultural and academic learning, and our ambition to cover every curriculum subject in as much depth as we can as a primary setting.

Underpinning our vision and grounded by theological reference, we have a set of six core values. Together with our vision, they inform we way we learn, live and seek to act as a whole school community. It is these values which we celebrate in our Friday celebrations and which connect all our undertakings both in and out of class.

Celebration: Living life with joy and appreciation; learning to rejoice in the achievements of others and showing gratitude for all that we have.
'Be thankful in all circumstances' (1 Thessalonians 5:18)

Collaboration: Learning the roles that we can play and living them out to bring fullness of life to our class, school and wider community. Supporting one another to be our best selves.
'Two are better than one; if either of them falls down; one can help the other up' (Ecclesiastes 4:9-10)

Respect: Living our lives with kindness and compassion and learning to live with open hearts and minds. Loving each other and ourselves in all our fullness.
'So in everything, do to others what you would have them do to you' (Matthew 7:12)

Responsibility: Learning to lead by example and living to serve others. Modelling kindness and care to one another and ourselves, for our environment and our wider world.
'Do everything in love' (1 Corinthians 16:14)

Service: Learning to use our gifts to bring happiness to others and living life with others before ourselves. Volunteering our time to bring life in all fullness to our local and global community.
'Each of you should use whatever gift you have received to serve others' (1 Peter 4:10)

Truth: Learning to show honesty and friendship through life in all circumstances. Living life with integrity, guided by our values and staying true to ourselves.
'An honest answer is a sign of true friendship' (Proverbs 24:26)

For more information about our history, beliefs, vision and values, please see our website.

Visits

Occasionally, children will visit places of interest in the locality or further afield. This will be as part of the topic work they are doing, and we may ask for parents to come along to help with supervision. In order to make external visits, we usually need to ask for a 'voluntary contribution'. This covers the cost of transport (where appropriate), entrance and insurance. Unfortunately, the school budget is very tight and we do not have the funds to pay for school trips for every class. We continue to review each trip each year and aim to source value-for-money experiences and travel arrangements as external learning is a really valuable and memorable time for children.

Water

We encourage pupils to drink at frequent intervals throughout the day. All children should have a named water bottle for this purpose. We encourage children to drink more after physical activity or during hot weather and refills are always possible. Drinking bottles must contain only water- not flavoured water or squash.

Writing – at school and home

We aim to move towards cursive writing as children move through Year 3. Whatever style of writing use, we work hard with children to uphold a high personal standard of presentation in their work. By the time they arrive, using capital letters and full stops to demarcate sentences is an absolute necessity and we are grateful for your support in reminding children that any writing should have care and pride taken over it, including with punctuation and the correct spelling for words which children are familiar with at their level.

You….

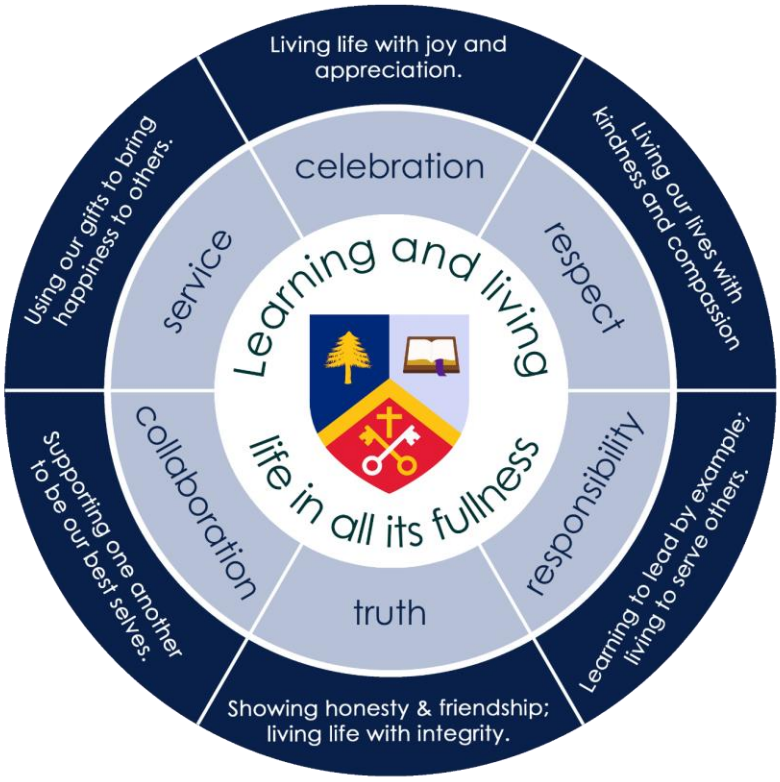
…are the most important people in your child's life. You know them best and we will be most effective if we can work together as partners in your child's education. Please keep us informed of anything, no matter how small, that you feel may affect your child and influence their time at school.

Zzzzzzzzzz

……. the end of a happy school day!
Even after 3 years at infant school and potentially nursery before that, children are still likely to be tired when they come home. While we have talked about homework, high expectations and independence across this guide to school life, don't forget to build in time to relax and wind down- living a life in all its fullness involves having time to wind down too!

If you have any questions about anything in this booklet or indeed anything not in it, then please come and ask straight away. We are always here to help and advise.

Together we will make a great team;
we look forward to working closely with you!



A copy of this document can be found on the school website: www.stpeterscofejuniorschool.co.uk

Additional paper copies can be requested from the school office.

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