



St Peter's School Handbook



St. Peter's School
La Rue du Presbytere,
St. Peter
Jersey,
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School Staff 2021

Leading Headteacher:	Mrs Vicki Charlesworth
Head of School:	Mr David Cronin
Key Stage Managers:	Mrs Sue McDermott (KS2) Mrs Sarah Brown (KS1) Mrs Fiona Brady (EYFS)
School Secretary:	Mrs Leisha Shorto
Educational Needs Co-Ordinator (ENCO):	Mrs Fiona Brady
Teachers:	Mrs Fiona Brady Miss Jenna Gallichan Mrs Sarah Brown Mrs Emily Hopkins Mr Bryce Robinson Mrs Rhiannon Hayton-Hughes Miss Zoe Banks Mrs Sue McDermott
Nursery Officers:	Mrs Linda Walters Miss Pia Young
Teaching Assistants:	Mrs Amanda Allison Mrs Tina McLean Mrs Kate Hart Mrs Loretta Cullinane Miss Rochelle Allison Mrs Cindy Turmel Mrs Clare Nolan Mrs Marta Diaz Blazquez
Lunchtime Supervisors:	Mrs Hayley Steel Mrs Miranda Claire
Breakfast Club Manager:	Mrs Loretta Cullinane
Caretaker:	Mr Geoff Laffoley
Cleaner:	Mrs Maria Clemente

The Curriculum

The school's curriculum spans the Foundation Stage, Key Stage 1 and Key Stage 2.

The Early Years Foundation Stage (Reception and Nursery) includes the following areas of learning: communication, language and literacy, mathematical development, knowledge and understanding of the world, creative development, physical development, and personal, social, and emotional development. Structured play as a medium for learning is an important part of the young child's learning experience and development. Outdoor learning is also a key component of our provision.

Key Stage 1 (comprising Year 1 and Year 2) builds on the structured play of the Foundation Stage and introduces more formal learning alongside cross curricular opportunities.

Key Stage 2 (comprising Years 3, 4, 5 and 6) continues to develop knowledge and skills in a range of subject areas, with continued cross curricular links.

Curriculum areas are:

English Mathematics Computing
Science History Geography
Religious Education Art Design and Technology
Music Physical Education French (Years 3-6)
Personal, Social & Health Education

Musical Instruments

In addition to the normal music curriculum, peripatetic music staff from the Jersey Music Service (JMS) come into school to offer instrumental lessons. If children wish to play either string, reed or brass instruments, the offer of tuition is given in the summer term to the age group considered appropriate, e.g. Year 3 is considered the best time to start learning to play the violin whilst many wind instruments are best left until Years 5 and 6 due to dental development. Children requesting tuition on specific instruments are carefully assessed by peripatetic music staff before being offered lessons.

Out of school activities

A variety of after school activities are offered throughout the school year for different age groups. These change termly and include football and netball. These activities can only run thanks to the goodwill of the staff involved. There are also a number of paid clubs, run by outside organisations.

School visits and residential trips

It is a priority at St Peter's to move the children's education out of the school into the community and environment. School visits within the island are planned into the curriculum using our wonderful island resource for history, geography, science and cross-curricular stimulation. Although parental permission is not required for trips during curriculum time, we will always inform you of these. Full risk assessments are made before any trip.

During the school year various residential visits are arranged for Years 4, 5 and 6:

Homework and Home learning Tasks

Current research supports the following:

- Homework develops links between home and school.
- Homework allows parents to play a leading role in their child's education.
- Homework helps children understand that 'work' is not just confined to school.
- Beyond reading, spelling and times tables, homework at primary level has little impact on progress or attainment

Home Learning Tasks

Homework is anything that children do outside the normal school day that contributes to their learning. Homework encompasses a whole variety of activities instigated by teachers and parents to support children's learning. We believe that parents are their children's primary educators and that we must therefore work in partnership with parents. We acknowledge that children's learning and development is greatly enhanced outside the school environment. We provide Home Learning Tasks each term to support the curriculum of your child. These tasks range in subject and are optional. All these activities and many more will all help children to learn and develop essential skills and contribute to their knowledge and understanding of the world.

What homework is set by the school?

Reception Sharing a book with a parent Levelled reading book Letter recognition cards High frequency word cards
Year 1 Sharing a library book with a parent at least once a week Reading their guided reading book every night High frequency word cards
Year 2 Nightly reading Weekly spellings Rapid recall of 2,5,10 x tables
Year 3 Nightly reading 15 mins Weekly spellings Times Tables practice
Year 4 Nightly reading 15 mins Weekly spellings Times Tables practice
Year 5 Nightly reading 15 mins Weekly spellings Times Tables practice
Year 6 Nightly reading 15 mins Weekly spellings Times Tables practice

Times tables are not marked by teachers as it is purely practice and not an effective use of their time. It is a parent's responsibility to check that homework is completed correctly and to sign the reading record daily.

Special Education Needs

Our priority is to make sure children experience high quality teaching in the classroom, adapted to different levels of ability and learning styles.

As an inclusive school we ensure all pupils have equal access to the curriculum. In discussion with class teachers and parents, a minority of children are placed on our Special Needs Register and additional help allocated. Every effort is made to support children if they need extra help. Most children identified, need this support for a short time only. Parents are contacted immediately if a child's learning development or behaviour is causing concern. Equally if a parent is concerned, they should see the class teacher as soon as possible.

Teaching staff at St Peter's School are trained in differentiating for the needs of pupils ranging from the very able to those with learning difficulties. Learning is planned to provide for the development of skills across this range. Teaching Assistants are effectively used to help cater for the wide range of needs. Where required, we provide pupils with specific intervention programmes. These are in place for children with Emotional and Behavioural Difficulties, Specific Learning Difficulties, Speech and Language problems and Occupational Therapy needs. The Educational Needs Co-ordinator (ENCo) works closely with staff when devising Individual Learning Plans (ILPs) for pupils with special needs, where appropriate. Such support will either be individual, or group based depending on the type or severity of need.

Children who have complex special needs may require a full assessment of their educational needs. When we seek to do this, we always fully involve the parents from an early stage. This procedure involves the Educational Psychologist, and invariably other professionals such as Occupational Therapists or Clinical Psychologists when assessing the child.

The ENCo liaises with the Educational Support Team (EST) based at the department for Children, Young People, Education and Skills about those children who require more specialist support or referral.

Positive Behaviour and Promoting Diversity

We work hard to be a happy and a safe school, which actively looks for the positive and recognises helpful behaviour.

We have a comprehensive Positive Behaviour Policy. This policy supports our school ethos, including our expectation of quality work and behaviour.

The school and class expectations and rules, which are developed with the children and published in school, also support our ethos. The rules are:

- We are polite and respectful
- We are safe and caring
- We Are Honest
- We work hard and keep trying (we can't do it yet!)

School staff are positive, fair and consistent when dealing with any issues related to behaviour. We have clear strategies for rewarding expected behaviour and discouraging inappropriate behaviour.

The issue of bullying is very subjective and sensitive. We do everything in our power to ensure that any incidents reported are dealt with quickly and fairly. Please help us by informing us of any concerns you may have immediately.

Our Commitment to Equality

We are committed to promoting diversity, eliminating discrimination and advancing equality of opportunity. The Equality Law (2010) states that it is against the law to discriminate against anyone because of:

- Age
- Disability
- Gender
- Gender identity
- Marriage and civil partnership
- Pregnancy or maternity
- Race
- Religion or belief
- Sexual orientation

St Peter's welcomes everyone from all walks of life and everyone must celebrate and welcome all others in our school. By tackling all kinds of bullying, we believe that children will attain more at school and our community will be happier and more successful.

School House System

At St Peter's we have a school house system. We have four school houses – Rozel, St Brelade, St Ouen and Greve de Lecq. All the children across the age groups are split into these houses. Siblings are always put in the same house. Children are awarded coloured pebbles, or house points, for kindness, helpfulness, politeness and achievement both in and out of school. Each half term the winning house is rewarded. Each House has a House Charity for the year, these are voted in by the children and reflect local, national and international charities.

Our Partnership with Parents

Parents and school

Contact between parents and school is essential. It provides a means for two-way communication; it enables parents to tell teachers of problems or worries and to avoid misunderstandings, while providing opportunities for teachers to inform parents about ways of working, progress, general behaviour and so on.

Parents on Outings

Children are often taken out on visits linked with their curriculum and help is appreciated to accompany large groups on these outings. This help need not be limited to your own child's class.

PTA

At present, any parent can join the PTA who meet to plan events. Recent fundraisers have included a Christmas Fayre, School Walk, Movie Nights and a School Disco. There is a parent representative from each class. Please ask who your rep is so that we can introduce you. These change each year to allow several parents to contribute over the years.

Reporting to Parents

Parents are asked to attend appointments with class teachers twice during the school year so that they can be informed of their child's progress and are able to discuss with the teacher any problems or worries. The first occasion is early in the school year, usually October, when the class teacher will discuss with parents how they can best offer support at home. The second meeting is in the Summer Term, to review targets outlined in the annual report.

Annual Reports

A written report is sent home to parents of all children midway through the Spring Term. The report contains brief summative statements about the child's attitude and learning skills and curriculum coverage. The report also includes targets for English and Maths. If parents have any concerns or require any clarification on reading the report, they are asked to make an appointment with the class teacher. Please remember that any problems or queries can be discussed with the school staff at any time. Minor problems or worries are often easily resolved if tackled early so please let us know if you or your child is unhappy or anxious about any aspect of school life. In the first instance, parents should share concerns with the class teacher. If they are not satisfied with the response, or require further clarification, the Key Stage Managers are the next staff members to approach. Following this, the concern may be addressed by the Leading Headteacher or Head of School, at a policy and procedures level. This procedure is outlined in our 'Comments, Compliments and Complaints Policy' which can be found on the school website.

St Peter's Home School Agreement

We believe that parents have a fundamental role to play in helping children to learn. We believe that we have a responsibility to parents and that they have a responsibility to support their children and the school in developing and optimising their child's learning and development. Below you will find the St Peter's Home School Agreement. This agreement clearly outlines our responsibilities to you and yours to the school.

The school will endeavour to:

- Safeguard the children's physical and social wellbeing at all times, and to foster feelings of confidence, self-worth and belonging.
- Deliver a balanced and carefully planned curriculum which meets the needs of individual children.

The school will foster good relationships with parents by:

- Having an 'open door' policy – no problem is too small for our attention.
- Ensuring that parents and families are supported in their role and get the appropriate help or referral to other agencies if necessary.
- Remembering and being very sensitive to the difficult role of parenting and the balancing of life and family issues.
- Adopting a non-judgemental and non-confrontational approach when dealing with sensitive issues.
- Establishing an ethos of mutual respect.
- Ensuring effective communication.
- Guiding and encouraging and valuing their opinions, concerns and contributions.

The school will keep parents informed by:

- Speaking to them immediately if we have any concerns whilst ensuring a balance between positive and negative feedback.
- Sending class information to parents at the start of each term.
- Sending a fortnightly newsletter.
- Holding bi-annual consultation meetings with parents.
- Issuing an annual written report.
- Holding parents' meetings and forums to consult and explain plans, strategies or curriculum as appropriate.
- Giving guidance as to how to support their children with homework.

We expect parents to:

- Ensure that their child has the best attendance and punctuality record possible.
- Ensure that their child is equipped for school with the correct uniform and equipment as requested
- Do their best to keep their child healthy and fit to attend school.
- Inform school if there are matters outside of school that are likely to affect a child's performance or behaviour at school
- Encourage a positive and independent attitude to homework.
- Buy in to our ethos of mutual respect.
- Promote a positive attitude towards school and learning in general.
- Monitor internet use at home, and support the school in tackling cyber bullying

The Children

The school caters for the full primary age range plus a nursery (3+ to 11+ years), within 8 classes.

School Dates

School dates for the year are available online at the www.gov.je website. This link can be accessed from the school website. The school office keeps a record of these dates and they are also published in newsletters. Key dates are added to our calendar on the school website.

School Times

The school day is from 8.45 a.m. to 12.00 noon and 1.00pm to 3.00pm

Children and parents in KS1 are welcome to enter school from 8.30 a.m.
KS2 children are strongly encouraged to enter independently, without an adult.

A teacher is on duty for fifteen minutes at the beginning and after the end of the day. Reception children can be collected from their classroom.

Older children stand inside the school gates waiting to be collected. If the weather is wet the children may be collected from the classroom doors.

Children are not permitted to leave the premises unaccompanied unless their parents have requested in writing that they go home on their own.

Children are not permitted to cycle to and from school unless they have the written permission of their parents or are accompanied by a parent.

Breakfast Club

The school also runs a breakfast club which operates from 7.30am. The club is run by our Manager, Mrs Cullinane, for a limited number of children. There is a daily charge for this provision which includes breakfast. If you are interested, please contact the main office. Families are invoiced monthly in advance and booking is essential.

Contacting School

If you need to telephone the school for any reason, please use the following numbers:

Telephone: 01534 481536

Email: admin@stpeter.sch.je

General enquiries Contact the school secretary, Mrs Shorto who is available from 8.00am. to 3.30pm.

Attendance

Parents are responsible for their child's punctual and regular attendance at school. It is important that children are in class, ready to start work, at 8.45am. Good attendance and punctuality really help your child to get the best from their education and have a settled time at school. The school values the positive attitude that parents and carers have towards attendance and the enthusiasm that children show to be ready for school on time. Attendance is monitored by a central Educational Welfare Officer and any queries are followed up. A record of your child's attendance for the year is included with their annual report. Children should be collected before 3.15pm, when the staff duty finishes. Late pick-ups are also recorded and monitored by the school, with a referral to the Education Welfare Officer if this is a regular occurrence.

Notification of Absence

If a child is absent from school, we require a telephone call or email from you to inform us as soon as possible, including the reason for absence. We expect a message or telephone call on the first day of absence before 9.15am. For safety reasons the school's electronic attendance system will email the parent after 9.15am if a child is absent and we have not been informed.

Requests to Attend Appointments

If your child has a hospital, dental or doctor's appointment please notify the class teacher several days in advance, if possible. It is preferable that a child should miss only part of a morning or afternoon session rather than a whole one where this can be avoided. When you come to collect a child for a medical appointment, we ask that you go to the office and not straight to the class, so that we know when children have left the school and when they have returned.

Leave during Term Time

The Department for CYPES does not, at any time, support leave during term time, however, in exceptional circumstances head teachers have the discretionary power to grant leave in accordance with this Policy. Parents are requested to write to the Headteacher to request leave in term time. Each case is considered carefully. If the request does not meet the criteria for 'exceptional circumstances', the leave will be recorded as 'unauthorised'.

Health and Medical Matters

During their first year in school all children have their height, weight, vision and hearing checked by the school nurse service. Full notification of this is given to parents.. The Dental Service also visits the school but parents are also encouraged to phone the School Dental Clinic at the General Hospital to arrange more regular check-ups for their children.

Medicines in School

The school will not normally undertake to store or administer medication to children during school hours. However, in extreme circumstances and at the discretion of the headteacher, parents can request that medication be administered. Any such request must be made in writing giving precise details of the time and dose to be administered. A copy of the 'Medicines in School Policy' is available on request and on the school website.

Inhalers & Autoinjector (Epipens) Pens

The one exception to the above policy is that of inhalers and Epipens. Children who require an inhaler and/or Epipen for asthma and allergic conditions must keep them in class with them. This encourages independence and responsibility of use. Parents should inform the child's teacher of the need for an inhaler/'Epipen'. The teacher and child will decide together the best place for the inhaler/Epipen to be kept in the classroom during the day. It is the parent's responsibility to ensure that all inhalers & Epipens are within date. An off-site visit may be refused if a child does not have an inhaler in school. For any autoinjector pens it is necessary for two to be provided in the event of an emergency.

Infectious Diseases

It is very important that children who have infectious illnesses, such as gastro-enteritis stay at home until the condition is completely clear. Department of Health advice states quite clearly that children who suffer from diarrhoea or vomiting should remain at home for 48 hours after the last bout. This is to minimize the risk of infection to other children. If your child is suffering from any of the common childhood illnesses such as Chicken Pox or German Measles please let us know so that other parents can be informed that there is a case within the school.

Head Lice

Unfortunately, it is a fact of life that children in our society often become infected with headlice. For this reason we insist that children with shoulder length hair or longer wear it tied back. The control and detection of head lice is not the school's responsibility, but parents are contacted if it is noticed that their child has head lice. It is important that you check your child's head and comb it through with a fine-tooth comb regularly at home. Please inform school if your child has eggs or lice, so that we can be vigilant together. Guidance on the prevention and treatment of head lice are available from the School Nurse at Le Bas Centre. In addition, the NHS Choices website is recommended by the School Nurse Team www.NHS.uk

Sun Safety

For sun safety please send your child to school with a sunhat and apply sun cream on appropriate days. Only a full sun hat is acceptable, no visor only hats please.

First Aid

We have several fully qualified First Aiders on the staff. Should your child be injured whilst in school a First Aider will examine him/her and decide whether medical intervention is required. If this is the case you would be contacted immediately. Any parent whose child receives a bump to the head during school hours is automatically informed by email with an accompanying phone call if required. In order to fully support your child, please let us know if he or she has any medical needs whether temporary or long term. Please do not hesitate to contact us if you have any concerns or queries about medical matters.

School Uniform

Please see the separate leaflet giving full details of the school uniform which can be purchased from JSSK at Les Quennevais.

Mobile Phones

Mobile phones are not allowed in classes at school. If you wish your child to have a mobile phone with them for a particular day, please arrange to hand the phone to the school office at the start of the day. It will be switched off and your child can collect it at the end of the school day.

Precious items

Children must not bring precious (sentimental or valuable) items into school. These items include toys, jewellery, electronic games etc. The exception to this is when it has been arranged that such items can be brought in for special assemblies or lessons. In this case the items can be kept safely. At no other time will the school be held responsible for precious items.

Lunchtimes

The school remains open during the lunchtime and the midday break lasts for 60 minutes. 25 minutes of this time is spent eating lunch and the remainder of time is spent playing outside. Most children eat their lunch in their classroom under the supervision of a teacher or lunchtime supervisor. To help us have happy lunchtimes please consider the following:

- We advise that you provide your child with a lunchbox; many examples of which are available in the shops. These are then stored on shelves in the classroom until lunchtime. As we do not have refrigeration facilities, we recommend an ice-pack is added.
- Only provide enough food for your child to eat during the time available. We encourage the children to eat as much as we feel they can manage and they take home the remainders to give you a guide as to how much they are eating
- If you provide a yoghurt or similar, please also provide a spoon.
- Children are not to eat, sweets or drink fizzy drinks at lunch or break time. No glass containers or bottles please.
- As we have several children in school with severe nut allergies, we ask that you do not provide your child with peanut butter or other nut containing snacks.
- We have positive rules and expectations for the children when they are eating at the table and playing with other children.

Playtime snacks

Please ensure that you provide your child with a healthy snack to have at playtime. No nuts or sweets should be provided. We suggest fresh or dried fruit or vegetables.

Water

We ask that you provide your child with a named bottle of water for drinking throughout the day. There is growing evidence about the benefits to health and concentration of drinking sufficient water. Bottles are kept handy in the classrooms and children are allowed to drink at anytime during the day and are reminded to do so.

Forms

When your child starts at school there are a series of forms that parents are asked to complete for school and health records. These include:

- An indication of who has parental responsibility
- Pupil information and emergency contacts
- Data protection permission
- Medical check and screening forms
- A copy of your child's birth certificate
- Permission for class visits, including coach or minibus transportation
- School closure arrangement

Change of Address or Circumstances

It is the parents' responsibility to let us know immediately of a change of address or telephone number. A mobile telephone number is also very useful for direct and emergency contact. It is also important for us to be aware as soon as possible of any information or situation that may affect your child at school.

Special Arrangements for Collecting Children

Please notify your child's Class Teacher or the main office if someone different is collecting your child from school or the mode of collection changes. Please endeavour to do this as early as possible, school is a busy place and taking and passing these messages onto children and staff detracts us from our core purpose.

Worries and Concerns

It is vitally important that you let us know immediately if you or child has any worries or concerns however trivial they may seem to you. Little worries very quickly assume huge proportions in a child's mind if they are left unresolved. Likewise, if circumstances within the family are difficult or stressful for whatever reason, do let us know in the strictest confidence. In this way we can keep a closer eye on and provide extra support for any child who is going through a difficult time. Correspondence in the first instance by email is acceptable, but we prefer face to face meetings so that communication cannot be misinterpreted. For your information, staff are not expected to email out of working hours.

If we are concerned for any reason, we will contact you immediately to discuss the matter.