

St Peter's Catholic Primary School

Sullington Way, Shoreham by Sea,

West Sussex. BN43 6PJ

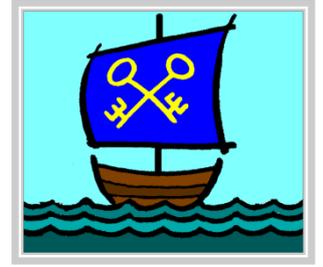
Tel. 01273 454066

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Email: office@stpetersshoreham.co.uk

Website: www.stpeterscatholicprimary.com

Headteacher: Mrs K Crees, MA B.Ed (Hons)



14th September 2020

Dear Parents

Welcome Back!

We all hope that you are rested and ready for the year ahead. The children have made an excellent start and are working hard. Hopefully, they have begun to settle with their new class teachers and teaching assistants. Please remember that we maintain an open door policy at St Peter's, so there is always someone ready to answer your questions. Unfortunately, at the moment, we are unable to welcome parents in to school so if you do have a concern or query, in the first instance please either telephone the school office (01273 454066) or email office@stpetersshoreham.co.uk

It is important that we welcome our new children. Reception have made a great start to their time with us. They really are brilliant and have been extremely brave. Hopefully, they are not too tired when they get home.

Please can I remind you all that the children need a St Peter's PE kit in school throughout the week. This must include the navy St Peter's top and plain, navy shorts. The children can choose to wear plimsolls or trainers. We request that all children have a separate pair of suitable shoes for PE and Games. Please can you ensure that all kit is labelled.

Finally, I must thank our amazing team for all of their hard work over the summer break. Mr James has made an excellent job of our premises to ensure everything was start of term ready. We are very grateful to him. The teachers and support staff have been in preparing the classrooms and clearing the decks to make the rooms ready for action.

As the start of the term is now under way, I have outlined below some key information that you might wish to look at and hopefully find useful.

Communication with Parents/Carers – Important, please read!

Emails will be sent from our school website communications package. The email will show as being sent from St Peter's Catholic Primary School. Please do read them! Emails will be our main method of communicating with parents.

We will also be using Marvellous Me to communicate with parents so please make sure you have downloaded and signed up to this. This is a very popular method for teachers to send messages about the things that the children have done in class.

Please ensure that we have your up-to-date email and mobile numbers – please let Mrs Matthews in the office know if there are any changes to the information we have.

Data collection sheets will be sent out as soon as possible for you to check and amend the information we hold regarding your child(ren).

If you haven't already done so, please have a look at our new website. Domain name is the same – www.stpeterscatholicprimary.com We hope you will find the new website easy to navigate and find the information you need. As part of the new website and communications package, we have a new app. Please see information on the next page on how to download the app etc. We will be putting more information on the app within the next few days and weeks so please bear with us. Please “allow notifications” on your phone for the app as from time to time we will be sending important messages via the “latest news” page.

How the app Works

Firstly, you will need to download the app from either the [iTunes App Store](#) or [Google Play Store](#) by clicking on the relevant buttons below or by loading up the app store on your phone and searching for ‘**School News**’.

Once you have located and downloaded the free app, launch the app and you will then be able to either click on the ‘**Find my school**’ button which uses the phone's GPS to locate all the schools in the surrounding 20 miles, or you can type in the school's postcode and click on ‘**Get my school**’ button.

The school's postcode is: **BN43 6PJ**

You will then see a list of schools that use the app. Click on the school you wish to view news & events for.

You will then be able to click on the ‘**News**’ button to view all of the latest news items that have been added to the school(s) you have selected and also all of the upcoming calendar events by clicking on the ‘**Events**’ button.

Clicking on ‘**My Schools**’ will display a list of schools that you view news and events for. Clicking on one of the schools will display the school address, telephone number and email address which you can click on to either phone or email the school directly from the app.

Online Payment System

We will be using the sQuid online payments system for all school trips, breakfast club bookings etc.

New parents will have received an email from “no-reply@squidcard.com” with the details of your child's online sQuid account and giving you details of how to register for a sQuid account. Please do this as soon as possible as school trips will be put on the system.

Easyfundraising

We use an online shopping forum “Easyfundraising”. There is an App which you can get – <http://efraising.org/F9uaol6LHb> or when shopping online if you google Easyfundraising and from their site go to the online shop you want to purchase from. There are thousands of retailers on the Easyfundraising site and it doesn't cost you any more to use the site and the school benefits. Last year we raised over £100.00 using Easyfundraising and it would be fantastic if we could match this again this academic year.

Sunrise Breakfast Club

Our very popular breakfast club runs Monday – Friday 7.45 – 8.45am. Sessions MUST be booked in advance via sQuid – cost is £3.50 per session to include a healthy breakfast. Please contact Mrs Matthews for further information. We will be unable, for the foreseeable future, to offer ad-hoc sessions.

Best of Buddies After School Club

Best of Buddies currently run our after school club from 3.51 – 5.15pm Monday – Friday. Please email bofbuddies@gmail.com for further information.

Illness/Absence

May I remind you that –

- If any child is sick/unable to attend school, the office needs to be notified before 9.15am on the first day of absence by phone. We use the “Studybugs” app for parents to notify us of a child’s absence. If you don’t already have access to this, please download it from the relevant app store. Alternatively, please either email (office@stpetersshoreham.co.uk) or phone (01273 454066) the school office.
- If a child has vomited or had diarrhoea, they should be kept off school for at least 48 hours after the final occurrence.
- We aim to minimise the risk of illnesses/infections being passed on and, for the welfare of all children, staff and visitors, please keep your child at home if they are not well enough to attend school.
- From 1st September 2013, Government legislation requires that no absence in term time will be authorised, except in exceptional circumstances. If you require further information concerning this, please contact the school office.

Covid Guidance

If your child has either –

- 1) A new continuous cough
- 2) A fever/high temperature over 38 degrees C (using a thermometer)
- 3) A complete loss or change of smell or taste

Please **do not** send your child to school. You **must** keep your child off school and at home. Speak to 119 or go to the website www.gov.uk/coronavirus and arrange for a test to be done. Your child and your household must self-isolate until you have the result of this test. If the test is negative your child can return to school as soon as they feel well. If the test is positive your child will need to self-isolate for 10 days and the rest of the household for 14 days.

If your child has either –

- 1) A runny nose
- 2) A sore throat without a temperature/fever
- 3) A mild cold

They can go to school as normal

Head Lice

Please check your own child(ren)’s hair regularly (at least twice a week – we suggest Mondays and Thursdays) and inform the school office of any head lice. Once advised, a text message to parents and general note will be sent to all children in that class. Regular combing does help keep head lice at bay, as does tying back children’s hair. We would ask that children with hair long enough to be tied back do so. We are unable to exclude children who have head lice as schools are required to be inclusive and I would urge everyone to participate in our recommended policy of checking hair every Monday and Thursday and applying treatment if required. If everyone does this, it will help enormously in reducing the number of incidents of head lice, which in turn minimises stress for both children and parents/carers.

Medicines

Just to remind you that –

- There is no legal duty which requires school staff to administer medication – this is a voluntary role.
- School staff will, on occasions, administer non-prescription medicines to children.
- Any medication prescribed for a child may be accepted for administration provided it is handed in to the school office in it’s original packaging and clearly named and the appropriate form is duly completed and signed.
- Throat sweets – we do not allow boiled sweets in school because of the risk of choking and we discourage the use of throat sweets by young children. If, however, you consider that your child needs throat sweets then these should be handed in to the office before school in the original packaging and clearly named. The throat sweet may only be sucked by your child in the office under supervision at breaktime or lunchtime – not during class time.
- Any queries or concerns regarding the administration of medication in school can be raised with Mrs Matthews in the school office.

Healthy Eating

We continue to promote healthy eating in school and would respectfully request that you provide your child with a portion of fresh fruit/veg for their mid-morning snack. Fruit/Veg is supplied in school free of charge to Reception and Years 1 and 2. Please note that fruit bars are not an acceptable substitute.

If your child has packed lunch, please be aware that we operate a “No Nut Policy” so please do not include any nut products in your child’s lunch. Also, packed lunches should not include sweets or chocolate etc.

Water bottles are available from the school office (£2.00) and children are encouraged to drink water regularly throughout the school day.

School Uniform

I would like to take this opportunity to gently remind you why we are committed to school uniform –

- It demonstrates a strong community identity as pupils of St Peter’s Catholic Primary School;
- It removes peer pressure about wearing the latest fashions and, in the longer term, it is cheaper to have school uniform.

It is important that polo tops and jumpers have the school logo on them. I would hope that parents/carers and children understand and support our uniform policy. Also, please ensure that your child’s uniform, outdoor clothing, lunch box etc are named so that any missing items may be reunited with your child. Trainers can be worn until October half term. We are currently unable to accept items of second hand school uniform.

A copy of our School Uniform Policy is included at the end of this letter.

Mobile Phones

If children bring a mobile phone in to school it **must** be clearly named, turned off and handed in to the school office before the start of the school day. Children may then collect their phones at the end of the school day. We recommend that the phone is put in to either a named envelope or plastic bag at home for safer storage at school.

Sullington Way

As you will appreciate Eastern Avenue and Sullington Way can easily become very congested at the start and end of the school day. We actively encourage parents NOT to bring their cars in to Sullington Way but to park in one of the surrounding roads and then walk the rest of the way. However, if you do park in one of the other roads near the school, please be considerate of residents and don’t park on grass verges, across driveways etc. Also, please do not park on street corners as this hinders visibility for other drivers. There is also parking available in Buckingham Park which is only a short walk away. Please help us to help keep you and your children safe.

Please do not hesitate to contact me if you have any concerns.

Yours sincerely

K Crees

Mrs K Crees

Headteacher

Calendar Dates – 2020/2021

Please see our website – www.stpeterscatholicprimary.com – for dates of events happening at the school. Dates are subject to change, depending on the current situation, so please bear with us if we have to amend things at quite short notice.

Inset Days 2020/2021

Thursday 3rd September 2020

Friday 4th September 2020

Monday 2nd November 2020

Monday 4th January 2021

Monday 22nd February 2021

SCHOOL UNIFORM POLICY

Pupils at St. Peter's have always had the tradition of wearing a distinctive uniform, as this encourages a sense of identity and pride. We expect that all parents who accept a place at St. Peter's will ensure that their child wears the correct uniform.

Girls

Winter Navy blue pinafore dress, skirt (of an appropriate length, e.g. knee length) or smart trousers (not jeans or leggings). Navy blue school sweatshirt or cardigan embroidered with school logo. White polo shirt with embroidered school logo, sensible shoes and socks.

Summer Yellow and white gingham dress, navy blue school sweatshirt or cardigan embroidered with school logo, sensible shoes or sandals and socks. (Summer uniform to be worn from Easter until October half term).

Boys

Winter Grey smart trousers or shorts, navy blue school sweatshirt embroidered with school logo, white polo shirt with embroidered school logo, sensible shoes and socks.

Summer Grey smart trousers or shorts, white polo shirt with embroidered school logo, sensible shoes or sandals and socks. (Summer uniform to be worn from Easter until October half term).

All children

Games Navy blue gym shorts, navy blue shirt embroidered with the school logo, plimsolls (for indoor use only) and socks.
For outdoor use, navy tracksuit or warm sweater and jogging trousers and sports trainers if possible.

Footwear must be black for boys (plain black trainers are acceptable, boots are not). Black or blue shoes for girls; sensible sandals or white shoes are acceptable in the summer. In order to keep the school as clean as possible, we ask that shoes should not have a heavy tread as these bring in large amounts of mud.

Children's coats, anoraks, fleeces etc. are for outdoor use only and are not to be worn around the school.

The wearing of nail varnish in school is not permitted.

Please ensure that all the children's clothing and other belongings are clearly named.

Most items are available from local department stores. Sweatshirts, polo shirts and school fleeces, embroidered with the school logo, are available from:-

First4uniform
32 North Road
Lancing.
Tel. 01903 751181
www.1st4uniform.co.uk

Our school uniform is also available to purchase online at *Get Me Kitted* - www.getmekitted.com/st-peters-40-c.asp

STATEMENT ON THE WEARING OF JEWELLERY

We do not allow jewellery or other expensive items to be brought into school. For reasons of health and safety, it is the policy of the school that no jewellery should be worn by pupils during the school day.

There are two exceptions:

- For newly pierced ears, studs may be worn. In P.E lessons these should be covered with micropore tape, which should be supplied from home.
- Jewellery may be worn in exceptional circumstances, such as where the items have a religious or cultural significance or are worn for medical reasons. Parents should apply in writing to the Headteacher in these circumstances.

Watches may be worn but must be removed for P.E.

If a child does wear jewellery to school, other than in the above two exceptions, they will be asked to remove it and take it to the office. It will then be placed in an envelope to be collected by an adult at the end of the school day.

Emergency Information for Parents/Carers - September 2020

This sheet contains important information about what will happen should an emergency arise at St Peter's Catholic Primary School. Please read it carefully and then keep it safe.

Evacuation from School Buildings

If it is necessary to evacuate the buildings for any reason, the children are first taken out to the school field. The children would then be taken back in to the school building as soon as it is safe to do so. Should it not be possible to return into the school building, the children and staff would be evacuated to St Nicolas & St Mary C E School, Eastern Avenue, Shoreham, from where we would like them to be picked up by parents/carers as soon as possible. You will receive a text message from the school in the event that an evacuation from the premises is necessary.

The school holds half termly drills to practice the evacuation from the school buildings. Occasionally this happens out of lesson time (e.g. before/after school, lunchtimes etc). Should you be at school when such a procedure takes place, please join in and follow instructions. We know that this might potentially cause some inconvenience to you but it is very important that things are done properly to avoid confusion if a real emergency should ever happen. If the alarm sounds while you are on the premises, please proceed on to the field and assemble next to the furthest assembly point.

Under no circumstances, either in a drill or a real evacuation, must a child be removed from the school's site without prior permission from the Headteacher who will make sure that the child is signed out. This cannot be done until AFTER the registers have been taken and all children are accounted for. No child should be taken home from the field or evacuation centre (St Nicolas & St Mary School) without signing them out.

Lockdown Procedure

Should there be a hazard/problem outside the school building, the children would be led to safety in to the main school building and staff would implement the 'lock-down' procedure. The only access into the school in this situation will be through the (locked) front entrance. Be aware that you might potentially be kept away in order to keep access free for emergency personnel. Please don't take offence at this as it might be necessary for the good of all children and staff. The lockdown procedure is signalled by members of staff verbally. Should this happen while you are on the playground, please line up behind the children and then follow them into the school building and await further instructions.

Injuries to children

In the event of a serious injury to anyone, the relevant next of kin are always informed at the earliest opportunity. It is the school's responsibility to do this. If you hear, by any means, that something has happened at the school, you may rely on being contacted directly if your child is involved. Please do not call the school for information as it would overload the schools telephone lines.

Communication with Parents

General information for parents will be made available as quickly as practically possible by one or more of the following means -

- Local Radio Stations (Heart Sussex FM, Splash FM, BBC Sussex, Spirit FM. Juice 107);
- App message and/or email;
- School website - www.stpeterscatholicprimary.com
- Notices posted in the school notice board at the front of the school;
- Individual phone calls to parents as appropriate.

It is vital that you keep the school updated with your emergency contact details (home, mobile and work telephone numbers) - please let us know of any changes immediately.

School Closure

The same means of communication as above are used in the event of school closure (i.e. because of bad weather). If the Headteacher has to make the decision to close the school during the school day, it is imperative that the children are collected at the earliest opportunity.

Thank you.