



St Peter's Catholic Primary School
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Executive Headteacher: Mrs K Crees, MA B.Ed (Hons)
Head of School : Mr M English BA, NPQH

12th September 2025

Dear Parents

Welcome Back! We have missed you and hope that you all have had a lovely summer. The children have been telling us about their holiday adventures. We are thankful that we are all safely back together.

Last week was a busy week. Our friends in Reception have settled in well and we are very proud of them. We also hear that last year's leavers are doing well at their new schools. During the holidays, many of our ex-students got in touch to tell us about their results. Many are off to university and colleges across the UK. It is always wonderful to hear from past students as they are never forgotten.

Smartphone Free School

We have Kate West from ID You visiting us next week to run workshops for pupils in Years Three, Five and Six as well as run a workshop for parents in the evening. The parent workshop is open to parents of children in all year groups. We would love to see as many parents / carers at the workshop as possible, so please do come along - **7:30pm on Tuesday 16th September**. If you are interested in coming, please let Mrs Matthews in the office know. Thankyou.

As the start of term is now underway, I have outlined below some key information for you to take a look at.

Communication with Parents/Carers

Newsletters and other important information are sent out by email. We will also be using the School Gateway app to communicate short messages with parents so please make sure you have downloaded and signed up to this. 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).

There is a school app which can be downloaded from the appropriate app store. Search for School News and then St Peter's Catholic Primary School.

Online Payment System

Everyone should have received details on how to download the School Gateway app. If you haven't already done so, please do this as soon as possible as school trips will be put on the system. After school club and breakfast club bookings will also be done via sQuid.

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 term we raised over £300 using

Easyfundraising and it would be fantastic if we could match this again this term. This is a very easy and regular form of fundraising for the school so please do sign up if you are able to.

Sunrise Breakfast Club

Our very popular breakfast club runs Monday – Friday 7.45 – 8.45am. Sessions MUST be booked in advance via the School Gateway app (clubs section) – cost is £4.00 per session to include a healthy breakfast. Please contact Mrs Matthews for further information.

Best of Buddies After School Club

Best of Buddies currently have availability for sessions at the after school club. Please email Mrs Awedan - bofbuddies@gmail.com for further information.

School Attendance

The Department for Education (DfE) recommends a minimum attendance in school of 96%. This considers an average level for illness or other justifiable reasons for absence. Having taken advice from the Local Authority (West Sussex County Council), we are reiterating that term-time holidays will not be authorised. If your child is considered a persistent absentee, or taking any unauthorised leave will put your child at risk of being classified as a persistent absentee, a referral will be made to the Local Authority. Attendance below 90% is classed as persistent absence and this means your child missing 19 or more days during the academic year. This is roughly equivalent to your child missing 1 day or more every 2 weeks, or around 6 days each term. All unauthorised absence data is shared regularly with the Local Authority and Department for Education. A penalty Notice Fine will be issued if further unauthorised leave is taken.

Punctuality

School starts promptly at 8.40am (gates open at 8.30am) and all children should be ready and seated in class by then as the register will be taken at that time. Any child arriving after 8.40am will need to come via the school office, be signed in and will be formally registered as a late arrival. Please note that teachers are not available to talk with parents/carers before school without a prior appointment as they will be preparing for a prompt 8.40am start. If you need to get a message to a teacher, please come to the School Office and they will ensure it is passed on. Class teachers will respond if necessary at the end of the school day. We would also respectfully request that, after dropping children in school, parents/carers leave the school premises as soon as possible.

The school day finishes at 3.15pm for all children. Parents are requested to leave the school premises promptly unless they have a prior arranged meeting in school. Thank you.

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 or email. You can also use the Studybugs app to notify us of your child's absence.
- 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.
- Government legislation requires that no absence in term time will be authorised, except in exceptional circumstances. Absence request forms are available from the school office and should be completed and returned in the event that you do wish to withdraw your child from school for any reason. If you require further information concerning this, please contact the school office.

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 its 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.

Hot School Meals

Our school meals are provided by Go! Catering. Children in Years R, 1, 2 will receive a free meal under the Government’s Universal Infant Free School Meals scheme. In order for your child to receive a meal, please log on to Go! Catering’s website and register an account - <https://bookings.gocatering.co.uk/> You can also view the hot meals menu on their site. If you have any queries about service, or require support using their online booking system, please get in touch with Go! Catering and they will be happy to help. Their office is open 9.00am – 5.00pm each weekday and they can be contacted via phone on 01444 715268 or email enquiries@gocatering.co.uk

If you think your child is eligible for benefits related Free School Meals, please contact Mrs Matthews in the school office.

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. Please ensure children are wearing plain black school shoes/trainers

Please bring any items of unwanted school uniform to the school office for sale at our PTA second hand uniform sales.

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

Mobile Phones

If children bring a non-smartphone 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.

Sullington Way

As you will appreciate 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 the road 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

M. English

Mr M English
Head of School

Dates – Autumn Term First Half Term 2025

(Please see our website www.stpeterscatholicprimary.com for full academic year dates)

Tuesday 16th September – Year 4 Egyptian Workshop (in school)
Tuesday 16th September 7.30pm – parent workshop re Smartphone use
Friday 19th September – Year 4 visit to Worthing Assembly Halls – Worthing Symphony Orchestra concert
Wednesday 24th September – Year 6 visit to Brighton
Friday 26th September – LPA Academy football day for children in classes
Monday 29th September – Year 2 Pirate Day
Wednesday 1st October – Grandparents Day
Thursday 2nd October – Year 5 visit to Shoreham Fort
Tuesday 7th October – Individual/Family group photos
Tuesday 7th October / Wednesday 8th October - 3.30-6.00pm Parents Evening
Tuesday 14th October 9.00am – Year R Harvest Festival
Tuesday 14th October 2.30pm – Years 1 & 2 Harvest Festival
Wednesday 15th October 2.30pm – KS2 Harvest Festival
Thursday 16th October – Flu Immunisations – whole school
Tuesday 21st October 1.45-2.45pm Year R 2026 open afternoon
Saturday 25th October 9.30-11.00am Year R 2026 Stay & Play session
Monday 27th – Friday 31st October 2025 – Half Term
Monday 3rd November – Children return to school

School Closure Days 2025/2026

Tuesday 2nd September 2025

Monday 1st December 2025

Monday 13th April 2026

Monday 1st June 2026

Monday 29th June 2026

Wednesday 22nd July 2026

PE Days

Year R	-	Wednesday
Year 1	-	Tuesday, Wednesday
Year 2	-	Monday, Friday
Year 3	-	Monday, Wednesday
Year 4	-	Monday (Swimming at Wadurs 15/09/25 – 24/11/25)
Year 5	-	Monday, Wednesday (Swimming at Lancing College 12/01/26 – 23/03/26)
Year 6	-	Monday, Wednesday

SCHOOL UNIFORM POLICY

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. Children are not allowed to have their hair dyed, either with temporary or permanent hair dye.

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:-

The Dropped Stitch
113-115 Victoria Rd
Portslade
BN41 1XD
Tel. 01273 424529

First4uniform
32 North Road
Lancing.
Tel. 01903 751181

For any items of plain uniform that have been purchased, these can be embroidered at –

Pritchards Embroidery
5 Ferry Road
Shoreham by Sea
BN43 5RA
Tel. 01273 452058
(Please note that Prichards do not sell school uniform)

You can purchase our school uniform online from –

My Clothing
<https://myclothing.com/collections/st-peters-catholic-primary-school-5897>

Get Me Kitted
www.getmekitted.com/st-peters-40-c.asp

Pre-Loved Uniform

The school does have a good supply of pre-loved uniform and holds regular sales in the school and online. If any parent is interested in purchasing any items of pre-loved uniform, please contact the school office.

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 2025

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
- 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.



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