



7th September 2016

Dear Parents

Welcome back to St Peter's School and to Michaelmas Term 2016. At last the pupils are back with us! It has been good to see them return so enthusiastically, ready for the exciting year ahead. An extra-warm welcome is extended to all those families whose children have joined the School or Sunnylands Nursery this week.

A good deal of site work was once again completed during the summer break. Lighting has been upgraded throughout many parts of the School, the School electric entrance gates have been improved and there has been new furniture and carpeting in many areas, as we aim to keep our traditional buildings looking fresh and bright without losing their classicism. Some of you may have already noticed that a smart wooden score board has been installed on the school playing field, next to the storytelling area. I am sure this will add to the excitement of this year's House events in Key Stage Two!

The commitment to keeping teaching and learning refreshed and enlivened has seen further new resources woven into the curriculum planning. This year we will be using Discovery Education and Espresso Coding to replace Education City and we have also extended our materials for higher ability maths, as well as building in further online resources for English support. Our Science curriculum has had a major overhaul and I am confident that pupils will love learning with the new resources we have in place. It is very important for established schools to be in a continuous cycle of appraising, introducing, developing and extending to achieve high standards of teaching and learning.

Last year we introduced opportunities to develop pupils' working memories, using new resources especially designed for this purpose. This year, we are keen to raise pupils' awareness of the importance their attitude to learning has upon their ultimate academic achievements. Growth Mindset techniques will be introduced to our children during the course of the year.

The main purpose of this letter is to cover some important 'start of term' information and to provide both a refresher of school routines and an introductory outline of them to new parents. There is some important new information in this communication, so although you may have read versions of it over the years your child/ren has/have been at the School, please reread carefully.

Home-School Communication

Good lines of communication are vital. The School prides itself on maintaining as much of an 'open door' policy as is possible within the constraints timetables and diaries. If you need to contact the School you can do so by email or telephone or by calling into the School Office which is staffed between 8.20am and 3.55pm. There is an answer machine facility for times when the school lines are busy. If you need to see your child's teacher urgently then he/she will be available at the end of a school day unless they are running a club, or already have an appointment booked. Just come to the School Office and the teacher will be contacted. Alternatively, appointments can be arranged if you contact the School Office by telephone or email.

The School also will need to be able to contact you so ensure that we always have your most up to date details and that the telephone numbers you provide us are ones that you will be able to answer should we need to call you.

Being registered on the Parentmail PMX system is a requirement for all School families. Please remember that the School cannot activate parents' Parentmail registration. It needs to be done online by parents. The payment facility attached to Parentmail has also been up and running for some time now. Thank you for quickly adapting to this practice. We are fast becoming a cashless office so please ensure online payments systems are used.

Essential administration

Your child has been given an enveloped data sheet today. Please check, amend and return it to us, ideally by tomorrow. You should also complete and return the attached permission slips. If your child's medical dietary requirements have changed then please advise us in writing. If there is new information regarding allergies then pass this information to us **in writing** as a matter of urgency.

Medical Information

If your child requires asthma inhalers or EpiPen then you will need to ensure that they are in full working order, within date, and that one is with class teacher and one with the School Office. All medicines should be passed to the School Office *by an adult*. Dosage needs to be 'signed for' so it is essential that an adult visits the School Office to leave medicine and to sign for each dosage. Written instructions on administering should be supplied. Class teachers are not permitted to administer medicines, or to keep medicines for the children.

Please check your emails regularly

Most School information including news bulletins will be emailed out as Parentmail attachments. It is not possible for you to reply to a Parentmail email. Instead, email the School on st-petersschool@btconnect.com should you wish to. More immediate updates are sent out as Parentmail texts so please also check your mobile from time to time.

Arriving at school on time

The bell is rung first at 8.30am to signal that it is time for parents to leave the School site as this gives pupils time to separate and then focus on playing with their friends, rather than looking over to see if Mum or Dad are still there. Then the bell is rung at 8.40am for the pupils to line up and walk to the classrooms. At the moment we still have some parents waiting until the second bell, so please support our systems by leaving at 8.30am bell. Please note that if your child arrives after 8.40am then this is regarded as being late and is marked on the register as such. Persistent lateness is not acceptable.

Road Etiquette

Over the years, car sizes have increased and there have recently been a few tense moments between drivers negotiating who will give passageway first. I am grateful to parents who have shown patience, tolerance and decorum when sometimes dealing with those 'less than polite' road users on some of the more congested mornings. It is vital that we retain a good reputation for the School in the community.

The morning drop off

During Morning drop off parents are kindly requested to use our one way system, travelling down The Crescent on the 'school side', and after dropping off pupils, resisting the temptation to complete a U turn, but instead continuing along The Crescent to where it meets Queensberry Road.

The drop off will be staffed from 8.30am. If you arrive earlier you will need to park in a designated area and wait until drop-off starts, or lead your child into Early Club, which will run from 8am as usual, or lead your child onto the School playgrounds and wait there with him/her until the teacher comes out on duty at 8.30am. Pupils should always be brought on site by a parent or carer and should not come in alone

Instead of using drop-off, if you intend to park and walk your child in to School, please ensure that you respect the parking restrictions and also avoid parking across residents' drives, so that the good relationship we have developed with the surrounding residents is maintained.

School Absences

Absences from School should be authorised. If your child needs to attend a medical appointment then please pick up a form from the Office, which should be completed and returned prior to the appointment being attended. Once this is signed it will be returned to you by the class teacher. If your child is unexpectedly away then please call the School Office. An absence form will be passed to you for subsequent completion. Parents are reminded to avoid booking holidays during the school terms.

End of School day timings & Late Club Arrangements

School ends for Foundation and Key Stage One at 3.15pm and at 3.25pm for Key Stage Two. Children not collected at these times will be taken to Late Club, which is chargeable. Parents collecting Key Stage Two pupils are requested to wait outside the School Office building until 3.30pm after which time they can walk up to the area outside the changing rooms to meet their children who will be waiting with their class teacher. Similarly, pupils in Year Three to Year Six who are not collected at 3.30pm will be led down to Late Club. Please note that pupils attending Late Club should be collected by 5.45pm and no later.

Collecting your child at the end of the day

In Key Stage One, parents are asked to wait in the playground near the Reception Classroom side. Please do not wait under the Nursery canopy as teachers and TAs are not available to bring your child to you there. Pupils in Rec, Y1 and Y2 are sent out of the Key Stage One door one by one to parents and guardians.

In Key Stage Two parents wait outside the changing rooms. Teachers and pupils come down together. I would like to keep the formality of collection at the end of the School day very tight. Perhaps because we are all such a warm school community, this is a time when parents and staff feel able to talk, yet the priority at this moment of the school day must be for a safe handover of pupil from teacher to parent/carer.

For all the above reasons, please understand that if you need to see a teacher at the end of a school day then he/she will not be able to speak to you until they have carefully accounted for all their class being either collected by parents or taken to Late Club. If a teacher needs to speak to you about your child, we hope that you will not mind waiting until all of the class are dismissed carefully first.

Changes to usual collection arrangements

If an adult other than those cited on your child's contact form will be collecting at the end of the day, you should ensure that the School Office is informed. Please do not 'help out' by collecting another parent's child unless the School Office and class teacher have first been alerted of this change.

Parking Permits

Parking permits from last academic year are no longer valid. New permit forms are available from the School Office. Simply complete the form, bring it to the School Office to receive the School's official stamp and then you should send them to the appropriate address at Kettering Borough Council along with payment.

Michaelmas Term Clubs

Clubs will start from the week beginning 19th September. However, Tennis Club will start on Mon 12th Sept and St Peter's School Choir will start on Wed 14th Sept. Club application forms have been distributed today and we ask that you return them completed tomorrow so that Mrs Hughes has enough time to administer the club allocation process, which is a lengthy one!

Curriculum projections for Michaelmas Term

Curriculum Projections will be distributed next week. They are aimed to give parents a general overview of the themes and topics covered in this term's curriculum plans, providing an opportunity for extended reading, research or other work that you may wish to undertake with your child at home. The information is also useful when purchasing books, using the local libraries or accessing the internet.

Additional essential information

Please note that St Peter's School operates a no-smoking policy. Pets, excluding guide dogs are not permitted on site. Parents are not permitted in the Key Stage Two pupils' changing areas at any times because other children may be changing.

Safeguarding

When coming on-site during lesson times if your child is late or returning from a medical appointment, parents are reminded that they should **always** come to the School Office first.

Parents should not enter either school building without first receiving authorisation from the School Office.

It is inappropriate for any parent to go into the changing rooms at any point because other children may be changing in there.

School Uniform

School uniform standards are high at St Peter's School and correct school uniform is a School Rule. Summer uniform is in place for the week and a half, with long white socks for girls, long grey socks for boys (and shorts) and everyone wearing school blazer, cap or boater. We are now in formal term time mode so any pupils today wearing remnants of 'summer holidays' like friendship bracelets must not wear these from tomorrow please. The School Uniform Shop will continue to open on Thursdays from 3pm to 3.45pm when no appointments are necessary. If you do not need to 'try for size' then simply complete a uniform order form and leave it at the School Office, accompanied with payment. Once orders are received please consider that they will be processed on Thursdays, so you are advised not to place last minute orders. All items of uniform, including shoes and trainers must be clearly labelled, and laundry pen labelling should be refreshed from time to time, as it fades. If pupils bring any personal property into School it should also be labelled. The first day for winter uniform to be worn is Monday 19th September.

Lost Property

Lost uniform is easier to find when it has been labelled. We will speak to pupils in KS2 about independence and I also encourage parents to practice these skills with children at home too. Folding up and putting away clothes is a skill to be practiced! After sports clubs and Games, children will need to remember to pack their day uniform correctly. Please practice this at home. If we start having to practice this at school we will miss vital lesson time and less sport will be played. We will of course always assist our pupils, but the expectation is that independence is the aim!

Sports uniform code for end of School Day in Key Stage Two

At the end of Games lessons and sports clubs pupils will remain in sports kit. Children will still be expected to smarten themselves up before leaving School.

Electronic Gadgets

Mobile phones, tablets, gaming gadgets and any other such items must not be brought to School, unless a teacher has first sent a Parentmail message outlining a particular reason why these items may be brought in (such as for a specific lesson or for a long minibus journey). It is our aim to encourage the development of good face to face social and emotional skills at St Peter's School.

Extra-curricular lessons

Piano, ballet, and speech & drama start next week. Violin lessons will start on Friday for pupils whose lessons were confirmed at the end of last term. Most of these lessons take place during lesson time; it is not possible to meet individual requests for lessons to be scheduled during a short morning or lunch break.

Homework

Homework starts from today, although the amount may be phased in for some classes. Pupils in Reception Class, Key Stage One and Year Three will have their homework instructions written by staff, whilst pupils in the remainder of Key Stage Two will use their homework diary to log their homework. Parents should sign the homework diary at the end of each week, or if you prefer, on a daily basis as you check that each task is completed. It is important that the diary is returned to School each day and is kept in a neat manner. If there is difficulty in completing homework then please keep your child's class teacher informed by writing a comment into his or her homework diary, or by providing a written note in an envelope, if more appropriate. Your child's class teacher will shortly be providing you with a homework timetable outlining the subjects set and their time allocation. Pupils are expected to work for this amount of time, but can work beyond this with parents' consent.

Calendar Dates

A calendar of events will be published and distributed later during this half of term. Prior to this information reaching you, please note the following **up and coming key dates**:

- Michaelmas Term Assessment Week starts on Monday 3rd October. Parents are asked to avoid booking appointments or requesting time out of school during this important week.
- There is an important Reading Meeting for Reception Class parents on Thursday 15th Sept, starting 3.30pm.
- Parent-teacher consultations dates are as follows: Reception & Key Stage One on 7th and 8th November (3.30pm to 5.30pm) and Key Stage Two on 9th and 9th November (4.30pm to 6.30pm and 4pm to 6pm & respectively). Consultations are later this year because we have to wait for externally marked assessment data to be returned to school so that it can be drawn upon in the meetings. Further information about reporting and assessment will follow.
- The first 'share your work' session of the year is on Monday 17th October at 3.30 for Foundation Stage and Key Stage One and at 4pm for Key Stage Two. There will be two other such sessions this year: on Mon 27th Feb and Mon 5th June.
- The last school day of this half of Michaelmas Term is Friday 21st October.

- Class led assemblies this year are on Thurs 29th Sept for 5SM, Thurs 10th November for 6TB, 24th November for 4AH, 9th Feb for 2SW, 23rd March for 1KS, 8th June for 3NB and Wed 14th June for Reception Class. Parent of children in those classes are invited to come to school at 10.20 to watch the assembly. Further details will be given in due course.
- The School Carol Service is on the morning of Wed 14th Dec in the church of St Peter& St Paul, in Kettering and this marks the end of term. Children leave the Church with their parent/carer and this marks the end of Michaelmas Term
- Founders Day is on Friday 7th July 2017.

PTAFA

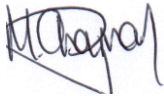
The second portion of the AGM takes place on Tuesday 13th September at 7 pm in Sunnylands Hall. All parents, staff and friends of the School are warmly welcome.

School website (www.st-peters.org.uk)

Don't forget to visit the school website from time to time. We look forward to updating the class pages in due course. There are plenty of pictures in the Gallery section from last year to still enjoy so take a click that way to relive some memories of last year!

With all of the 'housekeeping' accounted for, let us now build another fabulous academic year together!

Yours sincerely



Mrs M Chapman MA(Ed)
Headmistress