

A NEW START

At last the big day has arrived and your child is ready to start school. Although most children attend playgroup or nursery, school is still a big change in their lives. This is when you can reassure them by talking happily about each day and showing them no anxiety yourself about the new venture. You can assure them that all children go to school when they are old enough and speak of school as something they will enjoy.



PREPARING YOUR CHILD FOR SCHOOL

Talk and more talk - encourage your child to look and question.

Encourage a love of books by reading with them - this is a key factor to a successful start with reading.

Encourage them to help you around the house, laying the table, sorting things e.g. buttons, coins, cutlery.

Encourage your child to finish a task and put things away properly - this is very important when a child starts school.

If you are writing for your child always use small case letters not capitals apart from initial letters of names.

It's a big help if children can undress and dress themselves for P.E. Don't worry about laces - this will come later. Also make sure they can use the toilet independently.

THE FIRST DAY

You are welcome to walk your child to the classroom. Remember, the first days for some children are emotional ones - it is not unusual for some children (and parents) to be tearful. Should that be the case it may be better to leave quietly and it is probable that within minutes your child will be happily settled.

If you are worried ring us on 01952 386450 and we will be happy to speak to you. Remember that your child may come home from school tired and without much to say about the day. Wait until they are ready to share their news with you, maybe at bedtime.

PARENTS/TEACHERS

We hope that your child will have a happy and rewarding time at our school. We want to develop a true partnership between home and school and it is important that children see a friendly relationship between you and their teacher.

Parents are welcome in school to help in various ways, e.g. with cooking, craft, listening to readers, etc. We also often need help on visits outside school connected with our topics. Please let us know if you are interested in assisting us. Regular volunteer helpers **MUST BE DBS CHECKED**.

If you have any worries or queries please come and see us - always tell us if your child may be emotionally upset (e.g. the death of a close relation or a pet.) We will always do our best to help. We are always willing to talk to you about your child - perhaps the best time is at the end of the day. If you need a longer discussion then arrangements can be made with the class teacher.

THE SCHOOL DAY

Our school day starts at 8.50am, **gates open at 8:45**. Registers are taken by the teacher at 9.00, any children arriving after 8:55 or who are not in the classroom in time for registration will be marked as late.

School ends at 3:15pm. Please be aware that if your child is not collected on time they will be taken to after school club and parents will be charged accordingly.

The children learn through play and are very active in the classroom but they may also be taught as a whole class or on an individual basis.

At the moment, milk is available to all Reception and KS1 children at mid-morning break everyday. Please could you send a named bottle of water, no juice or fizzy drinks, with your child each day so that they have access to water at all times. Water bottles can be refilled in school during the day. We do not allow snacks at break time as the children have a choice of fruit provided as part of our school's healthy eating scheme.

SCHOOL DINNERS

School dinners are available and there is a single choice of vegetables, main course and choice of sweets including fruit. Menus for each term are sent out so that pupils can choose from day to day. New children are always carefully supervised at lunch times with discussions taking place between the class teacher and dinner supervisors. Children are able to bring a healthy packed lunch to school if they wish. No fizzy drinks, please.

School lunches should be paid for in advance the cost of lunches is £2.40 per day. You can pay for school lunch via Parentpay.

Universal free school meals are available for foundation and KS1 pupils however tell your local authority if you also get any of the **qualifying benefits**. Your child's school can get extra funding if you do.

- 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)

https://www.telford.gov.uk/info/20028/school_meals/9/free_school_meals

Illness and Accidents

If your child is ill please keep him/her at home until they make a full recovery. A tired or unwell child will be lethargic and unable to concentrate.

If your child is unable to attend school for any reason, the school office must be informed by 9:15. The following information is required:

- Your child's name and year group;
- Reason for absence and nature of illness;
- Likely length of absence if known.

You can inform us by one of the following methods:

By contacting the office directly on **01952 386450**, there is an answer phone facility if your call cannot be answered immediately, please leave a message. Or by Email: a3352@telford.gov.uk

If no contact is received from the parents/carers on the first morning of absence, we will follow 'First day contact' procedures and contact the parent by telephone or e-mail. Please do not be alarmed if we call to check on your absent child's progress for our records. You may also receive a call from Education Welfare as part of their routine duties and safeguarding procedures.

In the case of vomiting/diarrhoea, your child will need to remain at home for 48 hours after the last occurrence.

Any medical appointments in school time must be supported by an appointment card or letter.

We are able to administer prescribed medicines. If your child has been prescribed medication which needs to be administered whilst they are in school you need to complete a MED1 form - consent to administer medication- stating the name and dose of the medicine as well as the time it should be given. A record will be kept of all medicines administered. Please note to keep the amount of medication held in school to a minimum we will only administer if the prescription states 4 or more times a day. If medication is only required 3 times a day or less it should be given before and after school then at bedtime. Tablets or medicine of any kind must be handed to the school office, with the completed MED1 form. The medication needs to be given into school in the packet/container it was dispensed in clearly showing the child's name and directions for administration. Medicines will be kept in the office. We can administer calpol and nurofen but a MED 1 form must be completed.

Children will be offered a height and weight screening during their first year at school.

Medical Conditions

If your child has an existing medical condition and requires specific medication to be kept in school i.e. Asthma inhaler, we will need you to complete a health care plan as well as the MED1 form to enable us to administer the medication correctly.

REQUEST FOR LEAVE DURING TERMTIME

As you may be aware, the Government has renewed appeals to parents not to take their children out of school during term time. The Governors of the school support this and have decided that students will only be given permission to take holidays in term time if there are exceptional circumstances.

As a school we are asked to inform you that, in line with Telford and Wrekin Council Policy, unauthorised holidays may be subject to a penalty notice fine of £60 payable per parent, per child, increasing to £120 each if not paid within 28 days. Failure to pay this fine within 28 days may lead to court proceedings.

Our key priority is to ensure that all pupils are as successful as possible and able to achieve their full potential. I would hope that, upon reflection you are able to support this decision in line with the Local Authority and Government policy that holidays should be restricted to the 13 weeks school holidays other than in the **most exceptional** circumstances.

EDUCATIONAL WELFARE OFFICER

The Educational Welfare Officer (EWO), Mrs Elliott, comes in to school on a regular basis and checks on each child's attendance; lateness is also an issue which she looks for. Any regular lateness or non-attendance results in correspondence and follow-up visits from the EWO.

SAFEGUARDING

At this school, we recognise that your child is your responsibility and concern. We want to work in partnership with you, and we will share successes with you and discuss with you any concerns we may have. Since our first priority is your child's welfare, there may be rare occasions when our concern about your child means that we have to consult other agencies even before we contact you. The procedures we follow have been laid down by the Telford & Wrekin Safeguarding Board and the school has adopted a Safeguarding Policy in line with this for the safety of all. If you want to know more about our procedures or the policy, please speak to the Acting Head Teacher or Teacher in charge who are Designated Safeguarding Leads.

ALWAYS inform the school if someone else other than yourself will be collecting your child. We will need a Safeword for the person who is collecting your child, we will not let a child go with someone if they do not know the Safeword and Parents will be contacted.

SCHOOL DRESS CODE

Autumn & Winter terms (from the start of the Academic year in September to the end of the Spring term).

Boys: Pale blue cotton short or long-sleeved cotton shirt, navy tie, navy V-neck jumper and grey trousers. Grey or navy blue socks. Shoes should be dark in colour, preferably black or blue.

Girls: Pale blue cotton short or long-sleeved blouse or shirt, navy tie, navy V-neck jumper or cardigan and grey trousers or skirt/pinafore. Socks/tights should be grey or navy blue. Shoes should be dark in colour, preferably black or dark blue, with a low heel. Fashion boots and shoes are not acceptable.

Summer Term (From return after Easter until the end of term in July).

Boys: Pale blue cotton short-sleeved shirt, worn open-necked, navy V-neck jumper and grey shorts or trousers. Grey or navy blue socks. Shoes or sandals should be dark in colour, preferably black or dark blue.

Girls: Pale blue cotton short-sleeved blouse or shirt, worn open-necked, navy V-neck jumper or cardigan, grey skirt/pinafore or trousers.
Pale blue gingham summer dress, V-neck navy jumper or cardigan.

Short or long white socks. Shoes or sandals should be dark in colour, preferably black or dark blue with a low heel. Fashion sandals or shoes are not acceptable nor trainer socks.

Polo shirts or sweatshirts and trainers are **NOT** part of the school dress code but may be used for P.E.

PE Kit White t-shirt and navy shorts. Dark coloured (preferably navy) jogging bottoms and sweatshirt may be useful as some PE lessons will take place outdoors, weather permitting.

Please ensure all clothing, PE kits, coats and belongings are marked with your child's name, either with a name tape or written in ink on the garment's label.

Governors also request that for official photographs, ties are worn.

We appreciate your help in ensuring the children are comfortable, smart and proud of their school.

School Logo'd knitwear, fleeces, waterproof jackets and book bags are available to purchase from Mary's Tots and Teens, Newport.



PAYMENTS

We use ParentPay for all payments to the school including lunches, wrap around care, afterschool clubs, trips and visits, please see attached leaflet.

SCHOOL VISITS

The school arranges a variety of out of school activities. Some of these are very much an integral part of the daily/weekly routine of the school whilst others take place less frequently, generally to places farther afield, and of longer duration.

Those forming part of the regular routine of the school are as follows:

Visits to Church

Swimming Lessons at Newport Pool

Cross-Country Events and practice

Rounders/Football/Cricket/Tag Rugby Matches

Participation in Music Workshops

Newport Cluster of schools' activities

Forest School

While some of these activities are for KS2 pupils only, we also plan visits and trips for the younger children.

PTFA OF SS PETER & PAUL

We are very lucky to have a thriving group of parents who run the PTA/Friends' Association. They work hard to organise events - Bingo, School Discos, Film Nights, Summer and Christmas Fairs etc - it goes on and on! All monies raised are given back to the school for the children - we have had classroom equipment, outdoor toys, again the list is endless.

The committee is always on the look-out for new parents to contribute to this hard work, so please do put yourself forward!

CAR PARKING

Parking at the school is very limited and parents can park on the estate roads, with due regard to residents and the law. We want to be responsible neighbours and request that parents do not cause any obstruction to residents' houses or any junctions in Coppice Drive, Deer Park Drive or the surrounding roads. Parents are encouraged to park at the nearby Rugby Club (off Forton Road) and pupils can walk to school from there with their parents.



Our main priority is the safety of our pupils, and we ask that parents help us in this by accepting the arrangements as being in their child's interests and for their safety.

THE DIOCESAN SCHOOLS' BUILDING FUND

Across the Diocese our 106 Catholic schools are popular and successful and for some 40,000 children they offer a Christian education in the Catholic tradition where parents are seeking a radical alternative to other schools. Yet such education does not come cheaply. We pay for the privilege of having and controlling

our own Catholic schools. In return for this privilege there is a legal liability to pay 10% of the cost of external building and maintenance works. Such charges have always represented a heavy burden but in the past a high rate of Mass attendance ensured that the weekly income was sufficient to meet these demands. This is no longer the case and therefore if we wish to maintain our schools in good repair and undertake such building work as is required, it is now necessary to request all parents to contribute annually to these costs.

These contributions are requested annually through the Diocesan Building Fund, for the current academic year the requested contribution is £15 per child, but you are free to give more or less than this. However, if you have more than two children in school you are not expected to give more than a total of £30.

We are aware that some families may already have or wish to set up a Standing Orders or Direct Debits, or you may wish to make a donation directly to the Building Fund via the Shrewsbury Diocese website. If either of these options apply to you, please annotate your details, including any reference number used, in the applicable space provided overleaf and return this to school as soon as possible. *N: B school is not provided with detail of families who use these method of payment.*

Please do your best to support this fund as we are duty bound to meet our commitment and any shortfall has to be paid from our budget which limits spending in other areas. Payments can be made via ParentPay or directly to the Diocese.

Website and Facebook

You need to subscribe to our website, <http://sspeterandpaulcatholicprimary.org.uk>,

As well as general information our website keeps you updated with various events/activities happening at school. Each class has its own section which is updated regularly with different news as well as photographs of various activities the children enjoy.

Please take a look at our Facebook page, Saints Peter and Paul Catholic Primary School Newport Shropshire, we update on a regular basis to keep you informed of school news.

<https://www.facebook.com/SSPeterandPaulSchoolNewport>

We hope that this has been helpful but if you have ANY questions please ask, we are only too pleased to help your child through this major change in their life.

We look forward to getting to know you and working closely with you in the future!

LIST OF TEACHING STAFF & NON-TEACHING STAFF

TEACHING STAFF

Mrs S Staniforth	Acting Head Teacher
Mrs S Wickett	Teacher in charge
Mrs K Greenhead & Mrs C Hughes-Harvey	Class Teachers Year 6
Mrs A Kaur & Mrs Smith 1 day per week	Class Teacher Year 5
Miss J Drake	Class Teacher Year 4
Mrs S Wickett & Mrs Greenhead 1 day per week	Class Teacher Year 3
Mrs J Steventon	Class Teacher Year 2
Mrs J Oakes	Class Teacher Year 1
Mrs H Johnson	Class Teacher Reception

Mrs L Russell

SENDCO

SCHOOL CHAPLAIN

Reverend Fr. A. Wild

DEACON

Rev. D Hill

NON-TEACHING STAFF

Miss C Foster

School Administrator

Miss L Broome

Receptionist

Mrs S Blakeman

Higher Level Teaching Assistant

Mrs S Smith

Higher Level Teaching Assistant

Mrs L Lambord

Higher Level Teaching Assistant

Mrs H Marley

Teaching Assistant

Mrs C Parker

Teaching Assistant

Mrs J McLoughlin

Teaching Assistant

Mrs T Pearson

Teaching Assistant

Ms Y Preen

Teaching Assistant

Mrs J Evans

Teaching Assistant

Mrs L Smith

Teaching Assistant

Mrs J McLoughlin

Breakfast Club Supervisor

Ms Y Preen

Breakfast Club & After School Assistant

Miss G Howells

After School Club Supervisor

Miss C Cromwell

After School Club Assistant

Miss T Greenstreet

Cook

Miss E Phillips

Assistant Cook

Mrs S Williams

Kitchen Assistant

Miss L Broome

Lunchtime Supervisory Assistant

Miss C Cromwell

Lunchtime Supervisory Assistant

Mrs J Evans

Lunchtime Supervisory Assistant

Ms Y Preen	Lunchtime Supervisory Assistant
Mrs L Smith	Lunchtime Supervisory Assistant
Mrs J McLoughlin	Lunchtime Supervisory Assistant

Mrs J McLoughlin	Sports Facilitator
Mrs M Ball	Cleaner
Mrs A Dodd	Cleaner
Mr Keith Tatton	Caretaker

LIST OF GOVERNORS - OUR BLESSED SAINTS FEDERATION

From September 2017 SS Peter and Paul Catholic Primary School became federated with St. Luke's Catholic Primary School and as such Our Blessed Saints is the Federated Governing Board for both schools. Our Governing Body is made up as follows:

Mrs P Heffernan	Chairperson Foundation Governor
Mrs L Craig	Vice Chairperson Foundation Governor
Mr G Smith	Foundation Governor
Miss Catherine Rogerson	Foundation Governor
Mrs C Rowley	Foundation Governor
Miss Diane Kidd	Foundation Governor
Mrs A Moore	Parent Elected Governor
Mr A Brooks	Parent Elected Governor
Mrs Emma Williams	Parent Elected Governor
Miss S Staniforth	Acting Headteacher Governor
Mr M Jenkins	Local Authority Governor
Mrs J Oakes	Local Authority Governor
Miss N Walker	Locally Appointed Governor
Mrs S Fisk	Staff Governor

FRIENDS OF SS PETER & PAUL ASSOCIATION

Mrs O Woods	Chairperson & Acting Treasurer
Mrs S Platek	Vice Chair
Mrs M Franklin	Secretary
Mrs K Greenhead	Staff Committee Member



What does ParentPay do?

- enables you to pay for trips, school lunches and other items such as school building fund and any chargeable item
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows you to create a single account login across all your children that attend a ParentPay school
- shows you all items available for payment relevant to each of your children
- emails a receipt of your payment to the email address you register
- offers you the ability to set automated email/SMS payment reminders.

How does ParentPay help you?

- gives you the freedom to make payments to school whenever and wherever you like
- stops you having to write cheques or search for cash to send to school
- gives you peace of mind that your payment has been made safely and securely
- helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- payments for many of the larger trips can be made by instalments up to the due date
- you will never need miss a payment, or have insufficient credit, with automated email/SMS alerts
- ParentPay is quick and easy to use.

How does ParentPay help your school?

- reduces the administrative time spent on banking procedures
- keeps accurate records of payments made to every service for every student
- reduces paper 'waste'
- allows for easy and quick refunds to be made back to the Parent Account
- improves communication between the school and parents concerning payments
- offers a more efficient payment collection process, reducing the amount of money held on school premises
- helps us improve school-home communication with its integrated email/SMS messaging centre.

How do you get started?

We will send you an activation letter containing your activation details to enable you to set up your ParentPay account.

If you have more than one child at a ParentPay school/s you can add them to a single account, providing one login for all children at ParentPay schools.