



# SS Peter & Paul Catholic Primary School

## Prospectus



### **Mission Statement**

**With Jesus as our guide, we learn, pray and live together in a safe and happy way.**

Dimbles Hill, Lichfield, Staffordshire. WS13 7NH  
01543 226090



# Welcome to SS Peter & Paul Catholic Primary School



We are delighted to welcome you to our school and we hope that this is the beginning of a very happy, cooperative and successful partnership.

As you can see from our Mission Statement, as a Catholic School, we believe that Jesus is at the centre of everything we do and therefore we strive to create an environment where all children are happy and safe and able to fulfil their potential.

Our school (incorporating 'Little Learners' Nursery) is a small and very caring learning environment where Ofsted said that all the staff 'go that extra mile' for the children.

A child's school life is a milestone and we want to do everything possible to ensure it is a calm, stimulating and enjoyable process.

This booklet is designed to give you as parents and carers all the information you need to feel confident about your child's school life.

We hope that you find this useful and that you and your child will enjoy an active and happy life at SS Peter & Paul Catholic Primary School.

If you require any other information or you wish to look around the school, please contact the school office for an appointment.

**Mrs C Faulkner**  
**Headteacher**

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## Contact details

SS Peter & Paul Catholic Primary School

Dimbles Hill

Lichfield

Staffordshire

WS13 7NH

School Office: **01543 226090**

E-mail: [office@st-peter-st-paul.staffs.sch.uk](mailto:office@st-peter-st-paul.staffs.sch.uk) / [admin@st-peter-st-paul.staffs.sch.uk](mailto:admin@st-peter-st-paul.staffs.sch.uk)

Web site: [www.sspeterandpaul.org.uk](http://www.sspeterandpaul.org.uk)

Lichfield Little Learners Nursery / Kids' Club Breakfast & After school:

**01543 226094**

## Times of Sessions

School is open between 7:30am—6:00pm

8.45 Children arrive	12:15	Lunchtime
8:55 Start of school	1:15	Afternoon session
10:30 Break	3:15	End of School
10:45 Session 2		

## List of Governors

Mr Louis Walmsley (Chair)	Mr Ben Adams (Vice Chair)
Mrs Jackie Davies	Mrs Anne Thompson
Mr Keith Ash	Mr Simon Alexander
Mrs Madeline Gorman	Mr Simon Godwin
Mrs Claire Faulkner	Mrs Liz Woolfenden
Mrs Karen McGowan	Miss Hayley Lawlor
Mr Carl Pegg	

# List of Staff

Headteacher	Mrs C Faulkner
Deputy Headteacher	Mrs L Woolfenden
Class Teacher	Mrs L Woolfenden/Mrs Spurgin
Class Teachers	Mrs A Evans / Mrs L Adams
Class Teachers	Mrs C M <sup>c</sup> Grath / Mrs J Lambert
Class Teacher	Mrs H Bryan
Class Teacher	Mrs C Middleton
Wraparound Care Supervisor	Mrs J Ansell
Teaching Assistants	
KS1/KS2	
	Mrs J O'Reilly
	Mrs C Cross
	Mrs S Pointon
	Mrs E Cribbett
	Mrs L Blackham
	Mrs S Walton
Foundation	
	Mrs J Ansell (Wrap around Care Supervisor)
	Miss C Tysall
	Mrs H Phillips
	Miss E Fletcher
	Mrs R Whyte
	Miss S Harrison
	Mrs L Knight
	Miss S Clifford
Kids' Club Staff (Before and After School Clubs)	
	Miss E Fletcher
	Miss C Tysall
	Miss S Harrison
	Mrs C Cribbett
School Secretary Clerical Assistant	
	Mr S Alexander
	Mrs S Blamire
Janitor/Site Technician	Mr D Walk
Cook	Mrs M Bennett
Lunchtime Supervisors	Mrs J O'Reilly, Mrs S Pointon, Mrs E Fletcher, Miss G Mayers, Mrs C Young & Miss C Mayers

## Attendance

We aim for 100% attendance and children should only not attend school if they are unwell. Last year our attendance was 95.6%, and as a school we are striving to improve upon this in the coming year.



If your child is ill and unable to attend school, please ring and inform the school office of the reason for absence and likely date of return. If possible, all medical appointments should be made for outside of the school day. Your cooperation is appreciated.

## Sickness/Absence

If your child is ill/unwell in the morning before school, please do not send him/her to school. You must inform the school office everyday of your child's absence. Please telephone (01543 226090) and send a note of explanation on the day they return.

If your child requires medication during the school day, school staff are only allowed to administer medication that has been prescribed by a doctor. Please make sure that it is still in the original container and you have signed the permission slip (held in the office) to allow us to administer it. If you make alternative arrangements then please let your child's teacher know who will be coming to administer the medication to your child.

If your child suffers from any allergies, please ensure that you have informed the school as this information is recorded for the safety of your child.

## PUNCTUALITY



It is very important that your child arrives on time for school before the bell goes at 8:55am to avoid disruption at the start of the day. The gate opens at 8:45am to enable children to have a calm start to the day. Please collect your child promptly at 3:15pm to avoid causing any anxiety. If you are delayed, please contact the school office so that the class teacher can be informed.

If you arrive late for school, i.e. the gate is closed, please take your child to the main entrance where your child will be signed in by the office staff.

Please do not enter a classroom without the teacher's permission. If you want to see the teacher, please make an appointment and he/she will see you at a time convenient to both of you.

## Holidays

Holidays **must be avoided in term time** to minimise disruption to your child's education. The school will provide holiday dates in advance so holidays can be booked avoiding term time dates. **Parents requesting holidays in term time need to complete a request form stating the dates and the reason for requesting the time.** The Headteacher follows Government and LA guidelines and cannot authorise holidays unless there is an exceptional circumstance. Your cooperation in this matter is appreciated.

## Pastoral Care and Discipline



All the staff are responsible for your child's welfare and care while they are in school. A child's class teacher has a special duty and interest in those in their specific class.

The Headteacher takes overall responsibility for the welfare of all the children and therefore any sensitive or serious concerns will be referred by staff to the Headteacher who will decide on the appropriate course of action.

It is important that parents keep the school informed of any circumstances that might affect their child's behaviour and/or performance in school so that the school can support the child appropriately.

SS Peter and Paul Catholic School is committed to the safety and welfare of all its pupils and all adults in the school follow the school's Safeguarding Policy and Procedures.

The school believes that a calm, stimulating and happy environment is one in which children can flourish and high standards of behaviour are expected and encouraged at all times. The school has a clear and agreed Pastoral Care and Discipline Policy which is clearly understood by all. A copy of this and of relevant policies are available on the school website or on request from the school office.

## Inclusion

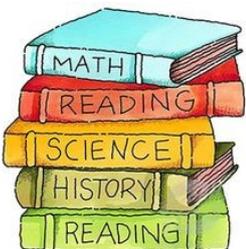
SS Peter and Paul Catholic School is committed to Inclusion and strives to provide an education that is suited to the individual child's needs. The more able and/or those with specific moderate learning difficulties or have English as an additional language are supported through an extended or differentiated curricular approach. When necessary, specific Individual Support Plans (ISPs) or Individual Language Plans (ILPs) are drawn up and reviewed regularly.



## Complaints Procedure

Any concerns about the curriculum or any other school related matter should be addressed in the first instance with the appropriate class teacher. Any further complaint should be addressed to the Headteacher who will investigate on an informal basis. In cases of the parent still being dissatisfied after discussion with the Headteacher, they have the right to put the complaint to the chair of Governors; Mr Louis Walsh. A copy of the Complaints Procedure is available on request.

## The School Curriculum



Teaching and Learning in the Foundation Stage (Nursery and Reception) is in line with The Foundation Stage Curriculum.

# Foundation Stage



Children in all Nursery and Reception classes work within the Foundation Stage Curriculum. The Foundation Stage Curriculum is grouped under seven areas of learning:-

## 3 Prime Areas:

Personal, Social and Emotional Development

Physical development

Communication and Language

## 4 Specific Areas:

Literacy

Mathematics

Understanding the world

Expressive Arts and Design

In the Foundation Stage children work within different age bands which are described as *Development Matters*. These provide skills, understanding and attitudes that will enable your children to progress further through the Foundation Stage.



## Early Learning Goals

The Early Learning Goals form the final part of the Foundation Stage Curriculum, and it is these goals that the children will be working towards achieving by the end of their year in Reception Class. These Early Learning Goals provide a smooth transition to the National Curriculum, which begins in Year 1.

## Key Stages One and Two

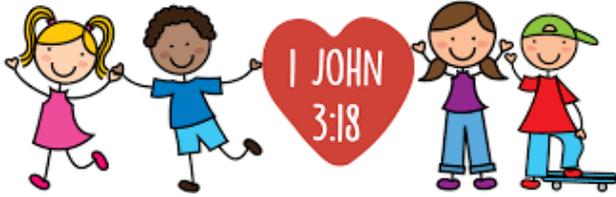
After Foundation Stages, comes Key Stages 1 and 2 (Years 1-6). The school follows a Curriculum with an emphasis on R.E, English (Literacy), Mathematics, Science and ICT, supported by History, Geography, Art, Design and Technology, P.E, Health Education, Citizenship, Music and Modern Foreign Language (French).

## Assessment

The children follow planned programmes of study and are assessed at regular intervals to determine how well they are progressing. At the end of Key Stage 1 (Year 2) and Key Stage 2 (Year 6), the children are tested more formally and the results in these assessments are made known to parents.

# RELIGIOUS EDUCATION

## WE ARE GOD'S CHILDREN



This is a Catholic School and prayers are said each day. Please help your child to say the traditional prayers at home and try to attend Mass regularly. Children should have an understanding of God and Religion. As a Church School, we like to stress the virtues of honesty, truthfulness, obedience and respect for adults as well as for each other. In Key Stage 2, the Year 3 children receive the

Sacraments of Reconciliation and First Holy Communion. The children in Year 6 are prepared for the Sacrament of Confirmation. Parents are asked to attend a number of meetings in preparation for these Sacraments.

## Extra Curricular Activities

These activities are provided throughout the year, they vary from season to season or with the staff expertise available. We have enjoyed a variety of sports and activities e.g. football, netball, hockey, recorders, choir and street dance. If your child is involved in any after school activity, please ensure that he/she is collected promptly.

Year Six are offered a residential experience in the Summer term at one of the Local Authority run Outdoor Education Centres.

## Outdoor provision



For children in Nursery and Reception, some learning activities will take place outdoors as this enhances young children's learning. Please provide a labelled lightweight cagoule type raincoat in your child's P.E bag to enable them to access outdoor activities when there is light rain.

## School Fund

The Archdiocese of Birmingham set up a School Building Fund in September 2004 to secure continued investment in the future of Catholic schools in the area. Each school has its own fund, from which money can be used to improve, maintain or increase school buildings. Each school can access this money providing they can raise a 10% contribution. The school governors at SS Peter and Paul ask parents to contribute a set sum of £10 a term or £30 a year from each family, leaving a balance of money to be raised through PTFA fund-raising activities. Parents can pay their contribution via parent pay.



In EYFS children will have a healthy snack each morning before playtime. This will consist of a portion of fruit or vegetable and a drink of milk or water. This will be provided free of charge. There is an opportunity for KS1 & KS2 to purchase snack from the school kitchen at break time. No other snacks are allowed during the school day. Drinking water is available throughout the day.



Please do not let the children bring toys or loose money into school, as these items are easily lost or broken.



The school operates a cashless system. All fees for clubs, trips, dinners, snack etc are all payed through parent pay.



The kitchen staff provide a healthy cooked lunch every day. A school lunch costs £2.30 and you are able to pay for this online via ParentPay. Please speak to the office for a logon and password. If you think you may be eligible for free school meals you can apply on-line via [www.staffordshire.gov.uk/freeschoolmeals](http://www.staffordshire.gov.uk/freeschoolmeals).

Your child may bring in a packed lunch if your prefer. Lunchboxes should be labelled with your child's name. Confusion leads to distress when items get mixed up or become lost. Drinks should be in plastic containers; cans or glass bottles are not allowed for safety reasons.

If your child is in Reception, Y1 or Y2 (age 4-7) your child is entitled to a free school lunch every day.



### Parent's Evening

There will be opportunities throughout the year to discuss your child's progress with his/her teacher. There are two Parents' Evenings during the year, one in the Autumn term and one in the Spring term. You will be notified of these dates in advance.

## Emergencies

We **must** be able to reach every child's parent, or a relative or friend, in case of emergency. We ask all parents to fill in a form giving at least two emergency contact numbers. We also use a system called Teachers2Parents which enables us to send you a text message straight to your mobile. In the interests of your child, please keep us up to date about any changes in your contact details.

You will be informed of any illness or injury occurring during the day of which the school thinks you should be aware. In the event of a serious accident, every effort will be made to contact you; if this is impossible, the child will be taken to hospital with a member of staff for treatment and you will be contacted as soon as possible.

Please do not send your child to school if he or she is unwell. We do not have the facilities to care for sick children, and illnesses soon spread. If your child has been sick or has diarrhoea, they need to stay at home for 48 hours.



# School Uniform



Showerproof coat/Fleece/Sweatshirts/Cardigans/Polo shirts and book bags can be ordered from the school office.

**Girls** Grey skirt/pinafore dress, grey trousers,  
White blouse/polo shirt,  
Maroon cardigan or sweatshirt or fleece (**No grey Cardigans please**)  
Plain white socks/plain dark tights  
Sensible dark, low heeled school shoes - **No trainers/no fashion boots**

**Boys** Grey trousers/shorts,  
White shirt/polo shirt,  
Maroon jumper or sweatshirt or fleece  
Grey socks  
Sensible dark school shoes - **No trainers**

Trousers must be school cut, not flares or fashionable styles.

*Please note sweatshirts, polo shirts and fleeces should bear the school logo.*

Summer Term Red check dress (optional)  
Tailored shorts (optional)  
Suitable sandals with white socks.

**PE Kit** Black shorts  
White T shirt  
White socks  
Black pumps  
Drawstring P.E. Bag

Tracksuits maybe be worn in the Autumn and Spring terms for outdoor PE

## HAIR STYLES

Haircuts should be sensible, neat and clean, without extremes of fashion such as colours, tram-lines or patterns etc; long hair should be tied back for hygiene and safety reasons. Apart from stud earrings (one stud per ear) and watches, children may not wear jewellery, for safety reasons; any jewellery will be removed. Nail varnish and make up may not be worn. Children who wear stud earrings will need to remove them on PE days.

Children will need to bring a school bag suitable for reading books, letters etc. everyday. Book bags with the school logo are recommended as they are lightweight and are the right size for letters and reading books. These are available at the school office. Please ensure your child's name is clearly visible.

# Professional Wraparound Care for your Children

OFSTED Registration No: EY235959



## Opening Hours

Monday to Friday (term time only)

7:50 until 9:00 am

3:00pm (Nursery / 3:15 pm (School) until 6:00pm

At 8:55am Kids' club staff will take the children to their classrooms.

At 3:00pm / 3:15 pm the children are collected from the Early Years Unit and school hall by Kids' Club staff.

This provides you with complete peace of mind, as there is no additional travelling from day care to school or school to day care.

## Fees

Breakfast Club Session **£6:00**

This includes a healthy breakfast menu of Wholemeal toast, yoghurt, cereals and fresh juice. Drinks - milk, water and fresh juice are all available.

After School Club sessions **£8:00**

This includes a wide range of healthy and seasonal snacks such as match stick platter with dips. Cheese and crackers, sandwiches and wraps, jacket potatoes, soup with crusty bread and noodles to name a few. The children decide what they would like to eat for the following week.

Our flexibility is our strength and we will always try to accommodate each family. We have an emergency drop in Policy where parents can book in at short notice if needed, however it is advisable to pre book where ever possible.

We require one week's written notice to cancel a permanent place: otherwise the full session cost will be incurred.



## How To Book Sessions?

Please feel free to come into Kids' Club to discuss when you would like your child(ren) to attend. If you would like to come and see our facilities, telephone direct 01543 226094 / or school 01543 226090 and a visit can be arranged.

When you have decided to book a place for your child, you will need to fill in a registration form, with your contact details (available from the club). Once completed, you may book your child in to whatever sessions you require.



Kids' Club employs five members of staff who have a wealth of experience and qualifications. We can have 16 children and two members of staff in each session providing a ratio of one adult to eight children.

We offer you a professional, confidential and safe care club for your children. All our staff are DBS checked. They are friendly and always available during sessions to answer any queries or concerns you may have.

At the end of Nursery/School the children are taken to our Kids' Club room and the only access to the building is through our secure reception. A bell in the foyer alerts us to anyone waiting to enter. There is NO unauthorised access to the club. This means that the children are unable to roam the building unaccompanied.

If you need to contact us then you can easily do so, we have our own number (01543 226094) likewise you can contact the school office on 01543 226090.

We plan our daily session with child interests in mind, we aim to keep the children occupied but allow them to relax at the end of a busy day at school.

We are very flexible with our session times to fit in with your employment (shifts etc.) You are able to pay daily, by session or we can invoice you monthly, whatever is best for you. All payments will need to be made via your parent pay account.

As we are registered with Ofsted, you may be eligible for a grant towards the cost of your fees. Details of this can be obtained from the Inland Revenue.