

# **St Peter's Catholic Primary School**

## **Prospectus**

**2025/2026**

### **Mission Statement**

**Learning Together, Loving God, Becoming the best I can**

Lichfield Road, Bloxwich, WS3 3LY

01922 710872



**Welcome to**

**St Peter's 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 is a one form entry school with a Nursery. We have very caring learning environment where Ofsted said that our "...school has placed great importance on fostering a caring culture." 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 St Peter's Catholic Primary School.

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

**Mrs K Hinton.**

**Headteacher.**

## Contents

<b>Details Page</b>	<b>Page</b>
Contact Details	4
Session Times	4
List of Governors	5
List of Staff	5-6
Attendance	6-7
Sickness & Absence	7
Punctuality	7
Holidays	7-8
Pastoral Care & Discipline	8
Inclusion	8
Complaints Procedure	8-9
School Curriculum	9
EYFS	9
Assessment	9
Religious Education	9
Extra Curriculum Activities	10
Outdoor Provision	10
Healthy Snacks	10
Payments via SCOPAY	10
School Lunches	10-11
Parent Consultation Meetings & Progress	11
Emergency Contacts	11
Illness & Injury	11
Uniform	11-13
Linus Before and After School Care	13-14

## Contact details

**St Peter's Catholic Primary School**

**Lichfield Road**

**Bloxwich**

**Walsall**

**WS3 3LY**

School Office: **01922 710872**

E-mail: **postbox@st-peters.walsall.sch.uk**

Website: <https://www.st-peters.walsall.sch.uk/>

**Linus Club: Breakfast & After School care:**

07748 605760

## Times of Sessions

**School is open between 7:30am—5.30pm**

8.40am	Children arrive
8.50am	Start of school
10.00am	Breaktime for Y1 and Y2
10.15am	Breaktime for Y3, Y4, Y5 and Y6
11.50am	End of School for 15 hours Nursery children
11.50am	Lunchtime for 30 hours Nursery children
12.00pm- 12.50pm	Lunchtime for EYFS, Y1 & Y2
12.30pm- 13.20pm	Lunchtime for Y3, Y4, Y5, Y6
2.50pm	End of School for 30 hours Nursery Children
	(wrap around care available until 3.20pm)
3.20pm	End of School for Whole School

## List of Governors

Mr. D. Flores - Chair of Governors

Mrs. K. Hinton - Headteacher

Mrs. C. Beech – Foundation Governor

Mrs. A. Hasketh – Foundation Governor

Mrs. T. O'Brien – Foundation Governor

Mrs. J. Johnson – Local Authority Governor

Mr. D. Hykin – Parent Governor

Mrs. J. Wyborn – Staff Governor

## Staffing

**Headteacher**

Mrs. K Hinton

**Deputy Headteacher**

Miss. M. Crowley

## List of Staff

<b>Year group</b>	<b>Teachers</b>	<b>Teaching Assistant</b>
<b>Nursery</b>	Miss. S. Faulkner	Mrs. M. Faraci
<b>Reception</b>	Miss. H. Hinton	Mrs. L. Rowley Mrs. K. Martin
<b>Year 1</b>	Mrs. F. Korbely Miss. M. Vaughan	Miss. C. Parrish
<b>Year 2</b>	Miss. R. Freeman	Mrs. S. Tibbott
<b>Year 3</b>	Miss. M. Crowley Mrs. D. Duggan	Miss. B. Ryder
<b>Year 4</b>	Miss. H. Savage	Miss. H. Preston
<b>Year 5</b>	Mrs. A. Tandy	Miss. H. Preston
<b>Year 6</b>	Mr. J. Walford	Mrs. J. Wyborn
<b>French</b>	Mrs. P. Hurley	
<b>Music</b>	Miss. L. Scoines (Rockit Music)	
<b>PE</b>	Soccer 2000 Coaches	

**Linus Club Staff:** (Before and After School Club)

Mrs. S. Tibbott

Miss. B. Ryder

Mrs. L. Rowley

**School Business Manager**

Mrs. A. Cherrington

**School Administrator**

Miss. K. Clarence

**Relief Caretaker**

Mr. A. Peebles

**Kitchen Manager**

Mrs. L. Tamlino

**Kitchen Assistant**

Ms. P. Kinsella

## **Attendance**

We aim for 100% attendance and children should only not attend school if they are unwell. Please refer to the attendance policy available on the school website.

If your child is ill and unable to attend school, please either ring and inform the school office of the reason for absence and likely date of return or notify school via Weduc (Reachmore Parents). 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 01922 710872, you can leave a message on our absence line or speak to a member of the office team. You can also submit an absence on the Weduc (Reachmore Parents) app, as well as any relevant documents.

If your child requires medication during the school day this must be signed in at the school office each day. 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. Parents will be notified of any medication given via an email from Medical Tracker.

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 8:50am to avoid disruption at the start of the day. The gate opens at 8:40am to enable children to have a calm start to the day. Please collect your child promptly at 3:20pm 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 you will need to sign your child in using the computerised system at the front office.

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.

St Peter's 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 Behaviour 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

St Peter's Catholic Primary 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 Education Plans (IEPs) are produced 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 (sent to the school email address, FAO Chair of Governors). A copy of the Complaints Procedure is available on the school website.

### The School Curriculum

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

In the Early Years 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 Early Years Foundation Stage.

### EYFS

The Early Learning Goals form the final part of the Early Years 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.

After Early Years Foundation Stages, comes Key Stages 1 and 2 (Years 1-6). The school follows a Curriculum with an emphasis on R.E. The school follows the National Curriculum in teaching English, mathematics, science and computing, history, geography, art, Design and Technology, P.E, Health Education, citizenship, music and Languages (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 2 (Year 6), the children are tested more formally and the results in these assessments are made known to parents.

## Religious Education

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.

## 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, choir and board games club. 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 Laches Wood.

## Outdoor provision

For children in Nursery and Reception, some learning activities will take place outdoors as this enhances young children's learning. In the Early Years, part of the curriculum offer is Forest Friday where the children complete various activities outside: on Fridays children in Nursery and Reception are invited to bring suitable footwear with them for outside play (eg. Wellington Boots in Autumn, Trainers in Summer)

## Healthy Snacks

In Early Years, 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. 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.

## Payments

Our school operates a cashless system, unless otherwise stated. All payments are to be made through the SCOPAY app, you will receive an email with your login details once your child has

been enrolled. All fees, such as uniform purchases, dinner money, trips, toast bookings, or Linus Club, must be made through this app in advance. How-to guides can be found on our website to help you.

### School Lunches

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 SCOPAY**. If you think you may be eligible for free school meals you can apply on-line via Walsall Council, or complete a physical form that is available from the school office.

Your child may bring in a packed lunch if you 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 consultation meetings & progress

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

### Emergency Contacts

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 both parents, and at least two emergency contact numbers. We also use Weduc app which enables us to send you an instant message to your app. In the interests of your child, please keep us up to date about any changes in your contact details.

### Illness or Injury

We use an online system to log all illnesses, injuries and medications given. In the event of an illness or injury occurring during the day, you will be informed via an email from Medical Tracker. 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 from last spell.***

## School Uniform

Reception to Y6 School Uniform:

- White shirt with white collar—NO polo shirts
- School Tie (available to purchase from the school office)
- Green V-neck Jumper / Cardigan
- Grey smart trousers / Green smart skirt / Pinafore / Grey smart school shorts / Green checked summer dress
- Plain black school shoes with an appropriate heel (no trainers)
- Book bag
- Boys - Plain grey or black socks.
- Girls – Plain grey/green tights or plain white socks.

### **Physical Education (PE)**

All children undertake physical activities twice a week when circumstances permit.

PE Kit (Nursery to Y6)

- White round necked t-shirt - NO logos or sportswear.
- Bottle-green shorts
- Black pumps (trainers can be worn for outdoor PE and games)
- Plain Black Joggers and Plain Black Round Neck Sweatshirt (Winter Kit)
- No Leggings/Bike Shorts
- PE bag
- Swimming Kit (as required) – drawstring bag, swimming costume & towel

Children are informed of their PE days at the beginning of each term, and they can attend school dressed in PE kit on these days.

Years 3-6 children have the opportunity of weekly swimming lessons at some stage during the school year. The children will need their own costume, a towel and a sensible bag to carry/store their things in. Children with long hair will be asked to wear a swimming cap.

**Please ensure that your child's name is in all clothing, so it may be returned to you if lost.**

We ask that hair is kept neat and tidy and that consideration of appropriate styles is given by parents/carers and children. Make-up and nail varnish are not permitted in school.

At St Peter's, we ask you not to send your children to school wearing jewellery as it can be dangerous both for your child and others. If your child has pierced ears, they may wear studs, but not long earrings. Please ensure your child has removed their earrings on days that they will be participating in PE/Games. If children do wear jewellery not considered to be safe, they will be asked to remove them. We will stop children from using the playground or taking part in PE activities if we feel that their jewellery is a danger.

Children will need to bring a school bag suitable for reading books, letters etc every day. Book bags are recommended as they are lightweight and are the right size for letters and reading books. These are available to purchase from the school office via SCOPAY.

## **Linus Club - Before and After School Club**

### Opening Hours

**Monday to Friday (term time only) - Early Bird Session (7:30am-8:40am)**

**Breakfast Session (7:45am-8:40am)**

**After School Club Session (3:20pm – 5:30pm)**

**School Club Activity Session (4:20 – 5:50pm)**

At 8:40am Linus club staff will take the children to their classrooms.

At 3:20 pm the children are collected from their classrooms by Linus Club staff.

### Fees

**Early Bird Session (7:30am-8:40am) - £6.00** - This includes breakfast - toast.

**Breakfast Session (7:45am-8:40am) - £5.00** -This includes breakfast - toast.

**After School Club Session (3:20pm – 5:30pm) - £6.00** – This includes biscuits

**School Club Activity Session (4:20 – 5:50pm) - £3.00** - This includes biscuits

Please make sure all Linus bookings are made in advance via Booking Sessions on SCOPAY. Registers close midnight, so please make sure all bookings are made before then.

**Please inform us as soon as possible if you no longer require a Linus Club booked session.**

Please feel free to come into Linus Club to discuss when you would like your child(ren) to attend. If you would like to come and see our facilities, telephone school 01922 710 872 and a visit can be arranged with Mrs Tibbott.

Linus Club employs 3 members of school staff who have a wealth of experience and qualifications. We can have 20 children and two members of staff in each session providing a ratio of one adult to 10 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 the school day, the children are taken to our Linus Club provision which is held in the bungalow on school site - the only access to the building is through our secure fob system. A bell at the front door alerts staff 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 Linus then you can easily do so, on the mobile number: **07748 605760** likewise you can contact the school office on **01922 710872**. Linus Club staff plan a daily session with child interests in mind; they aim to keep the children occupied whilst also allowing them to relax at the end of a busy day at school.

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