

Parent Handbook

We hope you find this handbook a useful source of information about our school. If you have any further questions please contact the school office on 01904 527361 or email schooloffice2-8@stpetersyork.org.uk

Message from the Head

St Peter's School 2-8 is a happy, thriving school for children aged 2-8. We are an IAPS and HMC Junior school for girls and boys, situated in the heart of York, offering a warm welcome into the St Peter's School family. Click [here](#) for a welcome message from the Head, Mr Phil Hardy, we also have a short film for you to enjoy [here](#).

School Office

During term time the St Peter's 2-8 school office opens at 8.00am and closes at 5.30pm. Occasionally during these hours when our staff are engaged in other parts of the school, a message can be left on the voicemail facility. This is accessed frequently and calls returned as soon as possible.

During the holidays the school office is staffed from 09.00 - 3.00pm Monday to Friday. Emails will be responded to as soon as we can, however it may be a few days before we are able to reply should a member of staff be on annual leave. If your enquiry is urgent please contact the St Peter's School main office which is open, as normal, from 9.00 am - 5.00pm. St Peter's office telephone number is 01904 527 300.

Forms

Please click onto the following links should require one of the below forms;

[End of School Pick-up Arrangements](#)

[Parent-Permission-Photos-Website-ParentContract](#)

[Parental Agreement for School to Administer Medication](#)

[Pupil Medical Record](#)

[Change of Nursery Sessions Proforma](#)

[Nursery Sessions](#)

[One Off Extra Nursery Sessions](#)

Absence

If your child is absent please contact the school office by telephone at 01904 527361 or email at schooloffice2-8@stpetersyork.org.uk

Anti-bullying

At St Peter's School 2-8, we take all instances of bullying very seriously. Bullying is defined as the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power.

Children are taught about anti-bullying in PSHE lessons and we hold an anti-bullying week each year. Our anti-bullying policy can be found [here](#).

Before and After School Care

Before School Care for Nursery and Reception is available from 07.45 - 08.15am (Mon-Fri). For children in Year 1, Year 2, Year 3 it is available from 7.45am to 8am. Please bring your child/ren to the side gate by the Dining Room where a member of staff will meet you. There is no need to sign up for Before School Care.

After School Care for Nursery takes place from 3.20-4.15pm in Nursery and from 4.15-6pm in the Dining Hall. Pick up between 3.30-4.15pm should be from one of the year group classrooms and between 4.15-6pm from the Dining Room. Children who have attended an After School Club will be brought outside to the playground for collection by a member of staff, unless we know they are attending late After School Care and will be taken directly to the Dining Hall.

During this time, our dedicated staff supervise children with a range of activities including art and craft materials, board games and iPads

Calendar

Each term we produce a 'Termly Calendar', which is given out to children during the first week of term. The SOCs calendar can also be synchronised to your smart phone or tablet. Please ask at the School Office for further information of how to do this. This information is also available on our [website](#).

Co-Curricular Activities

All teaching staff run, at least, one [co-curricular activity](#), a few are held at lunchtime but most are after school. Clubs are available for Reception, Year 1, 2 and 3. Details of activities for the term, will be issued at the beginning of each term. Pupils will be given a form to submit their requests during the first few days of term. Clubs will be reallocated each term to ensure all pupils have the chance to take part.

Communication

We try to limit our communications with parents/carers to two designated days a week to avoid you receiving an influx of mail. Our communication days are Tuesdays and Fridays. Each Tuesday we email a shortened version of our newsletter called the Wednesday Reminder that will advise you of event within the next seven days. We also produce a weekly newsletter on a Friday entitled [Compass](#) that gives you an insight into what each of the classes have been doing in school that week. The Newsletter is uploaded to our website each Friday afternoon. On occasions, we may need to email you outside these dates however we try to avoid this where possible.

Concerns and Complaints

If you have a concern about any aspect of your child's life at school, please contact an appropriate member of staff as soon as possible. We take concerns seriously and follow them up promptly, following the procedure set out in our [Parental Complaints and Procedures Policy](#). We know that things can go wrong, and we want to be able to resolve them at the earliest opportunity.

In dealing with these matters, we recognise the importance of confidentiality, fairness and ensuring that no-one suffers unjustly. Complaints will be resolved either to the complainant's satisfaction, or with an otherwise appropriate outcome which balances the rights and duties of pupils.

Contacting a Member of Staff

Your child's class teacher will usually be your first port of call and you can contact them either by speaking to them at the beginning or end of the school day or by emailing the office at schooloffice2-8@stpetersyork.org.uk

If you expect to need a longer conversation, please make an appointment to see the teacher.

If you feel the issue is of greater importance please make an appointment to see either Mr Hardy or Mrs Clarke which you can do by contacting the Head's PA, Caroline Fattorini at c.fattorini@stpetersyork.org.uk

Delivery and Collection of Children

All parents will be asked to complete a [‘pick up’ arrangements form](#) which is available from the school office. Any changes to the regular pick up arrangements should be put in writing (email) to the office.

We have a number of policies and procedures in place to ensure the safety of your child whilst they are attending the setting:

- All staff/parents/children entering or leaving the school building during school hours should sign in/out at reception.
- Visitors are required to sign in and wear an identification badge.
- The statutory requirements regarding the safer recruitment of new staff and volunteers are adhered to, including the use of enhanced DBS checks.
- We have a Missing Child Policy which details the procedure to be followed in the event of a child going missing. This policy is available in the office.
- We have an agreed procedure to be followed in the event of a parent or nominated carer failing to collect a child at the appointed time, which is detailed below.

Procedure followed by staff in the event of non-collection of a pupil

If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers by 6.30pm then the child will remain with the Teacher on late duty/Head. If there is still no response by 7.00pm then the emergency numbers will be contacted; if there is no response by 8.00pm then the Head will contact the Duty Social Worker. Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.

We undertake to look after the child safely throughout the time that he or she remains under our care.

Early Years

For Information on the Early Years please follow the link to our [EYFS Handbook](#).

Food

Please inform us if your child has specific dietary requirements which we will be happy to discuss. Children may bring water bottles to school, but also have access to drinking water throughout the day. For further information, please click [here](#).

Finance

The Director of Finance handles all enquiries regarding fees and charges. The Finance department may be contacted on 01904 527401. Early Years Funding for 3 and 4 year olds is claimed from the local authority by the School and is deducted from bills accordingly. Please refer to our website for the most up-to-date information on [school fees](#).

Governors

A list of our [governors](#) can be found on the St Peter's School website.

Health and Medical Care

Health forms should be completed on the online joining pack that you can access from My School Portal and returned to school prior to commencement in September. Alternatively, a hard copy is available from the school office. It is important that the School knows of any medical condition/allergies etc, which your child suffers from. This information is passed on to their class teacher and those responsible for taking your child in their various activities. We would be

grateful if parents would keep us informed of any changes of medical health immediately by updating their medical form.

Illness and Contact with Infection Diseases

We ask that parents be considerate to other pupils and staff in the school by keeping their child at home if they are ill. Sickness bugs are especially virulent within a school environment - if a child has vomited, it is essential that they remain off school for **48 hours** following the last episode of vomiting. This complies with Health For England's Guidance on Infection Control in Schools. You must inform the school by email in the morning to let us know that they are unwell and will be absent. If we have not heard about a child's absence, the office staff will contact parents - this is regulatory.

Every now and then we may have bouts of head lice, worms etc. You will be informed by a general email that we have an occurrence of such an instance in school (no child is individually named), however, please check your child for symptoms following these letters, it is the only way we can eradicate these episodes.

If your child is ill during the school day we will contact you to take your child home, we do not have the facilities to care for ill children. Please ensure that we have a current contact number.

Usually only prescription medicines should be administered, once the child has commenced the course, by a member of the school office staff in the School Office and the Nursery staff in Nursery. These should be brought to the office by the parent at the beginning of the school day and a [consent form](#) should be signed before the medicine can be administered - it is the parent's responsibility to collect the medicine at the end of the school day. Please note that, due to the busy office environment, antibiotics can only be administered ONCE a day, between 12 midday and 1.00pm. Any medication administered will be recorded in our daily medical register which is held in the First Aid room and witnessed by two staff.

Accidents

If your child has an accident which we feel needs emergency treatment you will be contacted and asked to collect your child from school. In an emergency, the child will be taken to hospital by a member of staff or ambulance and you will be contacted straight away.

Consent to Treatment

If urgent medical treatment is required, every effort will be made to contact the parent/guardian, but in exceptional circumstances, it may be necessary for a member of staff to act in loco parentis, to consent to treatment in an emergency.

Dental and Medical Appointments

Preferably, these appointments should be made outside of school hours. If this is not possible, a note in advance addressed to your child's teacher, with all necessary details, is required.

Holidays

It is hoped that parents will ensure that they book their family holidays during the school holidays so that pupils do not miss important lesson time. Should absence due to holidays be unavoidable during term time, permission from the Head must be sought in advance of booking, in writing or by email. We ask that you please send your request to Caroline Fattorini, PA to the Head, c.fattorini@stpetersyork.org.uk, who will ensure that the absence is authorised. Class teachers' discretion applies regarding work to be set.

House System

When entering Reception, each child is placed in a House (as far as possible we put siblings in the same house when they are all in school together, however we cannot guarantee this once a pupil has left) - Walmgate, Micklegate or Monk (the gates of the City of York). There is a weekly Housepoint competition - housepoints are awarded by the class teachers for exceptional work, effort etc. - these are added up on a weekly basis and a trophy awarded each week in assembly for the winning house. These totals add up to a termly winner. Each House has a House Captain from Year 3 who is selected by the staff - these change termly. Names and profiles of each House Captain are on display in the atrium. We have termly House Meetings with a member of staff being responsible for a House.

The Annual Swimming Gala (for all Years 2 & 3) is held in March, Sports Day (Rec-Year 3) held in June and Athletics Competition are all Inter House Competitions with trophies being awarded for the winning teams.

Late Arrival

If you arrive late to school, please make sure that you sign your child in via the visitors' book located on the reception counter. You can then take them up to class. There have been some temporary changes implemented during Covid. Until we are able to relax restrictions we ask that you ring the gate pad at the main entrance to St Peter's 2-8 and a member of staff will collect your child and take him/her to class.

Lost Property

If any named item is misplaced, then found, it will be returned to the owner. Any unnamed items of lost property or those items found by the cleaners will be put into the lost property box. Anything unnamed and left unclaimed at the end of term will be given to charity or thrown away. The lost property box is located at the bottom of the back stairs.

Meet the Staff

We have over thirty members of staff working at the school, please click [here](#) for further information.

Mission & Values

St Peter's School 2-8 is committed to maintaining our reputation as a caring, happy and creative school wherein each child is valued and encouraged to maximise all opportunities on offer [Mission and Values](#).

Mobile Phones and E-Safety

As stated in our Safeguarding Policy, children must not bring mobile phones or other devices to school that can take photographs or access the internet. E-safety is very important to us. We teach children about staying safe online throughout our PSHE curriculum. We use a clear set of rules and ensure supervision when children are using technology at school. The school uses filters to ensure safety. We appreciate your support with e-safety and encourage parents to be aware of e-safety.

Music Lessons

As well as our Music Teacher, Mrs Hayden, peripatetic music teachers come into St Peter's School 2-8 to provide individual music lessons. Recorder (from Year 1) piano, violin, cello, flute, cornet and guitar (from Year 2) are the main instruments taught. Individual music lessons are in great demand and, in certain circumstances children may have to be on a waiting list. Lessons are charged weekly and will be added to your fee account in arrears. You are invited to sign up for lessons at the beginning of the academic year and will receive a communication with instructions on how to do this by email.

Parent Baby and Toddler Group

St Peter's School 2-8 runs a weekly Parent, Baby and Toddler Group, for parents to get to know each other and for pupils to develop their social skills in a fun and stimulating environment. For further information please contact the school office.

Parent Forums

We value our strong partnerships with parents and hold termly parent forums throughout the year to gain feedback. Details of times will be published in the weekly Wednesday email and via the Newsletter 'Compass'.

Parent Information Evenings and Events

Throughout the year we hold both information evenings and parent consultation evenings. In addition, you will receive two written reports per year. In addition, we hold information events on different topics throughout the year. Whilst these are more formal reporting times, we are always happy to discuss your child's progress. If a staff member has a concern they will invite you into school to discuss this.

Christmas Term	
September	Parent Information Evenings
October	Individual Parent Consultation Evenings
December	Class teacher written report on Parent Portal

Easter Term	
February/March	Individual Parent Consultation Evenings

Summer Term	
July	Class teacher written report on Parent Portal and Printed

Pastoral

As a close-knit community of pupils, teachers and parents, we pride ourselves on the [pastoral care](#) we provide for our pupils. Our care ensures that children feel safe, valued and confident with staff and pupils from across the whole St Peter's School community.

Safeguarding Children

At St Peter's School 2-8, safeguarding is our highest priority and everyone at our school has a responsibility to safeguard children. All staff receive safeguarding training. The whole school Safeguarding policy can be found [here](#). Should you have any concerns about safeguarding you should contact Mrs Antonia Clarke (Deputy Head and Designated Safeguarding Lead) on a.clarke@stpetersyork.org.uk or 01904 527320.

School Charity

The children nominate a Charity for the year. We have several sponsored events during the academic year when we raise money for our selected charity. All contributions are, of course,

voluntary but we encourage children to participate in raising money. Details of all charity events are notified on the termly Calendar.

School Council

Each class from Year 1 upwards elect members of their class on to the [School Council](#). The school council have weekly meetings to discuss ideas, suggestions and improvements to the school. They also help arrange events such as St Peter's Got Talent.

School Policies

All our [policies](#) are available by contacting the Head's PA, Caroline Fattorini, on 01904 527372 or alternatively you can request these by email c.fattorini@stpetersyork.or.uk.

Term Dates

[Term dates](#) are published on the website.

Termly letter

We will send you a letter by email a week before term starts. The letter will include information about the forthcoming term, including any planned trips and visits.

The School Day

Please click on to the following link for information about '[The School Day](#)'

Uniform List

All [uniform](#) must be obtained online at SchoolBlazer and is compulsory. There is a 'trying on' service at the Schoolblazer Fitting Shop, which is situated on the school premises and is open: Tuesdays and Thursdays, 8.00 - 10.00 am and 2.00 - 4.30 p.m. during term time.

Website, Parent Portal, Twitter and Facebook

The school website is an increasingly important part of the school's communication platform and contains information that is useful for current parents including the latest school news. https://www.stpetersyork.org.uk/st_peters_2_8/

As a parent, you will also have access to the Parent Portal (on the website) <https://parent.stpetersyork.org.uk/api/login/>. Parents will be issued details on how to 'log on' and use this very vital part of the website. All your child's reports can be accessed from here, we also post parent contact details and other information which is valuable to you.

The website has up-to-date information including term dates and the calendar of events. You will also find photographs and news on current happenings in the school both on Facebook, Twitter and Instagram, we recommend you take a look regularly! You can follow us on Twitter [@PhilHardyCPS](#), [@stpeters2_8](#) or [@CliftonLearning](#), Facebook [f](#) https://www.stpetersyork.org.uk/st_peters_2_8/ and Instagram [i](#) [@stpeters2_8](#) [@philhardycps](#)