St Peter's CEP Induction Pack

Welcome to St Peter's CEP School. We hope you enjoy your time here as much as we enjoy teaching you. We have put together some information to help you understand how our school operates so that your transition is a smooth one. You will be assigned a 'buddy' when you enter our school and you can ask them any questions that you have. Please also feel free to speak to any member of staff if you are uncertain about anything.

STAFF

Mrs Browne, Headteacher

Mrs Charlton-Taylor, Assistant Headteacher, SENCo
Mrs Slee, Office Manager

Miss Birrell, Class Teacher, Turtles (Year 1 - PM)

Mrs Goodwin, Class Teacher, Penguins (Reception Class), Senior Leader (Teaching and Learning)
Miss Manning, Class Teacher, Dolphins (Year 2)

Mrs Hebdon, Class Teacher, Turtles (Year 1 - AM)

Mr Goodeal, Class Teacher, Seahorses (Year 3/4)
Mrs Hicks, Class teacher. Sharks (Year 5/6)

**Daily Timetable**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8.30am-8.55am</td>
<td>School gates are open, we like children to be in school as near to 8.30am as possible. Feedback marking from the previous day takes place during this time</td>
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<tr>
<td>8.55-10.45</td>
<td>Register, Guided Reading, Spelling, Punctuation and Grammar/Handwriting, Read, Write Inc and Power of Reading</td>
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<tr>
<td>10.45-11.05</td>
<td>Morning playtime, fruit and milk are available</td>
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<tr>
<td>11.05-12.00</td>
<td>Maths lessons</td>
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<tr>
<td>12.00-13.00</td>
<td>Lunch time</td>
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<tr>
<td>(12.10pm for children in Seahorses and Sharks)</td>
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<tr>
<td>13.10 - 13.30</td>
<td>RWI Spelling</td>
</tr>
<tr>
<td>13.30 - 15.00</td>
<td>Foundation Subjects</td>
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<tr>
<td>15.00 - 15.15</td>
<td>Storytime</td>
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**RED TED**

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At St Peter’s we believe that reading EVERY day is important. You will receive a free book bag when you register and this is to go home and come back to school every day. You will be given a RED TED reading record and when you bring it in to school, if your parent/carer has signed that you have read your book you will get a RED TED stamp in your reading record. Rewards are then given as follows:

- 10 stamps = A RED TED sticker
- 100 stamps = A trip to the Headteacher’s office to choose a book from her special RED TED library
- 200 stamps = A book and a RED TED badge
- 300 stamps = A book and a RED TED pencil case
- 400 stamps = A book and a RED TED wristband
- 500 stamps = A trip to Waterstone’s book shop to choose a book
- 600, 700, 800, 900 stamps = A £5.00 book token
- 1000 stamps = mystery prize!

**Behaviour System**

<table>
<thead>
<tr>
<th>Level</th>
<th>Reward</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platinum</td>
<td>A £5.00 book token</td>
</tr>
<tr>
<td>Double Gold</td>
<td>A book and a RED TED badge</td>
</tr>
<tr>
<td>Gold</td>
<td>A book and a RED TED pencil case</td>
</tr>
<tr>
<td>Green</td>
<td>A book and a RED TED wristband</td>
</tr>
<tr>
<td>Yellow</td>
<td>A trip to Waterstone’s book shop to choose a book</td>
</tr>
<tr>
<td>Orange</td>
<td>A £5.00 book token</td>
</tr>
<tr>
<td>Red</td>
<td>A £5.00 book token</td>
</tr>
</tbody>
</table>

Every child starts the day on **green**. When a child does particularly good work or behaves with consideration and care they may be told to go up ‘a level’ or to go ‘to **Gold**’. If this happens again a child ends up on **Double Gold** and if this happens once more they will reach **Platinum**. At the end of the day children will then receive either one or two gold stickers, if they have reached Platinum they will also get a letter home, a Platinum sticker and be included in the weekly newsletter.

If a child does not work to the best of their ability or misbehaves they may be asked to ‘move down a level’ or to go to **Yellow**, which is a warning. If the child continues to misbehave or not complete their work they may be asked to go down another level which would put them onto **Orange**. At this point you will lose your break time. If a child finds that they are on **Red** they will be sent to the headteacher and a letter will be sent home, a meeting with parents will also usually be called.
On a Friday we have a whole school assembly and some children will receive Headteacher’s Certificates for excellent work during the week. A Courtesy Badge and Pride Award is also given to selected children in each class. We also have House Points (based on which sports house you are in) and when you go up the behaviour chart you can mark off house points; you may also receive house points at any time for good behaviour or learning.

Houses and House Points

In addition to our behaviour chart, children can also gain house points. Every child will be assigned a ‘House’ when they start at St Peter’s. We have four houses; Nelson Mandela (yellow), Florence Nightingale (red), Martin Luther-King (green), Neil Armstrong (blue). Whenever a child moves ‘up’ a level they can award themselves a house point on the house point chart in the classroom. A teacher may also award a child a house point at any time for excellent behaviour or effort.

School Uniform

We take great pride in our uniform. We expect all children to be neatly presented and wear the correct uniform. School jumpers, ties and PE kits can be purchased from Channel Uniforms in Folkestone. Black or dark grey trousers and skirts should be worn and black school shoes. Children will be given a St Peter’s Book Bag when they start school, book bags are also considered part of the uniform and should be brought to school every day. Shirts must be tucked in and ties are to be worn daily.

Attendance and Lateness

Attendance is extremely important and is vital to ensure that children achieve their very best. We take attendance very seriously; therefore we give out certificates at the end of each term according to the level of attendance each child has achieved. We have Bronze, Silver and Gold awards. Those children who have attendance of 98.9% (no more than 2 days absence in a year) or above will receive a fantastic treat at the end of the year; last year children with good attendance had a pizza lunch! Punctuality is also important! The gates open at 8.30am and the teachers use the first 25 minutes of the day to discuss the previous day’s learning with individual children, there are also activities (which we call ‘early morning work’) to complete.
**Fruit and Milk**

Fruit is available for all Children in Year R-2, this is free of charge. The older children are able to bring their own from home. Milk is available free of charge to children under the age of 5, but is available at a charge for all other children. If you are interested in having milk at playtime then please speak to Mrs Slee in the office.

**School Dinners**

School dinners are provided by Caterlink. They are very tasty! School dinners are free of charge for all children in Year R-2 and are £2.05 per day for children in Year 3-6. As well as the main dish of the day, children can request the vegetarian option or a jacket potato, but these have to be specially ordered on the day. The menu is on our website, so why not take a look at what is on offer?

**After School Clubs**

We offer a range of clubs, which change regularly. All clubs are £2.00 per term, except for clubs that are run by outside providers. The current clubs on offer can be found on our website.

**Celebration Assembly**

Every Friday we have a celebration assembly where we give out various awards. Headteacher Awards are given to children who have been highlighted by the Class Teacher as having achieved well that week or for excellent attitude and behaviour.

Courtesy badges are given to children who have displayed excellent manners during the week and Pride badges are given to children who have either taken particular pride in their work, presentation or uniform.
Our Safeguarding Policy

What is Child Protection about?
All the adults around you think that your health, safety and welfare are very important. In our school, we respect our children and help to protect their rights. We do our best to help children make good educational progress. We teach children how to recognise risks in different situations, and how to protect themselves and stay safe.

How will we try to protect children?
We try to make school a safe place for children to learn in. We want to make sure that children remain safe, at home as well as at school. We think it is important for our children to know where to get help if they are worried or unhappy about something.

Need to talk?
You can talk to any adult in school if you need to, they will ALWAYS be there for you - just tell them!

Or if you don’t want to speak to an adult in school there is always childline.