

## GENERAL INFORMATION

This booklet contains information about our school, which we hope you will find useful and applies to the academic year 2015/2016 and though the particulars are correct in relation to this year, it should not be assumed that there will be no changes affecting relevant arrangements before the start of or in relation to subsequent years.

School Address: Peterchurch Primary School,  
Peterchurch,  
Hereford, HR2 0RP

Telephone Number: Peterchurch (01981) 550230

E-mail address: [admin@peterchurch.hereford.sch.uk](mailto:admin@peterchurch.hereford.sch.uk)

Website: [www.peterchurch.hereford.sch.uk](http://www.peterchurch.hereford.sch.uk)

School Staff:

Mrs J Bryan	- Headteacher
Mrs S King-Salter	- Deputy Headteacher
Miss X O'Keefe	- Teacher
Miss C O'Brien	- Teacher
Mrs L Williams	- Teacher
Miss K Harris	- Teacher
Mrs C Thomas	- Teacher
Miss I Cook	- Teacher
Mrs E Stokes	- Teacher
Mrs A Houlbrooke	- Music Teacher
Mrs J Bennett	- French Teacher
Mrs C Goring	- Cookery Teacher
Miss S Finnie	- Swimming Instructor/Support Assistant
Mrs S Williams	- Secretary
Mrs A Jones	- Clerical Assistant
Mrs T Powers	- Clerical Assistant
Mrs P Prosser	- Support Assistant/Library & Cleaner
Mr B Morris	- Support Assistant
Mrs P Morgan	- Support Assistant
Mrs J Ede	- Support Assistant
Mrs K Go-Soco	- Support Assistant
Miss S Tutt	- Support Assistant
Miss H Sumner	- Support Assistant
Miss S McAnally	- Cleaner in Charge
Mrs M Beavan	- Crossing Patrol
Mrs H McCabe	- Lunchtime Supervisor
Mrs F Williams	- Lunchtime Supervisor
Mrs L Rodgers	- Lunchtime Supervisor

Status: Peterchurch Primary School is a co-educational school for pupils aged 4 – 11 years. Current number on roll is 141.

The address and telephone number of the Local Authority is:

Herefordshire Council  
Children's and Young People's Directorate,  
Herefordshire Council  
Plough Lane  
Hereford HR4 0LE Tel No: Hereford (01432) 260900



### Aims of the School

#### Our Curriculum Statement

We aim to provide a rich and stimulating environment for all pupils within the school and one that encourages children to develop to their full potential without fear of failure. Children need to feel secure in order to work effectively.

The curriculum offered at Peterchurch is in line with the National Curriculum requirements for a broad, balanced, relevant and differentiated curriculum, to "promote the spiritual, moral, cultural, mental and physical development of pupils at school and in society to prepare pupils for the opportunities, responsibilities and experiences of adult life." (Education Reform Act 1988)

**We seek, we learn, we grow.**

## Admission of Pupils

The school caters for children living in the Parishes of Peterchurch, Dorstone, Vowchurch and Turnastone.

Pupils completing their primary education who live in the catchment area normally transfer to Fairfield High School, Peterchurch, at the beginning of the Autumn Term following their eleventh birthday.

Prospective parents are invited to contact the Headteacher for an appointment to view the school.

All new parents and children are encouraged to visit the school, by appointment, prior to attendance.

The School follows the Local Authority policy on admissions.

Children are able to start full-time education from September if their 5<sup>th</sup> birthday falls between 1<sup>st</sup> September – 31<sup>st</sup> August of that academic year. However if parents feel that this is inappropriate for their child the school is happy to offer part-time education or a delayed start. The Headteacher would be happy to discuss this with you if you would like to arrange an appointment.

Children who join the school full time in September are invited to visit the school for one afternoon per week during the preceding summer term.

The School follows the LA criteria for admissions to pupils with disabilities, which is the same as for any other pupil joining the school.

After the school is notified of allocated places, in the term prior to attendance new entrants are sent a prospectus and relevant forms. A covering letter also invites each set of parents to spend a short time with the Reception Class teacher getting to know each other. A simple profile form is filled in at this time.

Parents can find further information on The Local Authority website <https://www.herefordshire.gov.uk/school-admission-policies> or telephone 01432 260927.



### The Buildings and Grounds

The school is situated in the village of Peterchurch. We are fortunate to possess excellent facilities including seven classrooms, library and a large hall. We also have our own learners' swimming pool and a good-sized playing field.



## GOLDEN VALLEY PRE-SCHOOL

We have a thriving Pre-School located within our site. We have strong liaison with staff and children including regular visits, shared resources and excellent transition arrangements.



## Peterchurch School Uniform

### WINTER

Grey Pinafore, Skirt or Trousers.  
White or Light Blue Blouse/Shirt, or Polo neck shirt  
School Sweatshirt or Navy Jumper or Cardigan  
Navy, White or Grey Socks/Tights  
Black or Brown Shoes with heels no higher than 3 cm (1¼") measured from the back of the heel.  
(Trainers and boots are not acceptable footwear for school shoes)

### SUMMER

Blue & White Gingham Dresses or Grey Shorts  
White or light blue shirt/ polo neck shirt  
Navy, White or Grey Socks  
Black, Brown, Blue or White Shoes or Sandals  
with heels no higher than 3 cms (1¼")

The restriction on heel height is a matter of Health and Safety rather than fashion. When you buy shoes please ensure the heels are no more than 3 cm (1¼ ins) high.

### PE KIT

White Shorts.  
School or Navy T-Shirt  
School or Navy Tracksuit (optional)  
Plimsolls (Daps)  
Suitable Training shoes for Netball, Rounders, Cricket, Tennis and Athletics  
Spare socks  
Boots or Strong Shoes for Football

### Swimming

One piece Swimming suit  
Hat  
Towel

**ALL ITEMS TO BE MARKED CLEARLY WITH THE OWNER'S NAME PLEASE.**

Name labels can be ordered through the school office.

<b>UNIFORM PRICE LIST</b>			
<b>SWEAT SHIRTS</b>		<b>POLO SHIRTS</b>	
Sweat Shirts up to 34"	£8.00	Polo Shirts white/blue up to 34"	£6.50
Sweat Shirts S, M & L	£10.00	Polo Shirts S, M & L	£8.50
<b>PE KIT</b>			
T Shirts (all sizes)	£6.00	Swim Hat	£1.00
White Shorts (all sizes)	£5.00	PE Bag	£3.50
<b>OTHER ITEMS</b>			
Replacement Locker Key			£5.50
Book Bags			£4.50

**Absence by Pupils during Term Time**

If a child is absent from school please notify school by telephone on the first day and follow up with a written explanation. This is then kept in the register.

Any unexplained absences will have to be recorded as "unauthorised". Unauthorised absence is described as "absence from school without leave from a duly authorised person". That person is the Headteacher.

Compassionate leave will be granted on such grounds as attendance at a family funeral or similar extreme circumstances. Absence will not however be authorised to accompany parents on shopping excursions or any other activity which clearly does not require compassionate consideration. Receipt of a written request or explanation from

the parents does not 'authorise' an absence.

Routine medical appointments should be made outside of school time as far as is practicable.

No child is let out of school for dental appointments etc. unless a note is received or the child is called for by a parent - these regulations are in the interest of the child's safety. If a child is away from school for more than a few days, or has an infectious or contagious illness, please let the school have details.

### Term Time Holidays

As per the advice issued by the Department for Education entitled "School Attendance - Statutory Guidance and Departmental Advice" dated August 2013,

*"Headteachers should not grant leave of absence unless in exceptional circumstances. The application must be made in advance and the headteacher must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted, the headteacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the headteacher's discretion."*

Therefore, Peterchurch Primary School is required to follow this Statutory Guidance and will only be able to grant leave of absence in exceptional circumstances. Holidays must be taken in the school holidays and not during term time.

If parents feel that there are exceptional circumstances to request a leave of absence, they must put this request in writing explaining the exceptional circumstance. If leave of absence is taken without permission, the absence will be regarded as unauthorised.

- Regular and punctual attendance at School is both a legal requirement and essential in ensuring that all children maximise their educational opportunities and future life choices.
- Parents/Carers have no automatic right for their children to be absent from school.
- In cases of absence when the pupil has been taken on holiday during term time and the absence has not been authorised by the School or excessive delayed return from extended holidays without prior school agreement, the LA may issue a Penalty Notice.
- A Penalty Notice is a fine issued and administered solely by Herefordshire Education Welfare Service on behalf of the Local Authority.

The amount of the Penalty to be paid is:

- a) £60 per parent per child, if paid within 21 days.
- b) £120 per parent per child, if paid within 28 days.

<i>Attendance for 2014/2015</i>	-	<i>94.95%</i>
<i>Authorised Absence</i>	-	<i>4.01%</i>
<i>Unauthorised Absence</i>	-	<i>0.09%</i>

## Medical

Parents are responsible for informing the School of any medications or medical procedures that their child requires. Parents are also responsible for the administration of medicines or medical procedures for their children *except in specific exceptions detailed in the School Administration of Medicine policy.*

It is requested, where clinically appropriate, for medicines to be prescribed in dose frequencies that enable the medicine to be taken outside school hours. For example, medicines required three times a day could be taken in the morning, after school hours and at bedtime. Similarly, if medical procedures are required, it is requested that these be conducted outside of school hours where clinically appropriate.

If a child requires medicine/medical procedure(s) in the middle of the day, he or she can either return home for this or parents can come into the school to administer the medicine/medical procedure. Parents or designated adults (notified in writing to the School by parents) can come into School on an as needs basis to personally provide medicines or medical procedures for their child. The Medical Room will be made available for this purpose.

## School Meals

As from September 2014, all children in KS1 are entitled to a hot school meal free of charge. Hot school meals are available every day of the week. KS2 children can also take advantage of a hot school meal every day – but will have to pay for their meal. The price of a meal for KS2 children will be £2.30.

The lunch is freshly cooked each day and uses local produce as much as possible. Pupils are required to sign up for a half term and, for KS2 children, pay in advance. Pupils are allowed to bring their own drink or water is available at lunchtime.

Children can still bring their own packed lunches from home if they wish to instead. In accordance with our School Food Policy, we encourage children to bring healthy food in their lunchboxes such as fruit and yoghurt and to keep crisps and chocolate to a minimum as such sweet items can affect a child's behaviour.

Sweets and chewing gum are not allowed in school at any time.

For any families who are currently registered for free school meals and any new families joining the school who are entitled for free school meals (whether in KS1 or KS2), please register as normal as we get extra funding to support children's learning and your child can attend after school clubs free of charge. Criteria/forms for accessing free school meals are available from the school office.

Free School Meals can be awarded to families who are entitled to:-

- Income Support or Income Based Job Seekers Allowance

- Income related Employment and Support Allowance
- Pension Guarantee Credit
- Child Tax Credit, where Working Tax Credit is NOT in payment AND your annual income does not exceed £16190, as determined by HM Revenues & Customs)
- Working Tax Credit "Run on" (A 4 week payment when your employment has ceased or your working hours reduce below 16).
- Support under Part VI of the Immigration & Asylum Act 1999.

### Pupil Premium

The Government have allocated a specific sum of money into School budgets to support the outcomes for vulnerable and disadvantaged children. This funding is specifically linked to pupils whose families are in receipt of free school meals, looked after children and service children. We use this money to support children in 1 - 1 tuition, give extra support in class, and to enable them to attend after school clubs.

### National Fruit for School Scheme

The School participates in the above scheme whereby children in Years R, 1 and 2 are entitled to a free piece of fruit each school day as part of the government's campaign to encourage children to eat more healthily (see page 39).

The Government do not include Key Stage 2 children in the above scheme, but the school encourages them to bring fruit, separate from their lunch, to eat during morning break. When there is fruit left over from KS1 classes, this is shared in KS2.

### Milk/Drinks/Water

Milk is available each day at playtime at a cost of 18 p per 1/3 pint. Parents are asked to pay for a term or 1/2 term in advance (free to children under five). If a child is absent we still have to charge for the milk as it is already ordered and has to be paid for by the school.

Children are allowed to bring juice to drink at breaktime if they do not have milk. Fizzy drinks are not allowed. We aim to encourage pupils to drink more water to aid concentration in the classroom and individual water bottles are provided in the classroom for each pupil.

It has been proved that 5% dehydration leads to 30% less concentration. Only water will be available in this way and children should still bring their own drink (not fizzy) for break and lunchtimes.

## Healthy Schools



The school is involved in the 'Herefordshire Healthy Schools Partnership' aimed at promoting both physical and emotional health. Our school has achieved Level 3 National Healthy Schools standard and been awarded a plaque and Certificates recognising that we meet Healthy School criteria in Sex and Relationships Education, Drug Education, Healthy Eating and Physical activity.

As a school we aim to give children the knowledge, skills and understanding they need to lead healthy lives, not just through what is taught but also the school's organisation and 'whole school' environment.

Healthy choices are promoted across the curriculum. Children participate in food technology days, science work about the human body and the environment and in a variety of activities in PE, including swimming, dance and gymnastics.

After school activities continue the promotion of a healthy lifestyle through various sport clubs and a cookery club based on healthy eating. The school council is active in encouraging children to make healthy choices.

### School Transport

The Local Authority is legally bound to provide transport for children living in the defined area of school as follows: Free transport is only provided for those children living over 2 miles from the school if the pupil is under 8 or over three miles if over 8.

When there is spare capacity on school contract vehicles running for the benefit of children living beyond legal walking distance of school, these places may be offered, in certain circumstances, to other children on payment of a flat rate charge under the Authority's 'Vacant Seats Payment Scheme'. **Only children with bus passes are allowed to travel on school transport. All children who normally travel on the school bus will be put on the school bus at the end of the day unless we have received notification from PARENTS about alternative arrangements.**

### Travel Plan

The School has an approved Travel Plan. This plan encourages walking to school which fits in well with the healthy lifestyle approach of the school. In order to facilitate more walking to school a safe footpath for entry and exit to the school is provided and should be used at all times. Access for pedestrians via car driveway entry and exits is not allowed due to the danger from traffic. A bike rack which also provides a parent shelter in the playground for those parents waiting to collect their children has been erected. Seating for waiting parents has also been provided. For those parents who have no other possibility than using the car we would ask them to park their cars in the recreation field car park opposite the church and then walk their children to and from school from there. This will ease congestion in the school car park and also contribute to the fitness and health of the pupils.

### School Trips

All classes take part in educational visits, which are planned to contribute to the overall curriculum of the school. All coaches used have seatbelts which the children are required to use.

### Closure Due To Bad Road Conditions

In the event of school not being open due to bad weather etc, parents should consult Herefordshire Council's website:- [www.herefordshire.gov.uk/schoolclosures](http://www.herefordshire.gov.uk/schoolclosures) to check if the school is open or closed.

If the weather deteriorates during the day we will again broadcast a message on the radio. If you are worried about road conditions, particularly if you live on a minor road that you know is difficult, please contact the school to collect your children. In this event the important thing is that the children get home safely before conditions become dangerous. If, during bad weather, you bring your child to school and he/she normally travels by bus, it is your responsibility to collect your child at the end of the school day.

### Parents

Parents are invited to take an active part in school. The PTA arranges regular meetings and activities and all parents are automatically members.

Parents are also encouraged to come into school to help with activities. If you feel you have some spare time or a skill to offer please contact the Headteacher. All parents helping in School need to undergo a DBS check.

### Library

Our school Library is open every Monday during term-time.

It is open to all children from birth to the end of Primary School age who attend this school or live in the local area. We require a completed registration form from each child before books can be borrowed.



## Homework

There is not a Local Authority Policy regarding homework. We would like to encourage all parents to become involved with the education of their children as the benefit for all concerned is great. The Homework Policy of the school is that children share their reading with parents each evening. This need not be a long session but five to ten minutes each day will help a child progress. Book bags are available for carrying reading books at a cost of £4.50 from the school office.

Children are also expected to share maths games, provided by the school, with their families. These games are changed on a weekly basis. In Years 1 - 6 children are given spellings to learn each week in preparation for a weekly spelling test. A record of both maths and reading is kept in diaries shared between home and school.

Occasionally pupils are given certain tasks to complete at home eg. learning poetry/songs, obtaining information etc.

## The School Day

The school day begins at 9.00 am and is divided as follows:

KS1	KS2
Morning Session 9.00 am – 12.00 noon	Morning Session 9.00 am – 12.15 pm
Afternoon Session 1.00 pm – 3.15 pm	Afternoon Session 1.15 pm – 3.15 pm

There is a mid-morning break at 10.30 am for 15 minutes for both Key Stages and an afternoon break at 2.00 pm for 15 minutes for Key Stage 1.

Children should not arrive at school early. A teacher is on duty from 8.50 am. If it is necessary for your child to be at school earlier, at any time, you must ensure that the Headteacher has been consulted.

The time spent on teaching during the normal week, including Religious Education but excluding the statutory daily act of worship, registration and breaks (including lunch), is 19.25 hours for Key Stage 1 and 22.5 hours for Key Stage 2.

## Parent/Teacher Consultation

We are always pleased to arrange parent/teacher interviews at any time of the year, regarding children's progress or any other issue that may be causing concern. This should be done, if possible, by appointment. You do not need the excuse of a 'problem' to visit school; an interest in your child/ren's progress is reason enough.

There will also be three evenings each year for parents to visit the school to discuss their child/ren's progress. Parents will be notified of the dates.

## Parent Assemblies

Each term we invite parents to join us for two Tuesday morning Assemblies. We have a Sharing Assembly where the children come into assembly and share with parents what they have been doing in school, and a Walkabout assembly when parents are invited to walk around the school and visit the classrooms, joining together afterwards in the hall for a hymn and prayers. Parents are also invited to

## Home/School Agreement

In accordance with statutory guidance we have a Home/School agreement which sets out what you can expect from the School and what is expected of you as a parent/guardian to support your child's education. All parents/guardians are invited to sign this when their child is admitted to the school (see page 38).

## Child Protection

Under the terms of the Children's Act 1989 teachers have a duty of care for each child and therefore will do what is reasonable to safeguard the child's welfare. This includes, if necessary, involving other agencies. A full copy of Peterchurch Primary School's Child Protection Policy is available in the School Office.

## Taking photographs and videos in School

During your child's life at the school we may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications and on a web-site by us, by the Local Authority or by local newspapers.

Photography or filming will only take place with the permission of the head teacher and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images associated with material on issues that are sensitive.

Before taking any photographs of your child for publication, we need your permission and would ask you to sign and return the consent form provided (pages 42 and 43).

## Golden Valley Collaboration

Peterchurch Primary School belongs to a group of four primary schools (Clifford, Longtown, Michaelchurch Escley, Peterchurch and Fairfield) known as the Golden Valley Collaboration of schools.

The aim of the collaboration is to further improve educational opportunities and standards for our children and to meet the ever increasing financial challenges for small schools.

Governors, Headteachers and staff work closely together where all aspects of education are discussed and strategic decisions for the collaboration are recommended to individual Governing bodies for consideration, particularly regarding finance resources and buildings.

## Personal and Social Education

A high standard of behaviour is expected from all members of the school community. This should be achieved by relationships between staff, pupils and staff, and parents and staff being based on a mutual respect for each other. It should be recognised, and encouraged, to see each member of the school community as a person of worth.

The school's code of conduct is encapsulated in the Golden Rules which are displayed in each classroom and around the school.

*Do be gentle, don't hurt anybody.*

*Do be kind and helpful, don't hurt people's feelings.*

*Do be honest, don't cover up the truth.*

*Do work hard, don't waste time.*

*Do look after property, don't waste or damage things.*

*Do listen to people, don't interrupt.*

The Golden Rules are constantly referred to at the beginning of each school year. They are discussed and expanded in each class as appropriate.

At the beginning of each school year each class identifies and draws up a list of good manners that enable them to keep the Golden Rules.

In addition to the Golden Rules there are school rules necessary for the health and safety of the pupils so parents are asked to note the following:

## School Rules

1. Pupils must be punctual and regular in attendance. If a child is absent parents should telephone on the first day of absence and a note of explanation of absence should then be sent to the school. All unexplained absences will have to be regarded as 'unauthorised'.
2. Pupils must not arrive before 8.50 am but in time for the start of school at 9.00 am. A teacher is on duty from 8.50 am. If it is necessary for your child to be at school earlier, at any time, you must ensure that the Headteacher has been consulted.
3. Children are allowed to come to school on bicycles but the school accepts no responsibility for loss or damage.
4. Cycle proficiency training is organised periodically at the school and it would be advisable that all cyclists have experienced such a course before cycling to school.
5. We also advise that pupils should wear cycle helmets.
6. Bicycles should be parked and chained in the cycle shelter in the playground.
7. Misbehaviour is usually dealt with by the class teacher. Parents will be informed of persistent misbehaviour. In extreme cases children may be suspended from school.
8. Pupils are not allowed on the playground or playing field outside school hours without written permission from the Governors who will only grant permission when they are assured that adequate adult supervision to ensure safety, will be provided.
9. The wearing of jewellery by pupils is not allowed. Pupils with pierced ears should wear suitable 'studs' to prevent accidents (i.e. One stud in each ear lobe - multiple piercing or other body piercing is not allowed). Parents should be aware that the school will not accept any responsibility for loss of earrings or injury to those pupils wearing earrings.
10. It is expected that hair will be sensibly and tidily styled so that it is not hindering eyesight. Children with long hair must have it tied back. Hair should be of natural colour.
11. Children are not allowed to bring sweets or chewing gum for breaks but are encouraged to eat fruit, a good lunch and to have milk during the morning break.
12. Valuable items should not be brought to school. Any item brought into school is at the owner's own risk.
13. The use of mobile phones is not permitted. Should your child need to phone home for any reason they are able to use the phone in the school office. If you need to contact your child in school hours you may telephone the school office and a message can be passed on.

The school has a system of rewards and sanctions.

Rewards include:

Incentive stickers.  
Praise both verbal and written.  
Reporting to parents. Maths/Reading logs & verbal reports.  
Sharing Assemblies.  
Displaying work.  
Monitor responsibilities.  
Golden Time.  
PTA book Prizes – Golden Time Certificates.

Sanctions include:

Withdrawal of privileges eg football at playtime.  
Withdrawal to other classes.  
Missing play.  
Discussions with child.  
Discussions with parents.  
Withdrawal of Golden Time.  
Home/School diaries.

At all times staff are encouraged to discuss misbehaviour with the children in an effort to deal with it through negotiation rather than sanctions.

The personal and social development of each child is monitored through the setting of personal and individual targets. These may be based on behaviour or academic progress. The targets should be set through negotiation with children and teachers. This obviously helps the children take responsibility for their own learning and behaviour. Each child has an incentive sticker sheet to record stickers given and the reason for it.

School Council

The School Council meets regularly and consists of a Teacher, Governor and representatives from Years 2 to 6, voted for by their classes. Representatives collect ideas and suggestions to discuss at School Council meetings and Teachers and Governors also present ideas for the Council's consideration. Representatives then report back to their classes after meetings.

This allows all pupils to be actively involved in decisions made in the School. The School Council has organised a variety of events to raise money for their own funds and for charity.

## Whole School Curriculum

The school is currently arranged into seven classes as follows;

Class R	Yr R (Reception)
Class 1	Yr 1
Class 2	Yr 2
Class 3	Yr 3
Class 4	Yr 4
Class 5	Yr 5
Class 6	Yr 6

To cover the National Curriculum requirements each year group has a yearly plan covering all subject which emphasises cross-curricular links. Please see pages 44 to 50 for individual year group curriculum plans.

## Literacy



Reading has a central position in the curriculum. The children are involved in a 'shared' reading approach which enables the pupils, in partnership with teachers, parents and other children to develop their reading skills. The children are encouraged to choose their own books to read - enjoyment being a priority. When children first begin to bring books home they are not expected to know every word but might enjoy 'reading' the pictures, or having the story read to them or reading the story together with someone. This method is supported by a structured phonic scheme, throughout the school. Children will develop a sight vocabulary, through use of notices and books. All these form a good basis to encourage willing, competent readers.



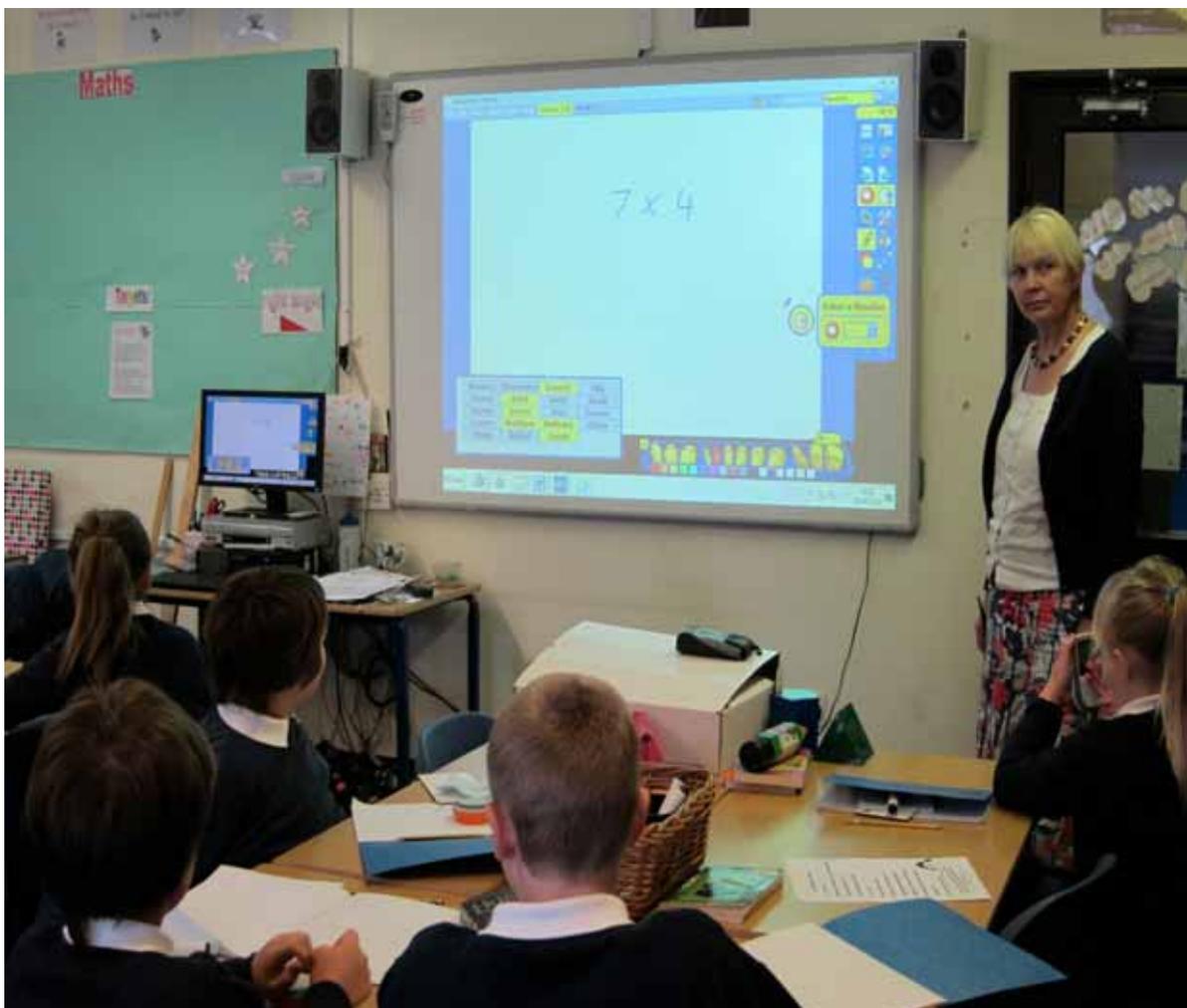
Within Literacy there is an emphasis on teachers actually teaching the skills of reading with the onus for reading practice to be for parents. Your children will still be reading in school but in groups and as a class or in silent reading. Individualised listening to reading must be done every night at home to ensure the skills being taught in school are reinforced. Children will change their reading books on a Monday only. The teacher will keep the book overnight to check the appropriateness, record it and check that reading of the previous book has taken place. Books will then be sent out again on Tuesday. Younger children will be able to choose up to three books as the teacher feels appropriate. Reading books need to come into school every day as the children will be involved in silent reading and shared reading.

## Numeracy

The Numeracy Strategy emphasises the need for children to be involved in a lot of oral and mental work, with a specific teacher input before paper recording is expected.

We use a wide range of material to ensure that the Numeracy curriculum maintains a breadth and balance and is interesting and exciting for every child.

Children are given a maths game each week to take home and share with their families. These games will help consolidate mathematical concepts in a fun way.



## Science

Science work is covered throughout the school through half-termly topics which ensures coverage of the National Curriculum.

Science, History and Geography are taught to the children through subject-based topics in a 2 Yr Key Stage 1, 4 Yr Key Stage 2 rolling programme which allows full coverage of the National Curriculum.



Primary Science Quality Mark

The Collaboration of Schools was awarded the GOLD Primary Science Quality Mark in 2012 for recognition of the excellent science that goes on in our schools.

## Technology

All pupils in the school are provided with experiences of technology which now incorporates Art and Design, Craft, Design and Technology, and Food Technology.



Each year group in KS2 will receive an annual 6 week session cookery programme to ensure they develop practical skills and understand the importance of healthy eating.

## Information Technology

The school is well equipped with multi-media computers with colour printers, I-Pads and scanners, and interactive whiteboards, all linked to the school network.

All children are given 'hands on' experience to encourage familiarity with the keyboard. All children, including infants, use the word processors to produce their own stories and poems, and can choose their own fonts.

The school has a Broadband link to the Internet. The school is linked by an e-mail system to the other pyramid schools. This system also gives us the ability to make links all over the world.

As part of our curriculum and the development of ICT skills, the School is providing supervised access to the Internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Our school operates a filtering system that restricts access to inappropriate materials. The school has a set of rules for responsible internet use and an agreement is signed by both parents and pupils before access is permitted (see pages 40 & 41).





We have an assembly each day for the whole school. The assembly time is used as part of our Religious Education Curriculum. Themes used in assembly will be followed up by individual classes in a weekly R.E. session. Parents have the right to withdraw their children from R.E. and collective worship, but should first discuss the matter with the Headteacher. We follow the Herefordshire Agreed Syllabus for RE. During their time in school, children study and discuss many religions including Christianity, Hinduism, Islam, Sikhism, Judaism and Baholi, looking at similarities and differences in order to learn to respect the beliefs of others.

### Physical Education



Our school has received the prestigious National Activemark Award from Sport England. Activemark is a national accreditation programme, which recognises schools that show a commitment to promoting the benefits of physical activity. To achieve this a school must offer a well-balanced physical education programme; provide an environment that encourages physical activity and teaches children the importance of staying active for life. Achievement of this award acknowledges the high level of our physical activity provision.

The school seeks to provide a sound background in sport through national curriculum physical education and some extra-curricular activities. Within these opportunities we are concerned with developing good quality performance, an understanding of games principles, enjoyment and knowing how to improve skills.

What we PROVIDE:

- All pupils follow the national curriculum programmes of study for physical education. Key Stage 1 pupils take part in games, gymnastics, swimming and dance. Key Stage 2 pupils continue work in these areas with additional opportunities for athletic activities and outdoor and adventurous activities.
- Everyone receives at least two hours per week of curriculum time physical education.



- Junior pupils participate in the following tournaments.

Golden Valley Knockout

Dore Trophy

Clifford Tournament

Tennis

Rugby

- Teams represent the school in local leagues and friendly matches in netball and football as well as in athletic events.
- Residential visits are made by Year 6 pupils to either an Outdoor Education Centre or a cultural trip such as a visit to York.
- The school enjoys the use of a good size hall, a playground, playing field and a swimming pool on site.
- Class teachers take all physical education lessons with their classes. All teaching staff have attended LA in-service courses for teaching games and swimming.
- The whole range of activities is available to all interested pupils at some time during their time at school.



The children will be involved in a variety of physical activities including swimming, gymnastics, dance, athletics, football, netball, rounders, cricket, tennis and others. To participate fully the children need to be properly clad for such activities. Parents' co-operation is sought to ensure that children wear appropriate clothing and footwear and do take part regularly unless the doctor advises otherwise.

Children need a pair of plimsolls or sports trainers, white shorts and a school or navy tee-shirt (school tee-shirts are available from the office) all in a suitable bag and kept at school. For swimming all children require a swimming costume (one piece), a swimming hat and a towel. Earrings must be removed for swimming and all sporting activities.

Children need a pair of training shoes appropriate for playing Netball, Rounders, Cricket, Tennis and Athletics. The training shoe should be of good quality with secure fastenings and NOT a fashion trainer; the back of the shoe should fit well around the heel and be supportive. The shoes should have adequate tread with a well-cushioned sole. If the teacher in charge deems the training shoe not suitable, the child will be unable to participate in the lesson. Appropriate makes are trainers suitable for Astroturf made by UMBRO or Nike.

The Governors strongly support the LA policy on the wearing of goggles for swimming which for reasons of safety discourages their use, unless specifically for medical reasons. If parents wish their child to wear goggles they must apply to the school for a form, which outlines the safety procedures for using goggles. Medical reasons must

be stated and the form signed by the parents before the child will be allowed to wear goggles. Any misuse of goggles will result in their immediate confiscation and permission for future use will be withdrawn.

Children use the school pool during the summer and first half of the autumn term and are taught swimming skills from a qualified swimming teacher.

Should any child need to be excused from physical education, for any length of time, we would require a letter from the doctor.

PE is part of the National Curriculum and children are expected to participate in these lessons unless specific medical reasons prohibit this. A feeling of general unwellness, or a cold is not an adequate excuse. Children who are unwell should not be in school.

### **National Curriculum Assessment Results**

The children are statutorily assessed at the end of Key stages 1 and 2. National Curriculum Tasks and Tests are used during the summer term and teacher assessments finalised. The results are reported to parents in end of year reports and the summer term Parents Evening.

See last page for the most recent results for Key Stage 1 and Key Stage 2.

### **Humanities**

History and Geography are taught throughout the school mainly through topic work.

### **French**

All KS2 children have a weekly lesson to learn French as a Modern Foreign Language. They are taught by a specialist French teacher. KS1 start learning French through rhymes/phases and during our French Days.



## Art

Each class has a specific art lesson each week to develop particular skills and techniques. They will also study a variety of different artists to enhance their understanding of the skills and techniques they are learning.



Our school has been awarded the prestigious 'Artsmark'. This award recognises schools that demonstrate a commitment to providing opportunities across all art forms from drama to music, design to literature, dance to sculpture. The scheme also encourages schools to work in partnership with artists and arts organisations. Artsmark is the national scheme developed by Arts Council England in partnership with other bodies. The main aim of Artsmark is to encourage schools to increase the range of arts education provision and to raise the profile of arts education. To qualify for an award the school must provide major art forms of art and design, dance, drama and music and a wide range of arts activity including sculpture and circus skills.

## Personal, Social, Health and Citizenship Education

Health Education is incorporated into the topics the children cover throughout their primary school years. Areas covered will include:

- Substance use and mis-use
- Sex education
- Family life education
- Safety
- Health related exercise
- Food and nutrition
- Personal hygiene
- Environmental aspects
- Psychological aspects

## Sex Education

Our health education curriculum includes sex education which is dealt with naturally through topics such as The Body, Families, Living Things and visits from the school nurse.

Parents have the right to withdraw their children from Sex Education lessons but should first discuss the matter with the Headteacher.

## Music

All children have singing and percussion lessons from a Specialist Music Teacher. Key Stage 2 children (Yr 3, 4, 5, and 6) are taught to play the recorder.



Music lessons are offered for Key Stage 2 pupils at Fairfield High School for the following instruments – trumpet, violin, cello, saxophone, clarinet, flute, drums, guitar and keyboard. All lessons are given after school and can be arranged with the High School on tel: 01981 550231.

## Environment

We encourage the children to respect and care for the world around them. With this in mind we promote care of the school and school grounds. The children plant trees, plants and bulbs, they feed the birds in the bird garden and look after the pond and wild life area. They develop a respect for plants and animals and a desire to keep the environment safe.



The school is now taking part in an Eco-schools programme for promoting environmental awareness. The Eco schools process is holistic. It works by involving the whole school – pupils, teachers, support staff, governors and the local community. There are three different stages to achieving Eco-school status, with the highest being the **Green Flag award**. We achieved this award in June 2004, received our second Green Flag in May 2007, our third in 2009, fourth in 2011 and fifth in 2013. The projects undertaken covered the following areas: School grounds, waste management, transport issues, litter, energy, water and healthy living.

We now have sustainable renewable energy for the school through solar PV panels, providing electricity and an air to water heat pump for the swimming pool. We are continuously striving to reduce the carbon footprint of the school.



## Arrangements For Pupils With Special Educational Needs.

The school follows the SEND Code of Practice 2014.

Any child who causes concern within the class will be discussed by the Headteacher, class teacher and parents and an action plan devised. Should the concerns persist they will be referred to the School SEND Co-ordinator and Personal Education Plans will be implemented. Long term concerns may, after discussion with all aforementioned parties, be referred to the relevant LA Support Service for assessment and advice.

Children whose needs are severe and complex may be referred to the County Panel for Statutory Assessment if appropriate.

The Governing body is aware of its responsibilities towards pupils with disabilities and is planning for school accessibility.

A full copy of the Policy is available on our Website or by clicking the link:

[http://www.peterchurch.hereford.sch.uk/2011/downloads/special\\_needs\\_policy2014.pdf](http://www.peterchurch.hereford.sch.uk/2011/downloads/special_needs_policy2014.pdf)

## Extra Curricular Activities

We are able to offer the following extra curricular activities: **KS1 & 2 Choir, KS2 Multiskills, KS1 & 2 Welsh Club, KS2 Football, Netball, Soulwork & Cookery Clubs** are varying times of the academic year.

All clubs have a charge of £2.00 per session towards costs of providing the sessions. When children sign up for a club the fee per session must be made half-termly in advance and is non refundable.

There is no charge for clubs for children who are registered for Free School Meals.

### **Clubs before October 2015 Half Term**

**KS1 & 2 Choir - MONDAYS 3.15 - 4.15 pm - Miss I Cooke**

**KS2 Multiskills - MONDAYS 3.15 - 4.15 pm - Mr B Morris**

**KS1 & 2 Welsh Club - TUESDAYS 3.15 - 4.15 pm - Miss I Cooke**

**KS2 Football - WEDNESDAYS 3.15 - 4.15 pm - Mr B Morris**

**Netball - THURSDAYS 3.15 - 4.15 pm - Mrs C Thomas & Mrs E Stokes**

## Insurance

All pupils are covered by an accident insurance whilst in school. This insurance is paid for yearly with funds raised by the P.T.A.

## Arrangements For The Consideration And Disposal Of Complaints About The School Curriculum and Related Matters

A copy of the Local Authority arrangements for dealing with matters of complaint is available in the office.

### Charging and Remissions Policy

In accordance with the Education Reform Act 1996, no charges are made for books, materials, equipment or apparatus used in school hours. The School's policy on charging reflects the Act and allows charges to be made as follows:-

The Education Reform Act 1996 states that there is no obligation to contribute and no pupil may be left out of an activity because his/her parents have not contributed. However parents should realise that declining to contribute will make such activities more difficult to organise and an activity/trip may not take place if parents are unwilling to support it.

Residential activities are offered as an optional extra and will incur a charge for board and lodging, travel cost, activities and insurance. Residential trips are offered on the basis of parental choice and a willingness to meet such charges.

A cost will be incurred for the provision of individual instrumental tuition, not deemed to be part of the National Curriculum syllabus.

A charge will be made for the cost of replacement or repair of damage to School property or equipment caused by pupils' misbehaviour.

Occasionally the School will seek voluntary contributions for materials used in activities such as cooking and DT where the product is taken home.

### School Governors.

Mr Simon Gaze, (Chair) Thorstein, Dorstone, Hereford

Mrs J Bryan, Headteacher

Mrs S King-Salter, Deputy Headteacher

Mrs S Jones, Poston Mill, Vowchurch, Hereford

Mrs L Clarke, Walnut Rise, 4 Palace Orchard, Peterchurch, Hereford

Mrs B Watkins, 14 Closure Place, Peterchurch. Hereford

Mr B Eacock, 1 Fine Street, Peterchurch, Hereford

Mrs P Prosser, 6 Crossways, Peterchurch, Hereford

Miss Christine Hope, The Farmers Barn, Longtown, Hereford

Mrs R Lloyd, The Mynd, Abbeydore, Hereford

Mr A Langton, The Red House, Vowchurch, Hereford

Mrs D Price, Fairlands, Turnastone, Vowchurch, Herefordshire HR2 ORE

### Clerk to Governors

Mrs S Williams, Peterchurch Primary School, Peterchurch.

# SCHOOL TERMS AND HOLIDAY DATES 2015/2016

## AUTUMN TERM 2015

Term Starts	Monday 7 <sup>th</sup> September 2015
Half Term	Monday 26 <sup>th</sup> October - Friday 30 <sup>th</sup> October 2015
Term Ends	Friday 18 <sup>th</sup> December 2015

## SPRING TERM 2016

Term Starts	Tuesday 5 <sup>th</sup> January 2016
Half Term	Monday 15 <sup>th</sup> - Friday 19 <sup>th</sup> February 2016
Term Ends	Thursday 27 <sup>th</sup> March 2016

## SUMMER TERM 2016

Term Starts	Monday 11 <sup>th</sup> April 2016
Half Term	Monday 30 <sup>th</sup> May - Friday 3 <sup>rd</sup> June 2016
Term Ends	Wednesday 20 <sup>th</sup> July 2016

Good Friday	Friday 25 <sup>th</sup> March 2016
Easter Monday	Monday 28 <sup>th</sup> March 2016
May Day	Sunday 2 <sup>nd</sup> May 2016



## HOME/SCHOOL AGREEMENT

The School will:

- provide a broad, balanced relevant and differentiated curriculum.
- promote the spiritual, moral, cultural, mental and physical development of pupils.
- encourage pupils to develop to their full potential.
- notify parents about any concerns or problems that might affect their child's work or behaviour.
- arrange Parents' Evenings during which progress will be discussed.
- provide annual written reports.
- keep parents informed about school activities through regular letters home.

As Parents/Guardians we will:

- ensure that our child attends school regularly, punctually (not before 8.50 a.m.) and properly equipped.
- let the school know about any concerns or problems that might affect our child's work or behaviour.
- support the School's policies and guidelines on behaviour.
- support our child in home work and other opportunities for home learning.
- attend parents' evenings and discussions about our child's progress.

Signed ..... (Parent/Guardian)

Signed ..... (Head teacher)



**PETERCHURCH PRIMARY SCHOOL**

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Peterchurch Primary School

Dear Parent,

Our School participates in the National School Fruit Scheme.

All children aged 4 to 6 are eligible to receive a free piece of fruit each school day, and if your child is age 7 and in Key Stage 1 they will also be included.

The fruit will be given to the children at playtime and eaten inside. They will receive one sort of fruit each day to encourage them to try different types of fruit.

If for some reason you do not want your child to be offered the free fruit or your child has any allergies to the fruit offered I would be grateful if you would let the School know when returning the attached slip.

Yours sincerely

C A Garlick  
Headteacher

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- I would like my child \_\_\_\_\_ to receive a free piece of fruit each school day as part of the National School Fruit Scheme.
- I do not wish my child to receive a free piece of fruit each school day for the reason stated below.

.....

Signed \_\_\_\_\_ Date \_\_\_\_\_

Peterchurch Primary School  
**RESPONSIBLE INTERNET USE**

*Please complete and return to the School Secretary*

Acceptable use policy agreement – pupil (KS1)

**This is how we stay safe when we use computers:**

- I will ask an adult if I want to use the computer
- I will only use activities that an adult says are OK.
- I will take care of the computer and other equipment.
- I will ask for help from an adult if I am not sure what to do or if I think I have done something wrong.
- I will tell an adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer.

I understand these computer rules and will do my best to keep them

Acceptable use policy agreement – pupil (KS2)

**I understand that while I am a member of Peterchurch Primary School I must use technology in a responsible way.**

**For my own personal safety:**

- I understand that my use of technology (especially when I use the internet) will, wherever possible be supervised and monitored.
- I understand that my use of the internet will be monitored
- I will keep my password safe and will not use anyone else's (even with their permission)
- I will keep my own personal information safe as well as that of others.
- I will tell a trusted adult if anything makes me feel uncomfortable or upset when I see it online.

**For the safety of others:**

- I will not interfere with the way that others use their technology.
- I will be polite and responsible when I communicate with others,
- I will not take or share images of anyone without their permission.

**For the safety of the school:**

- I will not try to access anything illegal.
- I will not download anything that I do not have the right to use.
- I will only use my own personal ICT kit if I have permission and then I will use it within the agreed rules.
- I will not deliberately bypass any systems designed to keep the school safe (such as filtering of the internet).
- I will tell a responsible person if I find any damage or faults with technology, however this may have happened.
- I will not attempt to install programmes on ICT devices belonging to the school unless I have permission.
- I will only use social networking, gaming and chat through the sites the school allows

I understand that I am responsible for my actions and the consequences. I have read and understood the above and agree to follow these guidelines:

#### Parent's Consent for Internet Access

I have read and understood the School rules for Responsible Internet Use and give permission for my son/daughter to access the Internet. I understand that the School will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the School is not liable for any damages arising from use of the Internet facilities.

Signed:

Date:

Please print name:

#### Parent's Consent for Web Publication of Work and Photographs

I agree that, if selected, my son/daughter's work may be published on the School's Web Site. I also agree that photographs that include my son/daughter may be published subject to the School rules that photographs will not clearly identify individuals and that full names will not be used.

Signed:

Date:

## Annual Consent Form For Photography and Videos of Children

Dear Parent or Carer

During your child's life at the school we may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications and on a web-site by us, by the Local Education Authority or by local newspapers.

Photography or filming will only take place with the permission of the head teacher and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive.

Before taking any photographs of your child, we need your permission. Please **answer the questions below, sign and date the form and return it to the school**. You can ask to see images of your child held by the school. You may withdraw your consent at any time.

Name of child (Block Capitals) :		
Name of person responsible for the child:		
I understand that: <ul style="list-style-type: none"> <li>• the local media may take images of activities that show the school and children in a positive light e.g. Reception Year pictures of new starters, drama and musical performances, sports, assemblies and prize giving</li> <li>• photographers acting on behalf of the school or Herefordshire Council may take images for use in displays or in publications</li> <li>• the school or Herefordshire Council may take images for use on a website</li> <li>• videos may be taken at school productions by other parents</li> <li>• embarrassing or distressing images will not be used</li> <li>• the images will not be associated with distressing or sensitive issues</li> <li>• the school will regularly review and delete unwanted material.</li> </ul>		
Having read the above statement, do you give your consent for photographs and other images to be taken and used? (please tick the appropriate box)	<input type="checkbox"/>	<b>YES</b> , I give my consent for pictures and videos to be taken and used and <b>full name/first name*</b> only to be given. (* delete as appropriate)
	<input type="checkbox"/>	<b>NO</b> , I do not give my permission for pictures and videos to be taken and used.
Comments:		
Signature of person responsible for the child:		
Relationship to the child:		
Date (Date/Month/Year):		

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**NB**

There may be other circumstances, falling outside the normal day to day activities of the school, in which pictures of children are requested. The school recognises that, in such circumstances, specific consent from parent or guardian will be required before photography or filming of children can be permitted.

If you wish to attend school functions and take photographs of your and other people's children please take appropriate images, be sensitive to other people and try not to interrupt or disrupt concerts, performances and events.  
Thank you.

Please return the form

to.....