



DIOCESE OF NORTHAMPTON  
ST PETER'S CATHOLIC PRIMARY SCHOOL  
PROSPECT ROAD, MARLOW, BUCKS, SL7 2PJ  
Telephone: 01628 472116/7  
Fax: 01628 488123  
E-mail: [office@stpetersrc.bucks.sch.uk](mailto:office@stpetersrc.bucks.sch.uk)  
Web: [www.stpetersrc.bucks.sch.uk](http://www.stpetersrc.bucks.sch.uk)  
Headteacher: Miss A McCluskey, B.Ed.

**ST PETER'S CATHOLIC PRIMARY SCHOOL  
PROSPECT ROAD  
MARLOW  
BUCKS  
SL7 2PJ**

**TEL: 01628 472116 or 472117**

**FAX: 01628 488123**

**WEBSITE: [www.stpetersrc.bucks.sch.uk](http://www.stpetersrc.bucks.sch.uk)**

**HEADTEACHER: Miss A McCluskey, B.Ed.**

**CHAIRMAN OF GOVERNORS: Mr D O'Connor**

### **MISSION STATEMENT**

**Live and learn as friends of Jesus**

Aims:

We aim to:-

**Live** together in our school family where everyone cares for each other.

**Learn** together in a happy, safe school where everyone tries their best and we celebrate each other's achievements.

**As friends of Jesus** say sorry, support and forgive each other. We help those in need and respect other people's beliefs and cultures.

### **SCHOOL AIMS**

- To foster, in partnership with parents, governors and the parish, an atmosphere in which the Christian message of faith, hope and love will flourish and bring our children to a closer relationship with Our Lord Jesus Christ.
- To assist in the development of the individual child to the maximum of his/her individual spiritual, academic, physical and emotional potential.
- To create a happy, peaceful, secure and disciplined environment.
- To promote a positive attitude to learning, through enjoyment of school life and in doing so enable children to become confident and independent lifelong learners.

- To develop the school as an example of a caring community where everyone has respect for themselves and others regardless of gender, race, religion or ability.
- To encourage all members of the school to make positive contributions to the wider community. Support will be given to appropriate local, national and world-wide charities to demonstrate this commitment.
- To foster good relationships between home and school so that all are involved and participate in the children's education.

### **HOME AND SCHOOL**

Your child's education and welfare are of the utmost importance to you and to us. A child will only make good progress if there is co-operation and respect between parents and school. If you are concerned about any aspect of your child's education or welfare please do not hesitate to discuss it with us.

Formal 'Parents' Evenings' are held and interim reports sent home in the Autumn and Spring terms. During the summer term an open afternoon is held and a report is sent home and the opportunity provided to discuss this further with the class teacher if you so wish.

As part of this partnership we ask that you share the enclosed Home School Agreement with your child, sign and return it to school.

Parental involvement is welcomed and encouraged at St Peter's and a number of parents help on a regular basis in many different ways. Offers of help include listening to reading, helping with art, craft and technology and supervising small groups of children with cookery.

Simply let your child's class teacher know that you are willing to help, and we will call on you - soon!

### **SCHOOL COUNCIL**

Two children from each class in Y1 - Y6 are elected to form the School Council, a body designed to encourage the children to take an active part in shaping their school life. They put forward initiatives and provide feedback to Staff and Governors.

## UNIFORM

### ALL ITEMS TO BE LABELLED WITH THE OWNERS NAME

#### **Boys (Winter)**

Grey shorts  
Grey long trousers  
White shirt  
Striped Green/Gold Tie  
Dark Green V Neck Jumper  
Grey Socks  
Black School Shoes  
Black plimsolls or suitable alternative for indoor use

#### **Boys (Summer)**

Bottle green short sleeve polo shirt

#### **Girls (Winter)**

Grey pinafore dress or skirt  
White blouse  
Striped Green/Gold Tie  
Dark Green Cardigan  
Black Tights or White Socks  
Black Shoes  
Black plimsolls or suitable alternative for indoor use

#### **Girls (Summer)**

Green and white striped dress  
White socks

#### **PE/Games – Boys and Girls**

Plimsolls  
White Shorts – with initials embroidered on the outside  
Yellow Polo Shirt  
Bottle Green Tracksuit – Key Stage 2 only  
Drawstring shoe bag with your child's name on the outside

#### **Outdoor Coats**

Dark Coat/Anorak

In the interests of hygiene and safety, long hair should be tied back – green or yellow hair accessories.

The wearing of jewellery, except watches (which must be removed for PE/Games) is not permitted.

The following items of school uniform can be ordered from the school office and are supplied with the school name – Tracksuits, Cardigans, Jumpers and Polo Shirts. All other items of uniform may be purchased from any stockist with the exception of the school tie and PE polo shirts, which are available from Sportcrest, High Wycombe.

Water bottles for use during the school day can be purchased from the school office.

### EXTRA CURRICULAR ACTIVITIES

We aim to provide a stimulating and enriching environment, and this includes extra curricular activities. Current activities include football, netball, art and Spanish. (See Appendix) Activities offered vary upon the interests of members of staff.

Trips are organised to reinforce the curriculum. Year 6 have the opportunity to participate in a residential visit towards the end of the summer term.

### SCHOOL HOURS

The school day starts at 8.55 am

Morning session: 8.55 am – 12.00 pm

Afternoon session: 1.00 pm – 3.15 pm

Punctuality is important as late arrivals may miss the start of lessons. However, if children are unavoidably late they should go to the office to ensure that they are registered. No responsibility can be accepted for children arriving on the school premises before 8.45 am or remaining after 3.30 pm unless attending an official activity supervised by a member of staff or other responsible adult.

## **ADMISSIONS POLICY OF THE GOVERNING BODY**

### **1. BASIC INFORMATION**

1.1. St. Peter's Roman Catholic Primary School is the property of the Trustees of the Roman Catholic Diocese of Northampton and it is maintained by Buckinghamshire Local Authority.

1.2. The Governing Body is the Admissions Authority for the pupil entry to the school. It is guided in its responsibilities by the requirements of:

- the National Education Acts
- the Dept for Children, Schools & Families
- the Local Authority
- the advice and guidance of Northampton

Roman Catholic Diocesan Trustees (NORES) and by its duty to serve the local Catholic Community of St. Peter's Parish, MARLOW.

1.3. Whilst the school serves the local catholic community of St. Peter's Roman Catholic Church, the Governing Body may extend the area of the service when circumstances permit, as shown in the criteria below.

1.4. Responsibility for the admission of pupils is delegated to the Admissions Committee of the Governing Body in accord with Regulation 49 of the Education (School Government) Regulations 1999.

1.5. In accordance with the Schools Standard and Framework Act 1998, the Governing Body has set class sizes (admission number) as follows:

- 1.5.1. Key Stage 1 - Admission Number 30
- 1.5.2. Key Stage 2 - Admission Number 33

### **2. ADMISSION NUMBER**

2.1. The Admission Number of the school for Key Stage 1 is 30. This means a maximum class size of 30 children for Reception, Year 1 and Year 2.

2.2. The Admission Number of the school for Key Stage 2 is +3. This means a maximum class size of 33 children in Years 3, 4, 5 and 6.

2.3. At Key Stage 2 (Year 3) there is a formal point of admission. The admissions procedure below will apply for the allocation of the additional 3 places at this stage.

### **3. ADMISSIONS PROCEDURE**

3.1. The admissions procedure for Reception Class and Year 3 is as defined by The Coordinated Scheme for Primary Admissions in the area of Buckinghamshire County Council Local Authority. A table of dates will accompany the application forms and also all essential information for parents.

3.2. Application for the admission of children is to be made on the application and supplementary forms. Completed forms must be sent directly to the Local

Authority for further processing.

3.3. Proof of normal address is mandatory, using various sources – e.g. electoral register, council tax form or utility bills such as gas or electricity.

3.4. All places offered for Reception Class are for September. Parents can initially delay admission or take up the offer part-time. Both options cease when the child reaches compulsory school age which by law is no later than the beginning of the term preceding the child's 5<sup>th</sup> birthday.

Once a child has been offered a place in the Reception Class, the school may admit the child when it chooses, in agreement with the parent.

### **4. TERMINOLOGY USED IN THIS POLICY**

4.1. CHILDREN WITH STATEMENTS are children whose educational needs are such that the Local Authority provides extra resourcing for them. Each child has a Statement of Educational Need.

4.2. LOOKED AFTER CHILDREN are those children in care by the Local Authority. They may or may not be from the area served by St. Peter's School, but for reasons agreed by the Local Authority and the Governing Body, they may be admitted to this school.

4.3. CATHOLIC defined as, baptised in accordance with the rites of the Catholic Church, or enrolled in a baptismal programme.

4.4. SIBLING refers to a brother or sister. For admission purposes we mean one of two or more individuals who have one or more parents in common, or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility. Family siblings must be on the current school roll at the time of likely admission.

4.5. ADOPTED CHILDREN are the legally adopted children of a household. If the household has other, natural-born children, the adopted children will be considered siblings for the purpose of this Policy. In certain circumstances, Adoption Papers will need to be produced by Parents. Adopted children must live at the normal family address.

4.6. PARENTS are considered the natural parents or any person having legal parental responsibility or care of the children, where their normal address is not that of the natural parents.

In cases where there is one remaining place and the next child on the waiting list is of a twin, triplet or other multiple birth groups, the following will apply:

Only one child may be admitted. Parents of twins will be offered the opportunity to provide, in advance of the allocation, their preferred allocation order or they can request random allocation.

## **5. FINAL DISTANCE CRITERIA**

5.1. This is the definition of the child's home to school distance. The Governing Body will use the distance calculated by the Local Authority which takes a geo reading from the centre of the building. Where the distance is equal including flats in same building, a random allocation will be performed by an independent party.

## **6. LOCAL AUTHORITY CO-ORDINATED SCHEME**

6.1. The aim of this scheme is to ensure that every parent or guardian who has submitted an Admission Application Form will receive an offer of a place for their child from one school and one school only, on the same day. The Local Authority will co-operate to ensure this and our Diocese is both fully involved in the process, so that satisfactory arrangements are made for our children.

## **7. APPEALS AGAINST NON-ADMISSION / REVIEW BY CHAIRMAN OF GOVERNORS**

7.1. Parents have the right of appeal should their application be unsuccessful. An informal review is available in the first instance if requested by parents prior to the official appeals process.

7.2. An independent appeals process which is available from either the Local Authority or Diocese will be used to adjudicate over any appeal.

## **8. ADMISSION TO SCHOOL**

The Admissions Committee of the Governing Body will admit children to the school in the following order of priority, which also applies in the event of oversubscription:

Once children with statements of educational need have been admitted, then the remaining places are allocated in the following order of priority:

### **BAPTISED ROMAN CATHOLIC (RC) CHILDREN IN THE FOLLOWING ORDER:**

8.1 Looked after children.

8.2 Siblings whose normal addresses are within St. Peter's RC Parish, MARLOW.

8.3 Siblings whose normal addresses are in other local RC parishes.

8.4 Children whose normal addresses are within St. Peter's RC Parish, MARLOW.

8.5 Children whose normal addresses are in other local RC parishes.

### **AND NON-CATHOLIC CHILDREN IN THE FOLLOWING ORDER**

8.6 Looked after children.

8.7 Siblings whose parents support the Catholic ethos of the school.

8.8 Children whose parents support the Catholic ethos of the school. Where the above criteria satisfied is equal, Final Distance Criteria will be used based on the Local Authority geo reading or ballot (see 5.1)

## **9 CASUAL ADMISSIONS THROUGHOUT THE YEAR**

9.1 Casual Admissions will be handled in the same way as described in the Admissions Procedure.

9.2 The details supplied for the requested admission of a child must satisfy the School Admission Arrangements and admission will be subject to any existing waiting list.

## **10 ADDITIONAL INFORMATION**

10.1 The admissions review and appeal processes will be explained and supporting written information supplied.

10.2 All decisions will be notified in writing. The admissions waiting list is not fixed. Parents can request information about this list at any time.

## **11 HELP AND ADVICE**

11.1 The Headteacher will be pleased to provide further advice. Any outstanding queries will be referred to the Governing Body Admissions Committee for response

## **POLICY ON CHARGING FOR ACTIVITIES**

In order to give the children a wide range of experiences we include in the curriculum some activities that incur expenses. These may include:

- Cooking
- Visits of music and drama groups
- Trips out of school for educational purposes
- Swimming
- Some craft
- Peripatetic Music Lessons

Under the Education Act these costs may be met by voluntary contributions. If voluntary contributions do not cover the cost we may, reluctantly, have to cancel the activity. Where there is genuine financial hardship we can sometimes find help in making these contributions.

## **HOMEWORK**

At St Peter's School we recognise the vital role that parents/guardians play in the partnership of education. All children are expected to undertake some home study. At Key Stage 1 this will range from learning new words in Reception and taking home a reading book to read to parents, increasing to spellings and learning of tables. The children are expected to look for information on projects being studied and gradually the assignments are increased until, at Year 6, several hours a week are expected to be spent on homework. The self-discipline of private study is seen as an important part of learning and a Homework Diary is used to log the tasks in hand.

## **COLLECTIVE WORSHIP**

The parish priest visits the school regularly. Mass is celebrated weekly to which all parents, parishioners and friends are cordially invited. Christmas, Easter and First Holy Communion are major celebrations. Assemblies of a Christian nature are held on a daily basis. Children regularly organise their own assemblies.

## **SCHOOL AND COMMUNITY**

St Peter's School is an integral part of the community. The close partnership between the church, community and school contributes greatly to our caring and supportive ethos.

## **PARENT TEACHER ASSOCIATION (PTA)**

We have a dedicated and hardworking Parent Teacher Association. All parents are automatically members. Many items of equipment have been generously provided by the PTA in the past, and it is hoped that this will continue. If everyone supports the events organised by this hard working group, it will enable us to provide extra equipment and opportunities for our children.

## **MEDICAL WELFARE**

Routine tests, such as eyesight and hearing, are carried out by the school nurse. Parents are informed of the results of these checks.

The nurse also conducts health interviews with parents/guardians of children in their second term in school. Parents may wish for their older children to have further checks in school, if they are worried about any aspect of their child's health.

On admission, parents are asked to complete a form giving any medical information about their child that they think the school might need to know.

Parents are also asked to give a telephone number at which they, or a relative or friend, can be contacted in an emergency.

If a child is taken ill at school or has an accident that might require more than minor treatment, we will always try to contact you immediately. If we are unable to do so, your child will be cared for at school or taken to hospital if necessary.

Medicines - may only be administered at school by prior arrangement. If it is agreed that the medicine will be given by the school, the container must be clearly labelled with the child's name and dosage and left in the care of the child's teacher. Ideally all medicines should be administered at home.

## **ILLNESS AND ABSENCE**

Please let the school know if your child is going to be absent for any reason. Please telephone to let us know if your child is ill before 9.30 am. A message may be left on the school answerphone.

## **LEAVE OF ABSENCE**

Parents have the right to request leave of absence for family holidays, which may be granted at the discretion of the Headteacher. Applications must be made at least 1 month in advance and the exceptional reason for the request should be explained by the parent. In the period of public tests or examinations permission will not be granted. You will be advised in writing if the request has been accepted or refused.

## **CHILD PROTECTION**

We are committed to ensuring that all pupils are well cared for, safe and protected. We follow the Buckinghamshire Child Protection procedures and aim to work together with other agencies that support children with families. If we believe we have serious cause for concern, we are legally required to notify relevant agencies. The Headteacher has responsibility for the implementation of these procedures.

## **BEHAVIOUR**

All members of the school community share the responsibility for the creation of a happy, peaceful, secure and disciplined environment.

The ethos of our school is based on mutual respect, care and consideration for others. It is important that children are made aware of the differences between right and wrong and learn to make proper amends when they transgress. They must be encouraged to respect all members of the school and wider community.

The Headteacher is always available, usually at short notice, to help and advise on any problems arising in school. Indeed an early discussion will often prevent a problem developing.

Any complaint of bullying is taken very seriously and investigated immediately. Parents will be contacted to discuss the matter and asked to support any necessary measures to resolve the situation.

## **SPECIAL NEEDS**

At St Peter's School we aim to meet the needs of all

pupils and we recognise that all children have their own special needs.

There are occasions when some children may require extra support in school. This may range from short term difficulties to quite complex needs and extra help is provided accordingly. For children with more severe learning difficulties, consultation and assessment by the Educational Psychologist may be appropriate. Parents will be consulted if such help is necessary.

The Special Needs Policy is available to parents in the School Office area.

Facilities and access for physically disabled pupils are limited by the nature of the school building.

However, all possibilities are fully considered in order to accommodate such pupils.

## **CURRICULUM NEWS**

A general "Curriculum News" will be given out termly. This gives an introduction to the work being covered over the term by each year group and we hope enables you to gain an appreciation of the work your child will undertake.

## **COMPLAINTS PROCEDURE**

If a parent is concerned about any aspect of their child's life or work in school, then we are concerned. Please ensure you talk through any problems with the class teacher in the first instance. Further opportunities are provided to meet with the Headteacher, who operates an open door policy. The staff and Headteacher will agree a course of action with you, aiming to resolve your concerns. If after this course of action you still feel that your complaint has not been dealt with properly, you should contact the Chairman of Governors.

## **And finally....**

We pride ourselves on good relationships between all members of our school community that make up St Peter's Catholic Primary School. If you have concerns, helpful suggestions, ideas, useful contacts, don't keep them to yourself. It is only by communicating positively and openly that we can really work together to ensure that our children received the best education possible.

We look forward to welcoming you to St Peter's. For more information or to arrange a visit to the school, please telephone the school office.

## **CURRICULUM ORGANISATION**

### **Core Subjects**

RE, English, Maths, Science and ICT are the core subjects of the National Curriculum. Emphasis is given to the development of Literacy and Numeracy in order to ensure each child is equipped with the necessary skills.

### **Religious Education**

Our Religious Education programme closely follows the implications of the school's mission statement and aims to provide opportunities for the spiritual growth and development of all the children in our school. Non-Catholic children are expected and encouraged to participate in all Religious Education lessons and services.

The Religious Education programme used throughout the school is 'Here I Am', endorsed by the Bishop's Conference of England and Wales. This programme provides for the fostering of religious knowledge, concepts, skills and attitudes in a progressive way from Reception through to Year 6, as appropriate to age and stage of development of each child. 'Here I Am' is structured in the form of topics, three topics being covered each term.

Children in Year 3 prepare to receive the Sacrament of Reconciliation and Holy Eucharist for the first time. These celebrations take place in both St Peter's and St Dunstan's. Parental involvement is encouraged and House Masses are organised during the preparation for the Sacraments.

A Mass is held in school every Wednesday at 9.15 am to which all parents, parishioners and friends are invited.

A Booklet is issued to all new parents outlining the prayers used and these should be familiar to you child.

### **English**

We place a great deal of importance on the acquisition of Literacy skills, as these affect a child's ability to access other areas of the curriculum

Areas covered are Speaking and Listening, Reading and Writing.

Progress in reading is ensured by the use of a selection of reading books which are graded and colour coded. We provide opportunities for children to explore, discover, use and develop their Literacy skills.

Children have opportunities to read poetry, make critical judgements, discuss authors and styles of writing and become involved in drama and role play. Writing is for many purposes. Children begin with their own writing which develops through creativity and formal teaching to correct punctuation, grammar and spellings. Through these varied activities we aim to enable our children to become competent and confident in all aspects of English.

### **Mathematics**

Mathematics teaching is based on the National Numeracy Strategy. Oral and mental work feature strongly in every lesson. Lessons include practising mental skills and learning number facts like times tables and the correct use of Mathematical vocabulary, terms and symbols. Work also includes practical investigations and application.

### **Science**

Areas covered include Experimental and Investigative Science, Life Processes and Living Things, Materials and their Properties and Physical Processes.

The modern world is rapidly changing. The study of Science enables the children to understand the world in which they are growing up. Children are encouraged to develop their skills in investigation to increase their knowledge of God's world.

## **Information Communication Technology (ICT)**

The school has a computer suite. The children are progressively taught skills which will enable them to find, use and organise information effectively from the Internet, as well as developing word processing skills to help them organise and present their own work effectively.

Technology helps them to develop skills appropriate to every area of the curriculum, including music and composition.

## **History**

A variety of skills are taught as well as focused learning of historical knowledge. In our teaching of History we aim to promote knowledge, interpretation and understanding of historical periods from local, national and world perspectives; to stimulate pupils imagination and to encourage a stronger empathy with ideas, feelings, beliefs and motives of people from the past.

## **Geography**

A variety of skills are taught as well as focused learning of geographical knowledge. Through Geography children develop an understanding of the interdependence of places, people and their natural environment. Mapping skills are developed throughout and children study a wide range of topics ranging from the local environment to that of a developing country.

## **Design Technology**

Pupils are taught to develop their Design and Technology capabilities through a combination of knowledge and designing and making. Design and Technology is about challenges, the exploration of ideas and seeing projects develop from start to finish. Children are provided with a balanced, stimulating and challenging programme of learning experiences.

## **Art and Design**

The curriculum aims to develop children's understanding of colour, line, shape, form, texture, tone and pattern. This is achieved through working

with a variety of media such as pastels, paint, fabric and clay, and learning a repertoire of technical skills. Studying the work of famous artists also forms a significant part of the Art and Design curriculum.

## **Physical Education**

All children receive at least 2 hours of P.E. per week. Areas covered include Games, Dance, Gymnastics, Athletics, Swimming and Water Activities (in Year 3 and Year 4) and Outdoor Pursuits and Adventurous Games (during the Year 6 residential trip).

## **Modern Foreign Languages**

Children have the opportunity to study French in Key Stage 2. Through the study of a foreign language pupils understand and appreciate different countries, cultures, people and communities and as they do so, begin to think of themselves as citizens of the world as well as of the United Kingdom. At present there is also a Spanish after school club open to all children.

## **Music**

Children are offered a variety of musical experiences which include listening to music from their own and other cultures, composing and performing using voice as well as pitched and unpitched instruments.

Visiting groups from all types of musical genres offer further musical experiences and opportunities.

## **Personal, Social and Health Education (PSHE)**

We aim to introduce children to all basic aspects of Health Education by including modules in our topics which address these issues and properly take into account the children's ages and stage of development.

Use is made of visits by police, school nurses and other professionals. In addition, presentations are offered for parents to attend. Children's questions are answered clearly and with regard to their age. We aim to create a health promoting school and have achieved 'Healthy School' status.

The sex education programme for older children is approved by the governors and is delivered in a manner which encourages children to have due regard to moral considerations and family values.



## **Assessment and Recording**

Assessment is an important part of classroom practice as it informs teachers' planning and ensures that the curriculum is suitably differentiated for the children's broad ranging abilities.

Work is assessed by observation, marking standardised tests and assessment tasks. Teachers meet regularly to discuss children's needs. The children are actively involved in assessment both through self and peer assessment. We consult with specialist teachers and advisers.

Parents receive regular feedback in the form of Parents' Evenings, interim reports, the annual report, test results or informal chats.