

2024-2025

WELCOME TO PETERSFIELD

Church of England (Aided) PRIMARY SCHOOL

'Live Life to the Full'

Love - Trust – Peace – Friendship – Creativity

Dear Reader,

Thank you for reading this information about Petersfield School. Our governors, parents, and pupils have worked to collate this pack, which we hope you will enjoy reading. We all want your child to be a happy and confident pupil here as we provide a rich and diverse curriculum so that children 'live life to the full'. We know that our partnership and good **two way** communication is vital to ensure that we meet your child's needs and that they succeed.

Our school is located in an attractive rural village. Our Church of England Parish Church, St. Andrew's, is close at hand and is important to us. The surrounding country environment provides us with a rich resource to augment our school's curriculum. Our grounds offer space for sporting and playground activities and we are proud of our links with Chapel Orchard, Orwell Clunch Pit and Wimpole Home Farm

Parent, governor and community participation is essential to the ongoing success of our school. Petersfield School produces a weekly school newsletter, "Petersfield Press" which is uploaded to our website and emailed to families, to keep everyone fully informed. At this time, the usual 'Community News' information is significantly reduced following the pandemic, so currently, Community News is added to the Petersfield Press each week. This information pack has been presented as a series of questions and answers, designed to address queries that new and current families may have about Petersfield for the academic year. However, it is impossible to describe in detail everything in a document like this therefore please don't hesitate to email or telephone the school to arrange for a meeting or simply to ask us questions. We look forward to welcoming you in to school in person or virtually our curriculum evenings and consultation evenings. We are excited about the prospect of working with you to help your child as a happy and confident learner this academic year.

With all good wishes for a positive partnership,
Laura Penrose & Lynsey Perkins
Co-Headteachers

Our school vision - God teaches us we are all equal, valued and unique. We are a small rural school with deeply held Christian values which motivate and inspire us to provide a rich and diverse education. **"I have come that they may have life, and have it to the full." John 10:10.**

Our school values – Love: 1 Corinthians 13:4-7 It is integral in all our decision-making. This equips our children for all aspects in life, as they grow and reach their full potential.

Trust: Isaiah 26:4 It encourages the whole school to work together for the mutual benefit of all, promoting an excellent working relationship

Peace: Thessalonians 5:13 It helps us to respect each other, recognising all opinions to provide a safe and inclusive learning environment that encourages discussion of all ideas, so promoting a deeper understanding of each other and the wider world.

Friendship: Luke 6:31 We constantly strive to build and foster the positive relationships so providing a safe and caring environment in which to learn.

Creativity: Romans 12:6 Each one of us has a unique talent, we all have inherent creativity, and we actively encourage this in all aspects of school life.

HOW MAY I CONTACT SCHOOL?

- Petersfield C.E. Aided School, Hurdleditch Road, Orwell, Nr Royston, Herts, SG8 5QG
- Tel: 01223 207382
- Fax: 01223 208567
- office@petersfield.cambs.sch.uk
- www.petersfield.cambs.sch.uk

- Co-Headteacher: Laura Penrose & Lynsey Perkins
- Senior Leadership Team (SLT): Headteachers and Howard Carter & Katy Parkinson
- Puffins (Out of School Hours Club): 01223 207382 (option 2 on telephone, out of hours)
- Chair of Governors: Linda Meredith & Jane Johnson
- Clerk of Governors: Andrew Pulham

HOW MAY I CONTACT MY CHILD'S CLASS TEACHER?

Please see our Code of Communication for more information about the best way to communicate and the response times you should expect. In summary:

- In the morning, a member of staff is always at the school entrance that your child uses, usually a member of the SLT. Messages can be left with them.
- Messages can also be left at the school office hatch or by phone.
- For non-urgent information sharing only, messages can be sent via email to the School Office.
- We do not use email as a forum for discussion, rather emails are used to communicate information. Should you wish to discuss any matter or correspondence, please contact us to talk to the member of staff.
- Your child's class teacher will usually see pupils out of school at the end of the day and this is the opportunity to speak to them. You should wait until all the other pupils have been dismissed first.
- Alternatively, please do talk to the member of staff or ask at the office to make an appointment to talk privately.
- Where an email is sent to teaching staff, the default expectation is that classteachers will speak to parents when they are next on the school site unless the matter is urgent or a pupil travels everyday by bus/taxi. Please do approach the teacher when you are next in school for the response.
- Each week, a Learning Link document will be emailed to you which details information you either need to (or might like!) to know – information about reading, spelling, homework, topics taught, behaviour and messages from school. Please talk about the work they are doing, what they are learning and talking about so that their learning is doubly effective. Should you have a message, please feel free to write a note to your child's classteacher. However you are welcome to email the office to ensure receipt.
- All visitors, even those 'just popping in', must sign in via the office. Thank you for your understanding as we ensure our pupils are safe.

WHAT ARE SCHOOL OPENING TIMES?

- The school gate will be unlocked at 8.45 am when a member of the SLT will supervise the field.
- At 8:45am, the doors will be opened and pupils will be encouraged to enter school and prepare for the school day.
- The school day officially starts at 8:50am when pupils should have made their way to classes for early morning work.
- No ridden bikes, ridden scooters or ball games should be on the school site. Pupils (wearing helmets, please) should walk their bikes away from the gate so the field gate access route is clear please.
- School should be accessed along the paths and our walking routes and paths. Do not walk across the car park as cars and buses use this area in the morning and evening. Parents should not park in the staff car park, on the zig-zag lines on the road outside the main entrance, or block entrances to houses opposite please.
- The school morning runs from 8:50am until 12:00 noon.
- If a child arrives after this time, when the doors are shut and the gates are locked promptly, please bring them to the office and sign them in to the Late Register. Likewise, if pupils leave school with you during the day they must be collected via the office and signed out in the designated folders so that we can account for them if there should be an emergency.
- Lunch time runs from 12.00 noon -1.00pm
- The afternoon session runs from 1.00pm-3:15pm.
- Pupils have a 15 minute break in the morning.
- At 3:15pm, Puffins children, and those participating in clubs, go straight to the Out of School Hours room or club meeting point.
- At 3:15pm, pupils who travel home by bus are registered and supervised on the patio by a member of staff until the bus and bus escort arrives.
- The Sensory garden gate is for bus/taxi use only and should not be used to exit the school premises by other pupils and parents.
- All pupils are expected to wait under supervision until the person picking them up arrives. If parents are delayed for any reason, pupils not collected are kept in school or may be supervised by Puffins staff.
- For our very eldest pupils, if you would like your child to walk home, we do need you to tell us about this and your safety plan in writing. Please do talk to your child about keeping safe and what to do if an adult was not at home to greet them (return to school). Please let the class teacher know and the letter/email you write will be kept on file in the office.
- If your child is being picked up by someone else, please do also let your child's teacher know this by letter. We have a duty of safeguarding and cannot allow your children to go with other adults without your express permission. If there is any doubt, you must wait whilst we check.
- Children must not play on any school equipment, including the trim trail, or with any school resources at the start or end of the school day.

HOW DO I NOTIFY THE SCHOOL OF AN ABSENCE?

Please email or telephone and leave a message if for any reason your son or daughter is not coming to school ideally before

8:30am but certainly before 8:45am. If you do not do this, we are required to contact you to check the reason for your child's absence. School should also be notified of the reasons for any absence and your child's symptoms if ill. We must record the number of authorised and unauthorised absences by law each year. Holiday will not be authorised in term time. In extremely exceptional circumstances, a leave of absence may be granted in line with Government policy. More information can be found on the Parents' Information section of the website as 'exceptional circumstances' are just that and generally do not include any holidays. In the event of your child taking time off school during term, you are required to complete a form to request term time leave of absence at least two weeks before the visit. Please be aware that unauthorised absence may result in a referral for a penalty fine. Forms to request an absence are held in the school office. An attendance summary each year tracking morning and afternoon as two separate sessions will appear on your pupil's annual report.

HOW DO I PAY FOR SCHOOL MEALS AND VISITS?

Petersfield is a 'cashless school'. All meals, visits and other costs can be paid via ParentPay. This is an internet-based payment system. We do have computer access in school if you need it. Should you not have a bank account there is the option to use Paypoint. You will receive your ParentPay log in from the office. Please do ask if you do not receive your login letter or have any questions.

WHAT LUNCH CHOICES DOES MY CHILD HAVE?

- **Healthy school meals** are available at Petersfield, prepared by our school cook and the HCL team. Meals are published on our [school webpage](#) and on the school notice board. We are a 'Production' kitchen so all meals are prepared freshly on site. From November 2024, the cost of a pupil's meal is £3.20. Parents/carers who are in school may join their children for a cooked lunch at a cost of £3.96 per adult meal. Payments for school meals must be via ParentPay. It is important to keep your dinner money 'topped up' and not run up a debt, as all meals must be paid for in advance. We should not allow pupils to have school lunch without payment in advance. In certain circumstances, assistance may be sought for the cost of school meals. If you may be eligible as you are in receipt of any benefits, please follow the link. Please contact the school for the appropriate forms or advice about how to apply for [Free School Meals \(FSM\)](#) in complete confidence if you require any help.

UNIVERSAL FREE SCHOOL MEALS AND PUPIL PREMIUM

All Reception and KS1 children are entitled to receive Universal Free School Meals (UFSM) funded by the government. If you would still be entitled to FSM (due to financial circumstances) it is very important that you still [contact us as pupils registered for FSM attract £1455 \(2023-2024\)](#) of government funding each year which is used at Petersfield to fund a core offer – including a contribution to visits and revision guides - and to provide an individual tailored provision as per government requirements.

- **Bringing a packed lunch** is also an option. Provision is made for pupils to eat here under supervision. We have space to keep packed lunch boxes together neatly. Our kitchen staff are not allocated time to wash up for these pupils, so it is essential that they bring everything they will need (e.g. spoon, drinking cup), with them. We also like pupils to take their uneaten lunch home with them so parents can monitor their intake. In line with our healthy eating in schools initiative, we urge parents to promote healthy foods in packed lunches. Please do not supply sweets, sugary or fizzy drinks for a morning snack or for lunch. Water is provided on the tables or children can bring a drink in their packed lunchbox. If brought, this packed lunch drink should be separate to their usual water bottle. Please try to ensure that your child can open all the containers and drinks in the packed lunch themselves.

WHAT SNACKS SHOULD I SEND FOR MY CHILD?

- If you wish to give Key Stage 2 snacks to consume during morning break, these should be fruit or veg-based, please. The snack should be separate to the packed lunch as it will be kept in the classroom ready for break. Pupils in KS2 can have fruit or vegetable snacks each day. Please contact Miss Whetlor in the school office if you would like to subscribe to a healthy daily snack for a term.
- Reception and Key Stage 1 have fruit provided and Reception pupils under the age of 5 years have milk too in the morning break as supplied by the government NHS scheme each day.
- Pupils over 5 can have milk each day. Please log on to Cool Milk (<http://www.coolmilk.com/>) to pay for and order milk for your child.

HOW CAN MY CHILD GET TO SCHOOL?

- **School Bus/ Taxi** – Only pupils whose parents have successfully applied to the Local Authority to travel on the school bus will be collected school staff from their classroom at the end of the school day and escorted to the school bus/taxi. Please note only pupils with a CCC bus pass are entitled to travel on the bus.
- **Driving** – please park with consideration for our neighbours if arriving at school by car. The community car park next door is available to school parents and visitors. Parents should not park in the staff car park, should not block or be opposite any driveway and should not park on the zig-zag lines on the road outside school.
- **Cycling** – Pupils should not cycle once they are on the school grounds but should walk their bike or scooter to a space away from the vehicular access gates. Cycle helmets must be worn too, please. Please park and secure bikes responsibly.
- **Walking** - Usually we only use the field gate by the Recreation ground entrance. Please do not walk through the school car park. If you are happy for your child to walk home on their own, we do need a letter confirming this please. After

reviewing your safety plan with you and your child, this will be kept on file along with your instructions for when they can walk home.

- If the regular and predictable arrangements for your child being picked up changes please let your child's class teacher know in writing or by email in advance.

WHAT IS OUR SCHOOL UNIFORM?

- School uniform colours are grey and red.
- The majority of our parents and teachers very much like to see our pupils wearing our bright and inviting school colours. We are all proud of our school and want people to know that we are part of a cohesive community. Our uniform reinforces a good feeling of belonging, and includes our redesigned school shield.

School uniform is:

- Plain, black leather shoes not boots or trainers and without high-heels, wheelies, platforms, fleece lining or slippery soles. These shoes must be suitable for all activities in school including the Daily Mile. Most slip-on shoes are therefore not appropriate.
- If a pupil wears boots on the journey to school, black plimsolls can be worn indoors
- Plain white, red, black or grey socks or tights
- A white polo shirt / white shirt
- Grey trousers
- Grey, school uniform style, shorts
- Grey knee-length pinafore dress. These must meet the minimum length requirement and should be covering the whole knee cap in September to allow room for growth.
- Grey, school uniform style, knee-length skirt. Tight fitting or mini skirt styles are not permitted. These must meet the minimum length requirement and should be covering the whole knee cap in September to allow room for growth.
- Grey knee-length culottes. These must meet the minimum length requirement and should be covering the whole knee cap in September to allow room for growth.
- In the summer, red and white checked knee-length summer dresses, skirts or culottes may be worn. These must meet the minimum length requirement and should be covering the whole knee cap at the start of the summer to allow room for growth.
- Plain white or black sandals may be worn in the summer
- A cardigan or sweatshirt in (Petersfield) red - available online with the school logo (the logo is optional)
- Fleece are for outdoor use only
- Branded clothing or shoes, are not school uniform and are not permitted

For the avoidance of doubt, plain means that there are no logos, (with the exception of the school logo which is optional), no changes in colour or any other pattern or embellishment on the clothing.

- New red sweatshirts are available to buy online at [My Clothing](#).
- Alternatively, please look to take second hand uniform from the FOPS uniform swap shop.
- Watches may be worn during the school day but must be removed for PE. Smartwatches of any type – e.g. that connect to the internet or that have a camera are not permitted.
- If children have pierced ears, they can only wear a small, plain, round, gold or silver stud. Earrings must not be worn on PE days. Please ensure that piercings are done over a summer holiday, only if enough time is allowed so that earrings can be removed once a child returns to school.
- No other jewellery items should be worn unless they have religious significance and have been agreed with the Headteachers.
- Nail varnish and make up should not be worn.
- All long hair (all pupils) must be tied back during lesson times as pupils need to see their work. Please supply sensible, discreet hair bands, grips or ties for your child's hair.
- All clothing and other personal items brought to school by pupils should be permanently marked with their name.
- Pupils do need appropriate winter clothing for playtime on our school field. Coats are essential and hats, gloves, scarves and a change of footwear and waterproof (or a change of) trousers are appropriate in cold or wet weather.

WHAT DOES MY CHILD NEED FOR SCHOOL?

The PE Kit consists of:

- A named drawstring bag
- Black plimsolls for indoor use (optional)
- Trainers for outdoor use
- Plain black shorts
- Plain black tracksuit trousers or plain black leggings
- T-shirt - the colour of your child's team
- A plain red sweatshirt for colder weather
- Branded clothing is not school uniform and is not permitted

For the avoidance of doubt, plain means that there are no logos, (with the exception of the school logo which is optional), no changes in colour or any other pattern or embellishment on the clothing.

PE Uniform Information

For Physical Education it is essential that pupils are correctly dressed. A pair of shorts, school t-shirt, plus a pair of slip-on plimsolls (optional) are adequate for indoor games. For outdoor games, pupils will require a tracksuit trousers or leggings for the winter months plus suitable footwear (trainers). If your child wears tights, please ensure they have a pair of socks.

Currently, children are wearing their PE kit to school on PE days.

Pupils' hair (all pupils) must be tied back during all lessons, especially P.E. to avoid danger of long hair being caught. If your child has long hair, please provide a pack of plain, black, white or red hair ties.

We are not able to remove children's earrings for them - they must not wear earrings on PE days. Pupils cannot swim with earrings in.

For swimming, mainly in the summer months, pupils need a swimming costume (not bikinis) or trunks (baggy swimming trunks are not permitted) and a towel. Earrings must be removed, please. No spray deodorants or talc in the pool area, please. All pupils also require a swimming hat, which are on sale in the school office.

Other Items

- We require that all pupils bring a change of shoes and trousers so that we can use the school field all year round. These named outdoor shoes, wellingtons or boots should be kept in a substantial named plastic carrier bag (e.g. Bag for Life), which will be kept on the patio under the canopy, on pegs.
- A sunhat needs to be supplied in sunny hot weather. Waterproof sun cream should be applied before school.
- Bottles of water should be used in class, but must be replaced and replenished regularly to prevent contamination.
- Toys, especially items of sentimental value, should be kept at home or, if needed in school for a specific reason, should be given to teachers to keep them safe.
- Pencil cases are not required.
- Pupils have a peg for coats, and bags. We are working hard with all the pupils to ensure they establish and maintain tidy cloakrooms, please support us in this by providing a smaller sized bag to fit.
- We take no responsibility for lost or stolen items. County does not insure us for any items brought in from home. Only the county's own property is insured against damage or theft.
- Vehicles and personal possessions are left on site at the owner's risk. Please ensure that you keep valuables safe at all times on the school site. Be aware that there is a risk that bags may be taken through smashed car windows if they are visible in the car while you are collecting children. This has happened in the distant past.
- No pupil mobile phones in school, please. If absolutely necessary, in line with our mobile phone policy, with the permission of the Headteacher they may be able to be left during the day in the School Office for after school contact.

WHAT IS TAUGHT AT SCHOOL?

- **The National Curriculum** is taught in school. Our Revised '2014 curriculum' overview is on the school website. We are proud of our 'Creative Curriculum' approach to our learning where each term (over a 4 year program) the whole school focuses on an agreed overarching topic. Through this we teach English, which includes reading writing and speaking and listening), Maths, Computing, Science, History, Geography, Design and Technology, Music, Art, Modern Foreign Languages and Physical Education. All have schemes of work which we follow and amend for each year group and Key Stage.
- **Personal, Social and Health and Citizenship Education (PSHE)** helps to give pupils the knowledge, skills and understanding they need to lead confident, healthy and independent lives and to become informed, active and responsible citizens. We use Circle Time activities throughout the school and have been previously awarded International School status by the British Council and Healthy School Status as part of this teaching. As part of PSHE lessons pupils are taught about (age appropriate) Relationship and Sex Education (RSE), drugs education, and how to keep themselves and others safe. PSHE is taught discreetly and in other subjects. Should you wish to discuss this, or view any of the materials that we use as part of our teaching, please do not hesitate to see your child's classteacher or Miss Whitehead, our PSHE subject leader.
- **Religious Education** teaching is a legal requirement and it is taught following the Ely Diocesan Guidelines and the Cambridgeshire Revised Agreed Syllabus. Parents have the right to withdraw their pupils from RSE lessons, R.E and Collective Worship on religious grounds. This should be discussed with the Headteachers in the first instance; then the request should be put in writing. Parents should be aware that if pupils are withdrawn they will be required to work on appropriate tasks without the direct supervision of the class teacher.
- **The Foundation Stage**, for Reception pupils, has its curriculum based on the Early Years Foundation Stage (EYFS). This covers areas such as Knowledge and Understanding of the World, Creativity, Physical Development, Personal and Social Development, Language and Literacy and Mathematics. More information is available from our EYFS Class Teacher.

HOW DO YOU SPLIT YEAR GROUPS WHERE THERE ARE MIXED AGE CLASSES?

Depending on the size of each year group cohort, across the school, we may teach children in mixed age cohorts where pupils for example in year 1 are split across Ash and Elm class. Where we need to split year groups, whichever class the your child is in, they will be taught their year group's curriculum. In addition, where appropriate, year groups will join together as a whole throughout the year and school routines – for example the lunch rota – are organised so year groups can choose to be together.

School staff decide where to place every child based on a wide variety of factors considering each individual and the cohort as a whole. Factors include - but are not restricted - to age, maturity, friendship, academic ability, pastoral needs, special educational needs and medical needs. This decision is usually finalised late in the academic year once we have updated information from County admissions. The late decisions is required because once our class structure is set, this can limit the amount of new 'in year pupil admissions' children we can offer school places to for the following academic year.

The class decision is communicated to pupils in school. Parents receive this information on the same day with the school report shared with parent in July. The school's decision is final and we are unable to discuss other pupils and their needs with parents. As an underlying principle, you are encouraged to talk to the classteacher throughout the year about any pertinent information regarding your child. By doing so, you ensure that we have any relevant information when we make our decision.

WHAT HOMEWORK WILL MY CHILD RECEIVE?

A good, well-managed home learning programme, we think, helps pupils to develop independent learning skills they need for successful lifelong learning. It is noticeable that good home learning, developing skills and competences from school makes a difference to our pupils' success. We are grateful for parental support in organising homework which is detailed in the Learning Link each week. Homework tasks will be detailed in the Learning Link, as will the dates of spelling tests.

We expect that pupils will:

- Read at home for ten to fifteen minutes each evening and discuss books with adults or older siblings.
- Learn multiplication tables, do some Mathletics and practice their spellings each week.
- Complete the set English or maths task
- Complete project work linked to the creative curriculum over the term – please see the homework menus for more information.
- Be asked to complete their work at home if they have made insufficient effort during class time.
- Be given more extensive homework tasks in year 6 to help them consolidate their skills and prepare for secondary school.

HOW CAN I HELP MY CHILD?

- **Ensure your child has good attendance** - There is a strong correlation between poor attendance and results below target. Please ensure pupils come to school each day unless they cannot attend due to illness. 95% attendance equates to ¼ of a day a week of missed learning.
- **Support your child with their Home Learning.** After seeking pupils' and parents' views, they have told us in their feedback that a mixture of projects and weekly homework is the preferred choice, so this is what we continue to set.
- **Reading at Home** – Parents may buy home/school book bags from the office. There is a reading record sent home for parents to complete. A separate letter about our reading system – individual and guided reading – is available on our school website.
- **Be a role model.** We have ERIC (Everyone Reading in Class) and EPIC (Everyone Puzzling in Class) sessions. This includes staff in the reading and enjoying a maths challenge. Can you be a role model at home modelling enjoyment of reading and anything to do with maths, reasoning and problem solving (Sudukos count!) as well?
- **Writing and Spelling at Home** - Spellings are sent home to learn each week. We ask parents to practise these with their child using the 'Look, Cover, Say, Write, Check' method, amongst others. We can hold both phonics and reading sessions in school during the year to enable parents to support their pupils with the current teaching methods and do encourage all parents to make a request for additional sessions when you feel it is relevant.
- **Maths at home** – We have revised the format for our calculation policy and will include a guide for parents. Please do support your child using Mathletics (pupil passwords are in the Reading Records and there will be weekly homework) and if you have any concerns or questions please do see your child's class teacher. Also, please encourage your child to talk about maths in everyday contexts. Think about what you say. Have you ever said or heard someone say "Oh I wasn't good at maths when I was at school"? Research shows that negative role models such as this reduce children's attainment and confidence. Please support us in being very positive about maths. Celebrating success, however small, is essential. Together, everyone can overcome any perceived barriers to being a good mathematician, have a go and achieve in maths! In maths, reasoning and explaining how you calculated something and why is vital to learning. Please ask the children about how they worked it out and how else they could do that calculation rather than focusing on a right or wrong answer.
- **Parents in our School** – We encourage parents to come into school; there are many opportunities throughout the year when parents can come in and volunteer. We really value your expertise and time. Please check our website for dates and look on our newsletter for regular updates. Mrs Penrose is our volunteer coordinator so please do contact her, as all adults who come into school need to go through our safeguarding checks to ensure that our pupils are safe. Once the checks have been completed please contact your child's teacher to arrange the times.
- **Computing At Home** – Mr Carter manages our secure online learning platform where pupils can learn and practise safe ICT skills. Pupils have access in school to this. All pupils and parents are expected to sign an Acceptable Use Policy which sets out the rules for safe and responsible computer use. We invite parents to sessions to discuss internet safety and appropriate supervision and regularly publish updated advice and guidance which is available in the school entrance and on our school website. Mathletics is used across the school with great success.
- **Read and act upon communications** - Please help us by reading and acting on communications from school. The Learning Link continues to be sent on a Monday, with the Petersfield Press being sent on a Thursday. The Learning Link and Petersfield Press contain lots of important information and updates. The website, including the Parent Information Pack (PIP) and Code of Communication provide lots of additional information based on parent feedback. Please do read these communications to check if the information you require has already been provided to you before contacting school.
- **Treat everyone in line with our Code of Communication** - We are really proud of our staff team, who are dedicated professionals, experienced in seeing the bigger picture and meeting the needs of all children. Our staff work so hard to make school the best it can be for your child. As nothing in life is ever perfect, if you have a concern or a mistake is

made, please do just talk to the member of staff to enable us to address the matter – making mistakes is a central part of the learning process whatever age we are. Please do take a moment to read our Code of Communication which has been updated slightly to explicitly clarify expectations as all members of our school community, including staff in their workplace and other parents are entitled to be treated with respect and courtesy at all times.

HOW DO I FIND OUT HOW MY CHILD IS DOING AT SCHOOL?

We have our assessment policy and summary leaflet of this in our school entrance. We worked closely with parents to devise the new report format.

- **Informal Discussion** can be had with the class teacher about your child's progress throughout the year. Please do talk to them after school, or request an appointment via the office.
- **Parent-Teacher Consultations** - Parents are invited to meet twice a year for a formal discussion about their child and their progress in the Autumn and Spring term. Teachers, pupils and parents will be asked to contribute to a pupil progress and target report.
- **End of Year Report** - a written record of your child's attitude, effort and attainment, progress and targets is written in the summer term.
- **Standard Attainment Tests (SATs)** are completed and reported nationally at the end of Year 6. Year 1 (and some year 2) pupils complete a Phonic Screening Check, Year 4 undertake the Multiplication Check and the EYFS attainment is reported. Our reportable results are available on the school website.

WHAT HELP IS AVAILABLE IF MY CHILD NEEDS EXTRA SUPPORT?

- At Petersfield we are committed to meeting the educational needs of all our pupils. Teachers plan adaptive teaching, set and respond to work which is appropriate and relevant to the individual needs of pupils.
- We run a variety of intervention programs to support individuals and groups in particular areas throughout the year. These range from social skills groups to Success at Arithmetic to Little Wandle reading interventions.
- Our Special Educational Needs and Disabilities Co-ordinator (SENDCo) and Senior Mental Health Lead, Mrs Penrose, is responsible for overseeing assessment and provision. Personal Learning Plans (PLPs) – from 2024 these will be called Assess, Plan, Do Review documents - are drawn up for pupils with particular needs who require provision additional to and different from the quality class teaching and intervention programs. These plans outline targets that will be addressed at home and at school. Parents and pupils will be invited to attend a termly meeting to review progress and set new targets for these pupils.
- We plan to ensure all pupils feel welcome, happy and look forward to each school day. Whilst ensuring their individual needs are met.
- We ask that you come and discuss your child's needs with us so that the most effective provision can be made.
- Please see the school inclusion policy on the website.
- Promoting positive emotional wellbeing and mental health runs through all our policies and our curriculum. More information can be found [here](#). YOUNited offers support to children and young people aged 5 to 17 with their emotional wellbeing and mental health. More information can be found [here](https://www.cpft.nhs.uk/younited/). Their website contains information about what to do in a crisis <https://www.cpft.nhs.uk/helpinacrisis>.

HOW DOES THE SCHOOL PROMOTE ACCESSIBILITY AND EQUALITY?

Our website contains an [Equality Statement](#) and our [Accessibility Policy](#). We are committed to providing a fully accessible environment which values and includes all pupils, staff, parents/carers and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We are committed to challenging negative attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion. Our action plan covers the school environment, curriculum and written information. We actively encourage any pupil, parent or visitor to contact us with any suggestions and ideas as we review these documents at least annually.

HOW DOES THE SCHOOL REWARD PUPILS AND ENSURE GOOD BEHAVIOUR?

- **Our Home School Agreement (as at the end of this document)**, is a very important element which we discuss and agree in each class at the start of each year with staff and pupils. It sets out agreed school rules. Pupils and staff are all expected to sign this. We ask that parents discuss this document with their child and sign up to the school rules also.

Our Petersfield Agreed Rules are: Kind Responsible Safe

Our Non-negotiables, listed with our pupil, identifies the expectations of behaviour.



Our Petersfield Non-Negotiables

What is expected from everyone in school, all of the time.

Kind

Kind

- Use kind and nice words to others
- Care for others and check they are okay
- Look after our environment
- Be helpful, never huff and puff if someone doesn't know an answer

Respectful

- Look at others when you or they are speaking
- Do not talk when others are trying to speak
- Give other people time if they need it
- Always be polite to others and use manners i.e. 'Please' and 'Thank you'
- Walk around school quietly
- Always listen carefully to adults
- Do not distract others by talking, calling out, fidgeting, not listening
- Always work co-operatively, help others and try your very best

Responsible

- When an adult raises their hand for silence or attention, stop, be silent and raise your hand
- Be ready to learn (sitting quietly, pencil, and resources ready) etc
- Be dressed in the correct uniform at all times
- Be responsible for your own belongings and do not touch things that belong to others
- Remember to go to the toilet at break times
- Be proud of all your workbooks (no doodles, best handwriting, neat crossing out, no rubbers, careful colouring, ruler for underlining)
- Set out work neatly starting each line on the left-hand side
- Always produce your best work
- Use quality tools i.e. sharp pencils
- Look after reading books and keep them tidy on the shelves
- Tell an adult if you ever have a worry or concern
- Reflect on your feelings and behaviours and the impact that your actions have on other
- Accept any educational and protective consequences.

Safe

- Always do what adults ask first time
- Follow the playground and dining hall rules
- Sit appropriately on your chair i.e. no swinging, no knees up on tables, no sitting on desks
- Don't hurt people
- Walk safely around school
- Play gently e.g. tag gently
- Be aware of the space around you when you are playing sports
- If you're injured, seek adult help immediately
- Demonstrate our school rules, values and vision in school and outside school

Together we 'Live Life to the Full'

Love • Trust • Peace • Friendship • Creativity

• Recognising achievement

Our updated behaviour policy in September 2023 follows extensive work with pupils to gather their views. Our therapeutic behaviour policy which includes team points, tickled pink certificates and educational and protective consequences.

• Our Positive Behaviour Policy

Our aim is to provide a safe, happy, engaging and caring environment in which everyone is given the opportunity to learn and develop positive, pro-social attitudes and values. Through the daily living of our school values, our commitment to our vision, our school curriculum and collective worship, adults model and remind children of behavioural expectations. Our children have a responsibility for their behaviours and are given support to demonstrate pro-social behaviours. Finding out why a child acts in a particular way is the key to supporting them in learning how to change their behaviour. Our Positive Behaviour Policy and Anti-Bullying and Prejudice Related Incidents policies set out the levels of behaviour and the appropriate response to ensure consistency across the school. It is the responsibility of every adult at our school to seek to understand the reason why a young person is presenting anti-social behaviour and to change the circumstances in which the behaviour occurs. It is the responsibility of each child to take positive steps towards pro-social behaviour, within the changed circumstances provided. Consequences, including educational and protective consequences, are used in line with the Cambridgeshire Steps approach. Supporting reconciliation and resolution and looking at choice points allow children to learn from behavioural mistakes, just as they learn if they make a mistake in an academic lesson such as maths. The school seeks to work in partnership with parents/carers to help children to learn about the consequences of their behaviour choices and to support them to adopt positive behaviour choices in future.

• Addressing Bullying

At our school we define bullying as: repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online. (Antibullying Alliance definition). The four key elements of this definition are that the behaviour is: hurtful, intentional, repetitive, involves a power imbalance which can make it difficult for the person being targeted by the bullying behaviour to defend themselves. Bullying behaviour may be: Physical- for example pushing, poking, kicking, hitting, biting, pinching; Verbal – for example name-calling, teasing, belittling; Indirect – for example spreading rumours, leaving someone out; Cyberbullying – for example sending nasty messages, posting unkind content online, sharing photos or videos. The school encourages and equips the whole school community to report all incidents of bullying, (including cyberbullying) including children who have experienced being bullied and bystanders who have witnessed an incident. Our preventative curriculum includes helping children to recognise bullying behaviours and identifying their trusted adults in and out of school. Children are encouraged to use the 3 Steps - Stop, Help, Together. Where a trusted adult outside of school is told, they should contact the child's classteacher with a factual account of what the child reported so the classteacher

can work with the child/children to address this. All staff are trained on the need to take reports of bullying seriously, including when to involve a Senior Leader / Headteachers/ Designated Safeguarding Lead. Their first priority is to reassure the child that they have done the right thing by reporting the Incident and to have a conversation with the child/ren targeted by the bullying behaviour to establish their views and feelings. Where parents/carers have concerns about bullying, they are asked to inform the Class Teacher in the first instance. Senior members of staff such as Key Stage Leaders/ Deputy Headteachers/ Designated Safeguarding Lead/ Headteachers will be involved where appropriate.



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• **Reporting Racist & Prejudice Incidents**

The Equality Act 2010 outlines the following protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. In addition to prejudice-related bullying linked with one or more of the protected characteristics, children may be targeted due to other prejudices, for example due to their home circumstances. We will investigate, record and report all prejudice-related incidents, including those that are reported to be unintentional, in line with our Positive Behaviour and Anti-bullying policy. There may be occasions where prejudiced-related incidents need to be reported to County as a prejudice- related incident or to the police as a hate crime.

HOW IS MY CHILD'S SAFETY PROTECTED?

Our child protection policy is on the school website.

Mrs Penrose and Ms Perkins are the Designated Safeguarding Leads in school. Mrs Penrose is the designated LAC (Looked After Child) and Post LAC lead. Mrs Penrose is also the Prevent and Domestic Abuse Lead.

- **Safeguarding Pupils** is a legal requirement which requires all those working in regulated work with pupils, including volunteers, to be DBS checked, and also to pass on information which concerns them about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. It is important for parents/carers to know that the law requires all the school staff to pass on information which raises concern. More information can be found on our safeguarding webpage:

https://www.petersfield.cambs.sch.uk/site/pages/pageReact.php?page=safeguarding_information&t=1720979231 and in our Child Protection Policy and Prospectus.

Parents should be aware that all staff take responsibility for identifying and supporting children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All staff receive basic child protection training and follow the Local Safeguarding Children Board (LSCB) procedures to ensure that children receive appropriate and effective support and protection. Should it be necessary, school staff will seek, where possible, to discuss any concerns with the parents/carers. Should it be necessary, school staff will inform them of a referral to Social Care where possible. However, this will only be done where such discussion will not place the child at increased risk of significant harm.

It is important for parents/carers to know that the law requires all the school staff to pass on information which raises

concern that a child may be at risk for example from non-accidental injury, neglect, emotional or sexual abuse. This procedure is intended to protect children and schools are encouraged to take the attitude that where there are grounds for concern it is better to be over cautious than to risk a child's safety. We therefore have an unavoidable statutory duty to contact Social Care. Occasionally, this duty means that the Headteachers, and Designated Safeguarding Leads must risk reporting a concern, which can upset parents which, on investigation, proves unfounded. In these circumstances, it is hoped that parents /carers will appreciate how difficult it is for schools to carry out this delicate statutory responsibility, and accept that the action was taken in good faith and in the best interests of the child.

- **Prevent Agenda** - schools have a legal responsibility to have a designated lead for 'Prevent' - the Government agenda to prevent radical and extremist behaviour. At Petersfield we are aware of our responsibilities to safeguard our pupils and work with them to promote tolerance and understanding. Our designated 'Prevent' Lead is Mrs. Penrose.
- **Risk Assessments** are carried out for all relevant activities in school, and before educational visits in accordance with the Local Authority policies and procedures.
- **Data Protection.** We keep and process all personal information (whether in hard copy or on-line) in accordance with legal requirements of the General Data Protection Regulations (GDPR) designed to protect your and your family's privacy. Sharing of personal information is governed by these legal requirements and our own data protection policies under which school records will be passed on to the relevant primary or secondary school. At the end of your child's time at Petersfield this information is also shared as appropriate with certain external authorities for the purposes of supporting your child's education and welfare. Our Data Protection Officer is the ICT Service. You can obtain a copy of our data protection policy and privacy notice from our office or [via our website](#).
- **The County Fair Processing notice** can be found at: <http://www.cambridgeshire.gov.uk/terms>
- **Entry to School Buildings** (other than at the beginning and end of the school day) is through the main entrance for everyone. During the school day, all external gates are locked to prevent unauthorised entrance. All staff and visitors wear badges on lanyards as a security measure. At the School Office you should be asked to sign the visitors' book and wear a red a visitor's badge. Even if you are just "popping in", this is important to maintain security and do so via signing in at the office. If you speak to a member of staff after school, the school gate will be locked by 3:30pm at the very latest (earlier if clubs and meetings require this) so you may be asked to come into the classroom and exit via the main entrance. If, while you are visiting, there is an emergency involving a child, the protocol is to give red triangle in each room, or staff lanyard to an adult or if necessary to a child who walks quickly to fetch adult help. Our fire evacuation policy is in our room folder and is detailed below. All visitors working in regulated activities with pupils are asked to complete a DBS document to confirm identity and your safety to work with pupils.
- **Physical Intervention** – Our 'Promoting, Celebrating and Managing behaviour, discipline and conduct at Petersfield' policy contains the revised Physical Intervention Policy. A copy is available in the school office and on the [school website](#).
- **In the Event of Fire** - If you discover a fire, operate the nearest fire alarm call point. There are many around school. On hearing the fire alarm, everyone must report to the Fire Marshall, usually the Headteacher, at the muster point on the school field. Windows and doors should be closed and no-one should re-enter the building until the school roll has been called and approved and you are authorised to do so by staff.
- **Health and Safety** – Everyone in school is subject to the Health and Safety at Work Act and other statutory provisions. Any injuries, near-misses, accidents, obvious risks etc. should be reported to the School Office. The site is subject to COSHH Regulations. Any chemicals or products brought into school require a COSHH data sheet and to be added to the COSHH register.
- **No Smoking** - Smoking is not legally permitted anywhere in our school buildings or grounds.
- **Films** - From time to time, our pupils watch videos, clips of videos and DVDs in school. The ratings of these are either U or, following staff viewings, PG.

HOW DO YOU USE IMAGES (PHOTOS) IN SCHOOL?

Certain uses of images are necessary for the ordinary running of the school. We hope parents feel able to support the school in using pupil images to celebrate the achievements of pupils, to promote the work of the school and for important administrative purposes including identification, for example of medical needs. The source of images will predominantly be the school staff or a professional photographer (who is GDPR compliant) and images are stored securely. All staff are aware that images should be taken on school equipment, be stored securely and in accordance with the Acceptable Use Policy.

- **Pictures on the website and in the School Newsletters** - We select a variety of images, including those of three or more pupils engaged in educational activities, for our newsletter and other publications. Names are not used.
- **Newspapers** -We are delighted to have some of our achievements reported via local newspapers. The Cambridge Independent, Royston Crow and the Cambridge Evening Newspapers are often keen to feature our pupils. They do, however, often ask for more details than we would readily publish as the paper is live on their website. They request full names, ages, class and occasionally village details to go with their stories. They will often not publish material without this. If we think that the occasion warrants this, we will always consult with parents to gain permission for this information to be used before publication of such specific details in a newspaper.
- **Photographs** - We photograph pupils within school for the purpose of their developmental records, and display, which may be in the form of folders, books or wall displays. As part of the BFP – Barrington, Foxton, Petersfield Partnership, photographs may be taken of the pupils working together on Oracy days and at other events. Trainee teachers and other professional take photos as part of their role working with pupils. We emphasise our clear and ethical research rules on this on their induction. Occasionally researchers ask permission to photograph activities. In this instance, separate

parental permission is sought. A consent form should be completed by parents/carers.

- **Photographs, Videos and Audio** - Parents, carers or close family members are welcome to take photos and where appropriate film or record audio of their own children in school at events provided:
 - Permission is given by the staff member leading the event.
 - Parents/carers sign the Home School Agreement, to confirm that parents/carers and all family and friends who attend events agree that all photographs and recordings made are for private and personal use only following consent.
 - Such images focus on your own child and photographs should not be taken of other children without their parents' permission except incidentally e.g. as part of a group shot
 - Recordings are never permitted when online, for example, on TEAMS
 - Images are for personal use, and are not published on social media, such as "Facebook".
 - Anybody attending does not film/record/take images where copyright prevents this
 - Anyone attending does not film/record/take images in any circumstances that may embarrass or upset pupils.

Images, film or audio recording should not be made at any time, including in virtual events, without the intention to record being declaring to the school and without the expressed consent of the staff involved and Headteachers. The school reserves the right to refuse or withdraw permission for film, audio or photographs from anyone who does not follow these guidelines.

In Ash class, we sometimes share Learning Journeys with parents through the Target Tracker link. These may have images of other children who were part of the activity. Images must not be shared outside the Target Tracker App. Please note, with the new EYFS Foundation Stage Profile 2020, the expectation is that teachers will be supporting pupil learning through interaction rather than making detailed notes and observations / photos.

HOW ARE MEDICAL MATTERS MANAGED?

Our Medical policies detail that:

- Where children bump their head, a wrist band will be worn. Please cut this off at home to show you have read the first aid form sent home with your child.
- Where a first aid incident is sufficiently serious, parents will either be phoned or a wrist band worn. Please cut this off at home to show you have read the first aid form sent home with your child.
- Except where pupils need regular, monitored, medication where a communication book will be used, where medication is administered, a wrist band will be worn. Please cut this off at home to show you have acknowledged this medication administration.

For children with specific protocols, a home school communication book may be used.

- Parents or carers should notify the school on admission if they or their child suffers from any illness that could affect his or her school life (e.g. anaphylaxis, diabetes, epilepsy, eczema, asthma) and any foods to which s/he is allergic.
- Parents should notify the school if your child suffers a significant head bump at any time outside school.
- It is assumed that pupils, who are fit enough to come to school, are fit enough to play outside during morning break and at lunchtime.
- In exceptional circumstances, a pupil will be supervised inside during playtime.
- If pupils require prescribed medication during the school day, parents are asked to hand the medication to the school office together with written instructions for administering it. A Short-term or Long-term medication form for this purpose is available in the office and online as part of the medical policy.
- Pupils should not have medicine, without staff agreement, about their person in school.
- Only prescribed medicines can be administered to pupils under the following conditions:
 - The medicine is handed to the school office staff directly by the parent
 - Parents complete the new medication form which is handed to the office with the medication
 - The dosage and name of contents is clearly stated on the original medicine container.
 - The pupil's name is clearly written on the container.
 - Pupils come to the school office to receive their medicines.
- Medicines are stored out of reach of pupils in the school office or in the staff room refrigerator.
- A list of pupils with medical conditions is kept up-to-date and noted in the back of each class register and in the office
- A board in the staffroom displays details and photos of the children so all staff can identify and support their medical needs. The staffroom should not be accessed by anyone other than school staff or professional visitors
- The designated persons who administer medicines are Miss Whetlor & Miss Williams.
- In more serious or long-term cases, the school will work with parents to devise a protocol to ensure your child's needs are met.
- First Aid - is available at the location the pupil is in and in the office where are designated first aid leads, Miss Whetlor is based. Most staff are qualified First Aiders in the school. First Aid will be administered in accordance with our school policy. Please note, we use hypoallergenic plasters for cuts and grazes. If needed, medical aid and advice will be sought promptly.
- Food Allergies - As part of the curriculum, we sometimes taste and cook a whole range of exciting foods - some from all over the world. It is very important that we know if your child has any food allergies. Please ensure you have

notified us of any dietary requirements or allergies as soon as you know of them; to ensure maximum safety. Also, a separate form will need to be completed for HCL, our lunchtime provider.

- If you have previously informed us of any medical conditions, such as asthma or allergies which may need an EpiPen (or equivalent product), please check with us to ensure our information about this and the protocol and pen are up to date. Please double check each year that any medication we hold in school is within its expiry date. This includes asthma pumps.

WHAT HAPPENS IF MY CHILD IS TAKEN ILL IN THE SCHOOL DAY?

- The class teacher (via the teaching assistant), will inform the School Office, who may confirm with the Headteachers if it is appropriate for the pupil to be sent home.
- Pupils may wait quietly in the office for their parents/ carers, or return to class to wait.
- When a pupil is taken ill, parents are contacted as soon as possible so that s/he may be collected from school.
- Please note, due to data protection, we can only use contact numbers which you detail on your individual child's contact sheet to contact you. We cannot contact other numbers which are not listed here. Therefore it is important that your contact information is up to date and an alternate contact is given in case you are unavailable. We will ask you to update this annually but please notify us in writing as soon as possible if these details change. Please ensure an emergency contact is available at all times
- A parents or nominated contact must be available at all times for the school to contact you about your child and must respond to contact, immediately for urgent emails or phone calls.

WHAT HAPPENS IF MY CHILD IS UNWELL?

Please do not send a pupil to school if s/he is unwell. The table below shows the minimum absence period from school for certain illnesses. In other cases, Doctor's advice should be discussed with school and followed.

Disease	Minimum Period of Absence from school
Diarrhoea and vomiting	Until 48 hours after last episode of diarrhoea and/or vomiting
Chickenpox	At least 5 days from onset of rash and until all blisters have crusted over
Impetigo	Until lesions are crusted or healed, or 48 hours after starting antibiotic treatment
Measles	4 days from onset of rash and well enough
Mumps	5 days after onset of swelling
Rubella	5 days from onset of rash
Whooping Cough	48 hours after starting antibiotics or 21 days from onset of cough
Slapped cheek	None once rash has developed
Scabies	24 hours after the first dose of chosen treatment*
Scarlet Fever	Exclude until 24 hours after starting antibiotic treatment
Shingles	Only if rash is weeping and cannot be covered
Hepatitis A	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice)
Meningitis, Influenza	Until well
Tuberculosis, Diphtheria	Until school has sought Public Health England (PHE) instruction
Respiratory infections	Individuals should not attend if they have a high temperature and are unwell. Individuals who have a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
Any rash	In line with PHE guidance, pupils should not attend school with any rash without seeking medical guidance first and informing school of the outcome.

WILL MY CHILD GO ON VISITS OUTSIDE OF THE SCHOOL GROUNDS?

To support our creative curriculum, pupils are taken out of school to visit places of interest. We make full use of our local environment and often walk (for example), to St Andrew's Church, Chapel Orchard, the Clunch Pit or Wimpole Home Farm. Detailed risk assessments are undertaken by staff prior to these visits considering, for example, best practice in safely crossing the A603. Parents will be notified of visits (usually by ParentPay) if special equipment is needed, if it is outside the school day, if volunteers are needed, if there is a charge or if a packed lunch is needed.

Where visits are further afield but not funded, we request a voluntary contribution from parents to help us cover the extra costs. The visit will not be able to run if donations are not sufficient. Residential visits are also organised every other year for pupils in years 5 and 6. If you are in a position of hardship, help may be available from the school. Please talk to the Head Teachers in confidence in the first instance.

Parents are welcomed to support school visits and on occasions are asked to transport pupils to and from these visits. County Guidelines state that adults using their own cars to carry pupils on school visits should ensure that their vehicle is roadworthy, properly licensed and that the insurance covers its use on school business. In addition, the driver is responsible for ensuring all pupils use booster seats if needed, wear seatbelts and behave sensibly. If you plan to use your car to help us, please see the Headteachers for more information.

WHAT EXTRA-CURRICULAR ACTIVITIES ARE AVAILABLE?

- Pupils are encouraged to learn to play a musical instrument. Mrs Lynn currently offers piano tuition to pupils at cost to parents. Rocksteady offer group lessons. Please contact the school to ask about the variety of opportunities available. Previously, demand has enabled us to provide violin, percussion and woodwind through visiting peripatetic teachers.
- Sports clubs, dance club, drama club, coding club, gardening club, circus skills and book club are just some of the clubs we have offered in school.

Regular information about these is published in the newsletter and other letters from school. Please note Childcare vouchers can be used to pay for some extracurricular activities. Please visit <http://www.hmrc.gov.uk/childcare/> for more information.

DOES PETERSFIELD PROVIDE CHILDCARE BEFORE AND AFTER SCHOOL?

Yes. Puffins is a popular club which provides a friendly home from home environment which is welcoming to all; a place where pupils can relax. Please contact Puffins – Puffins@Petersfield.cambs.sch.uk - for more information about costs and provision. Please note, a discount of 10% will be given for families on the cost of the second and subsequent pupils. Puffins accept Childcare Vouchers (Please see www.inlandrevenue.gov.uk for information about help with the cost of childcare)

- **Breakfast Club** – this runs from 7.45 a.m. every morning. There is a flat rate charge of £7.50 which includes breakfast for the full session and from 2023 a short session has been introduced where places allow.
- **After School**—this runs every afternoon and is open until 6pm and the charge is £10.50.

WHO ARE THE GOVERNORS?

Governors at Petersfield have a strategic role. In consultation with the staff, and by using their professional skills, knowledge and experience, Governors decide on the strategic direction of the school. Please see [the website for more information on our Governors](#) and do speak to them at the events they attend or on the playground.

WHAT IS FRIENDS OF PETERSFIELD SCHOOL (FOPS)?

Petersfield School's enthusiastic Parent Teacher Association (PTA) which meets regularly to organise both popular fund-raising and social activities was renamed Friends of Petersfield School (FOPS) to more accurately reflect its links with the wider community. Please see the entrance and website for more details. FOPS have recently raised many thousands of pounds to improve our school library. We are grateful for the extra resources which they have provided for the school - computer equipment, musical instruments, reading books, pool commissioning etc. FOPS social events such as Run Orwell and the Christmas Fair are well attended, thereby forging strong links between the school and the wider community. The organisation encourages more people into the school to help raise funds or simply to enjoy themselves! Please contact the school office for more information.

WHAT OTHER INFORMATION WILL I RECEIVE DURING THE SCHOOL YEAR?

The following are the main documents you should expect to receive during the year, but please check with your child (or in their Learning Link) regularly for letters and other information to keep you up to date.

- Contacts & Medical Information Data Sheet in September. Please make sure we have up to date information about you and each individual child at all times in case of an emergency. We require at least 2 emergency contacts and these must include an emergency contact that is contactable at all times.
- Consent forms are given to new parents for you to sign to confirm permissions for photographs as detailed here. Please contact the school office if you would like to update your permissions.
- ParentPay login to pay for all dinner money and visits. Please ask the office for a login if you do not have one.
- Our Petersfield Press newsletter is emailed to parents each week – usually on a Thursday.
- Curriculum Information sheets & Homework Menus are sent out by class teachers termly.
- Regular emails to keep you up to date. The subject of the email will detail the content to aid you in quickly determining the relevance of the information to you.
- Please do look at the school website which contains a wealth of information. Please do read our website and communications you receive from us before contacting the school about information you already have.

WHEN AM I FORMALLY INVITED INTO SCHOOL - VIRTUALLY OR IN PERSON?

All of the dates and times for the following will be published on the website, in the school newsletter or in communication from your child's class teacher – usually via the Learning Link document. However, some key events are:

- **Open Classroom and "Meet the Teacher" sessions** – Every class teacher shares information in the Autumn term to introduce themselves, their teaching assistants, show you the classroom, talk about routines, class rules, the creative curriculum etc. – we talk about all you need to know as your child joins a new class.
- **Class Assemblies** – We actively encourage parents and friends of the school to join us for our Class Assemblies, which will be held in the school hall, sometimes with an option to join virtually. These may include poetry, stories, plays, demonstrations, art and craft work, models or musical items all prepared by the pupils. A list of provisional class assembly dates for the academic year can be found on the school website by the end of September.
- **Special Events in the life of the School** – Harvest Festival, our Christingle, the school Nativity, our Easter celebration, our summer thank you church service, school productions, charity fundraising, and other special events and celebrations are held throughout the school year. You are very welcome to join us for these. More information, and dates, can be found on the school newsletter. Please be aware of the deadlines to book to attend some events are fixed deadlines, so please reply in a timely fashion.
- **Parent-Teacher Consultations** – Parents are invited to meet twice a year for a formal discussion about their child and

their progress at the Autumn and Spring terms. Teachers, pupils and parents will be asked to contribute to a pupil progress report to indicate how you and we can work together to improve learning. A blended model of in-person and virtual Parents' Evenings continues in response to parent feedback. In advance of the Parent-Teacher Consultations, parents are invited into school to share their child's learning in their books with them.

- **Reading in Class** - We value the work of parents or community volunteers who read with our children throughout the week. If you would like to volunteer, please speak to Mrs Penrose who is the co-ordinator for our wonderful volunteers.
- **School Visits** – Parents are welcome to support school visits and on occasions they are asked to transport pupils to and from these visits. If you are asked to transport pupils we will talk to you about insurance and guidelines.
- **Particular events** like International Breakfasts, Science Days, Mothers and Female Carers and Fathers and Male Carers events and Christingle Decorations sessions are great opportunities for parents and friends to share time in school with us. Please see this year's Diary Dates which is published by the end of September each year.
- **We welcome parent and community volunteers** into school to support our pupils' education. Please speak to Mrs Penrose if you would like to volunteer. There will be an induction prior to coming into school.
- **Headteacher 'Celebration of Learning' assemblies** take place half-termly and are announced in the Petersfield Press.

WHAT ARE THE RULES VISITORS MUST FOLLOW WHEN ATTENDING ANY EVENT ON THE SCHOOL SITE?

We look to welcoming parents/carers to events in school. Your attendance is often a highlight for pupils and staff. When attending the school site at any time please remember:

- We will aim to run to time but the needs of our pupils come first so please ensure you arrive promptly for the start time but be prepared to wait for the pupils to all be ready.
- The school safeguarding policies apply at all times so you will be admitted for the event only. Therefore, please come prepared to wait for admission whatever the weather and be aware you may need to queue for busy events.
- If you are attending the school site, please do so to engage fully with the event you are joining us for.
- In line with our mobile phone policy, mobile phones should not be used at any time on the school site without the permission of school staff. If you would like to use your phone, please leave the school site and return when you have finished using your phone. The exception to this is when you are given permission to film your own child only in line with our E-Safety policy.
- Ensure your devices are off or on silent so events are not disturbed.
- When on the school site, staff instructions must be followed at all times.
- The school equipment and furniture is out of bounds at all times for everybody, especially young children unless an adult invited you to use or access school equipment. This includes the Trim Trail and tyres.
- Our EYFS area is an outdoor classroom for our youngest pupils. Siblings and pupils not under staff instruction should not access this outdoor classroom at any time.
- Where younger children are permitted to attend an event, they do so on the condition that they do not detract from the event for the pupils and other visitors as these events are very special to our pupils. If young children are disturbing the event, please step outside to enable the event to continue uninterrupted. Please note, school has some preschool toys and books for emergencies.

WHAT ARE THE RULES VISITORS MUST FOLLOW WHEN ATTENDING ONLINE EVENTS?

When joining virtual events, attendance is governed by our E-Safety Policy. Therefore:

- Everyone joining, should have the child you are watching's name in your joining name. Without this, you may not be admitted.
- This link should not be shared anyone outside family members attending and all people who click on the link are agreeing to abide by our E-Safety policy which can be found here:
https://www.petersfield.cambs.sch.uk/site/pages/pageReact.php?page=safeguarding_policies&t=1639563329.
- The link should only be viewed in a private environment and must not be shared publicly.
- By joining, you are agreeing not to record the performance in any format.
- On entry, please turn off your microphone and camera and keep it turned off for the duration unless asked otherwise.

HOW CAN I ACCESS ONLINE EVENTS?

The following guidance is designed to enable you to get the best experience when using the TEAMS platform. However, please be aware, school are not responsible for your hardware, software and network connection.

- Please do test your sound and camera settings in advance of logging in.
- If you are in the waiting room, you can test your sound and camera settings whilst you wait.
- Please arrive in advance of sessions because we will aim to start promptly.
- Please be aware that where we are running multiple events for different classes we will join once the last sessions has finished so may not start the meeting early.

- If your sound of camera does not work and you have tried all your computer settings, please leave the meeting and try rejoining.
- By clicking on an image you can 'pin' this image so you can see your child / class at all times
- Once in the virtual meeting, on some devices if you can only see part of the picture, you can right click on the image and select 'fit to frame' so you can see a wider view.
- Please remain on mute at all times when pupils /staff are presenting unless you are invited to unmute.
- Please only use the chat if you are invited to.
- Please follow the instructions for the event about whether your camera should be on or off.
- Please do arrive on time but if you join late, please ensure your camera is off and you are muted.
- If the majority of parents are successfully in the meeting and enjoying it, if your computer settings are not working, please enjoy what you can of the event, rather than interrupting the children.
- As children progress through the school, they grow in confidence in using virtual platforms successfully and understanding where to stand for the camera and how to be loud enough. Please do celebrate their progress with them as they learn these vital skills and the confidence to apply them.

HOW CAN I FIND OUT MORE ABOUT SCHOOL LIFE?

- **The School Website** – We are proud of our [school website](#). It is regularly updated to keep you up to date with Parent's information, Diary Dates and the newsletter – Petersfield Press. Please do let us know if there is something else you would like to see on the website by contacting the school office. We are proud of our work and pupils and so display images of our pupils on our school website. However, to ensure pupil safety, all such photographs are sized; and do not display individual pupils' names beside them.
- **School Policies** - The school has an extensive list of policies covering all aspects of school life. On our [school website](#) is a selection of those which we think are likely to be of most interest to the school community. We continue to add to this list. Should you be interested in any aspect of the school's work not covered by these policies, please contact the school office in the first instance.

HOW CAN I FIND OUT MORE ABOUT CAMBRIDGE COUNTY COUNCIL?

- Local Education Authority: Office for Children's Services, Cambridgeshire County Council, Castle Court, Shire Hall, Cambridge, CB3 0AP
- Telephone: (01223) 717801
- Web Site: <https://www.cambridgeshire.gov.uk/>

WHAT SHOULD I DO IF I AM NOT HAPPY WITH AN ASPECT OF SCHOOL?

The principles of our behaviour policy apply to all in school and promotes comfort and forgiveness, ensuring that when things go wrong the opportunity for learning is not lost and another opportunity to get it right is given. We therefore hope that you will not have any occasion to complain, as we encourage you to come and talk to us at the earliest possible opportunity if you have any concerns; however small. Whilst we strive to do our very best at all times, school is a very busy place and as we are all human, mistakes do occasionally happen. If there is an issue, we ask that you speak to the member of staff concerned in the first instance in order to resolve the matter with them. A '[How can we help?](#)' page can be found on the school website which includes the Complaints Procedure. The first stage is to talk with us about anything that is upsetting you and if possible arrange to meet with us to talk matters through.

**We look forward to working with you during the academic year 2023-2024.
Together we will work to enable everyone in Petersfield School to 'Live Life to the Full'.
Together Everyone Achieves More**



HOME-SCHOOL AGREEMENT September 2024

At Petersfield School we believe it is important that parents, pupils and staff respect each others' contributions and work together to achieve the highest possible level of success for all pupils.



We ask you to read and sign the following agreement to reflect this partnership.

As the child – I will:

- Attend school regularly and on time.
- Be responsible for my learning and behaviour.
- Bring all the equipment I need every day and be tidy in appearance in accordance with the school uniform policy.
- Do all my work at school and at home as well as I can.
- Be polite, kind and helpful to all others.
- Take care of the school's equipment, our building and the school surroundings.
- Follow the school rules to keep myself and others safe, happy and learning.

As the parent/carer – I/We will:

- Make sure my child attends school regularly, on time, in the correct uniform and properly equipped for school.
- Inform school of the reason for absence or lateness before the start of school each day.
- Not book holidays, or (where avoidable) medical appointments, during term-time.
- Support the school's policies and guidelines for learning and behaviour, including the Positive Behaviour Policy, Visitor Behaviour Policy and Code of Communication.
- Treat school staff with respect and courtesy.
- Support my child with homework and other home learning opportunities, including reading each evening and learning of spellings/times tables.
- Attend Parent-Teacher consultations and discussion about my child's progress.
- Get to know about and engage with my child's life at school.

As the school, we will:

- Care for your child's safety and happiness.
- Support your child to achieve their best and make the most of all the opportunities given to them.
- Provide a balanced curriculum at an appropriate level for your child.
- Support pupils to develop a spiritual awareness and an understanding of the Christian faith.
- Encourage high standards of behaviour through building self-respect, good relationships and a sense of responsibility.
- Take account of your child's feelings and needs through listening to them and valuing what they say.
- Keep you informed of your child's progress and about general school matters.
- Listen openly to parents' and carers' feedback and views.
- Be open and welcoming and offer opportunities for you to become involved in the general life of the school.

I have read the Parent Information Pack and understand and commit to supporting all the school policies.

☐

I support, have discussed with my child, signed and returned the Home – School Agreement.

☐

I support, have discussed with my child, signed and have returned the ICT Acceptable Use Policy.

☐

I have checked, amended, signed and returned the data collection sheet including medical information and the emergency contact details. I will notify the school of any changes immediately.

☐

Should you wish to change any other consents or details, please notify the school office – office@petersfield.cambs.sch.uk

Signed: Mrs Penrose & Lynsey Perkins, Co-Headteachers – Petersfield C of E (A) School)

Signed: (Child)

Signed: (All Parents/Carers)

Parent names: (All Parents/Carers)

Date:

Petersfield Consent Form September 2024

I have read the Parent Information Pack and understand and commit to supporting all the school policies. ☐

I support, have discussed with my child, signed and returned the Home – School Agreement. ☐

I support, have discussed with my child, signed and have returned the ICT Acceptable Use Policy. ☐

I have checked, amended, signed and returned the data collection sheet including medical information and the emergency contact details. I will notify the school of any changes immediately. ☐

At Petersfield, we sometimes take photographs, videos and audio recording of pupils. We use these photos, audio and video (images) in the school's prospectus, on the school's website, in their workbooks to record tasks they completed and on display boards and in class books around school. We would like your consent to take photos of your child, and use them in the ways described. If photos are taken for purposes such as Newspaper articles, we will seek separate permission. If you have any other questions, please get in touch. If you're not happy for us to do this, please let us know.

Please tick the relevant box(es) below

I am happy for images of my child to be used on a display to alert staff to their medical condition ☐

I am happy for my child to participate in individual and class photographs (annually) ☐

I am happy for images of my child to be used in their work books. ☐

Ash class – I am happy for images of my child to be used and shared with other EYFS families through the appropriate EYFS System (currently Target Tracker EYFS Observation system). ☐

I am happy for images of my child to be used in internal displays. ☐

I am happy for images of my child to be used when working with cluster schools (e.g. Barrington) ☐

I am happy for images of my child to be used in the school newsletter. ☐

I am happy for images of my child to be used on the school website. ☐

I am happy for images of my child to be used in the school prospectus and local magazine articles. ☐

I am happy for images of my child to be shared with Diocese (e.g. Lent Challenge celebration). ☐

I am happy for trainees and other professional to take images for use in their professional role. ☐

I am happy for visiting companies and charities to take images when working with my child. ☐

If you change your mind at any time, you can let us know by emailing office@peterfield.cambs.sch.uk or calling the school on 01223 207382, or by speaking to the office staff.

If you have any questions or concerns, please contact your child's classteacher in the first instance.

Child's name: _____ Class: _____

Relationship to the child: _____

Signed: _____ Date: _____

Comments:

ICT at Petersfield

At Petersfield we encourage all pupils to use ICT responsibly and safely. Each year group has age- appropriate lessons in the safe use of personal information and the internet. However, your help with this in repeating the ideas and discussing them at home is essential too. Additional guidance can be found on our [school website](#).

Parent letter – Internet / e-mail use

As the parent or legal guardian of the above pupil(s), I know my child will have access to use the Internet, the Virtual Learning Environment, school Email and other ICT facilities at school. I know that my daughter or son has signed a form to confirm that they will keep to the school's rules for responsible ICT use, outlined in the Acceptable Use Policy (AUP). I also understand that my son/daughter may be informed, if the rules have to be changed during the year.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using a filtered internet service; secure access to email, employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit. I also know that the school may contact me if there are concerns about my son/daughter's e-safety or e-behaviour. I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

I am aware that the school permits parents/carers to take photographs and videos of their own children in school events subject to the conditions set out in the Parent Information Pack which requires that photos are of my own child, for personal use and that photos/videos are not shared on any social networking site such as Facebook. I will support the school's approach to E-Safety and will not take any pictures, video or text that could upset, offend or threaten the safety of any member of the school community.

Addendum to pupil Acceptable Usage Policy (AUP) – 1st September 2024

Remote Learning and using Microsoft Teams

As we are all now using the internet more, including home learning (HL) platforms, the following has been added as an addendum to the existing Petersfield School AUP (see below).

Please ensure that your use of IT, both in school and outside of school, on personal and school owned devices, will not cause Petersfield School, staff, pupils or others distress or bring your or their character into disrepute.

Please note that Microsoft Teams is not to be used as a communication platform but as a tool to set and receive work remotely and for teachers to connect with children virtually in the case of a further lockdown. All electronic communications should be directed to the class teacher through the office@petersfield.cambs.sch.uk email address.

- When using Microsoft Teams 'chat' remember that everyone in your class could see what you post including your teacher. It is therefore very important that you think carefully before you post anything. Inappropriate comments will be dealt with and your parents may be informed.
- Any recordings must not, under any circumstances, be saved, forwarded or posted on any other online platform, including social media, without the permission of that member of staff.
- Pupils are unable/may not attempt to call, chat or set up private groups between each other on Microsoft Teams (this feature has been disabled).
- Pupils are unable/may not attempt to start or record a meeting/lesson (this feature has been disabled).
- Pupils are not permitted to share recorded videos/lessons/narrated PowerPoint Presentations made by teachers within or outside of the Petersfield Teams Account.
- Pupils should blur their background if in a conference meeting which involves a camera (if this facility is available to them).
- Pupils should think carefully about what is acceptable language with regards to what they type and post.
- Pupils must hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting to hang up.
- You must only ever use school channels to communicate with a member of staff. These channels are your class email address (where used during a Lockdown) and Microsoft Teams. Members of staff will only use their class email address (during a Lockdown) and Microsoft Teams to communicate with you.

Your safety is of paramount importance. You may be spending more time online and this puts you at a higher risk of negative experiences. Other people on line may not be who they say they are or may be looking to exploit young people. They are using this time of extra use to initiate more contact. People are anxious and struggling with the changes happening and feelings of isolation and they may take this out on other people online by being unkind and bullying.

It is essential therefore, that you are aware of the following ways to report or raise concerns whilst online:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

You can also report concerns to your parents and members of staff at school, via email or Microsoft Teams. Just because you are not seeing staff every day, does not mean they are not still here for you if you need them. If something is worrying you, whether it is something to do with being online or not, reach out. We will do everything we can to support you.

Microsoft Teams sessions protocol for parents/carers:

Important disclaimer: By accessing the MS Team meeting, you are agreeing to share your personal information and data within a controlled school group. You are also agreeing to the terms of use below.

Please be aware that the following apply to live sessions:

- A grown up must oversee their child/ren on the Team meeting
- Switch the settings to have microphones off and videos off when joining a session.
- Sessions are **NOT** to be recorded by parents or pupils.
- During sessions, screen shots using the device or other devices are strictly **NOT** allowed.
- Learn how to mute and unmute, including video screens.
- Be conscious of background environments and others in the room.
- Pupils must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- Videos may be muted for pupils if other children in the household become unsettled or cause a disruption.
- Please note if you are late for the session, you can still join.

Petersfield School reserves the right to record all sessions for safeguarding and teaching reasons. These recordings will be stored safely on the school server and removed in compliance with our GDPR policy for data retention.

Helpful tips for children's success using MS Teams:

- Make sure you are muted when not talking.
- Be yourself and respect others – think about what you are going to say.
- Ask questions using chat function (when enabled) or put your hand up using the hand feature if wanting to ask a question live.
- Use reactions to engage with your class.
- Think before you write.
- If any behaviour is deemed not appropriate, pupils will be warned once then the next time removed from the chatroom.
- Focus on what is being taught or said, rather than distracting others.
- Make sure the adult you see is a known member of staff.

KS2 Acceptable Use

Petersfield Church of England Aided Primary School Pupil KS2 Rules for Responsible Internet Use

These rules will keep me safe and help me to be fair to others.

- I will ask permission to go online.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will not bring files into school without permission or upload inappropriate material to my workspace.
- I am aware that some websites and social networks have age restrictions and I should respect this.
- I will not attempt to visit Internet sites that I know to be banned by the school.
- I will only e-mail people I know, or a responsible adult has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission. I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult.
- If I need to bring a phone to school, I will pass it to the office for safe keeping.
- If I use material that is the work of others in my work, I will state where I found the information.
- I will use a range of passwords, keep all passwords safe and never share accounts.

I have read and understand these rules and agree to them.

Child's name: _____ Child's signature: _____

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety. I will support the school's approach to e-Safety and will not upload or add any pictures, audio, video or text onto any social media that could comment on, upset, offend, identify or threaten the safety of any member of the school community. I have read and agree to the E-safety and Data Protection policies, including the Addendum to pupil Acceptable Usage Policy (AUP) – 1st September 2024 and agree to follow this.

Parent's signature: _____ Date: _____

The school accepts no responsibility for inappropriate use of the Internet outside school, even when children are researching a school-based subject.

Think before you click



I will only use the Internet and email with an adult's permission.



I will only click on icons and links when I know they are safe



I will only send friendly and polite messages



If I see something I don't like on a screen, I will always tell an adult

Child's name: _____ Child's signature: _____

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety. I will support the school's approach to e-Safety and will not upload or add any pictures, audio, video or text onto any social media that could comment on, upset, offend, identify or threaten the safety of any member of the school community. I have read and agree to the E-safety and Data Protection policies, including the Addendum to pupil Acceptable Usage Policy (AUP) – 1st September 2024, and agree to follow this.

Parent's signature: _____ Date: _____