

St Peter's Catholic Primary School



Prospectus 2025 - 26

Principal: Mrs N Mellor
Adams Hill, Bartley Green, Birmingham B32 3QD



Principal's Letter of Welcome

Dear Parents,

I warmly welcome you to St. Peter's Catholic Primary School. This prospectus will give you some information on the aims, organisation and activities of the school. I hope you will find it useful and that it gives you a flavour of life at St. Peter's. We are delighted to inform you that we have joined the Lumen Christ Multi Academy Company this September which means that we work alongside eight other schools – seven primary and one secondary school.

We are proud of our Catholic tradition and believe that as well as their physical, intellectual and emotional needs, children need to grow up with insight into the spiritual dimension of life. Our school aims to provide a continuing Catholic ethos. Children are encouraged, to the best of their ability, in a happy and stimulating environment.

We provide a wide range of learning opportunities for all children to help them grow into independent and responsible young people. We believe that life outside the school is equally important to development. Children may wish to take advantage of a range of extra-curricular activities, which we offer.

You are entrusting your children into our care! we appreciate that as parents you have a great deal to contribute and we value that tremendously. We believe that we can only achieve the best for your child if the home and school work together in unison. Therefore, we hope to work in partnership with you to provide the best possible education for your child. Parental involvement and close links with our Church and community, creates the happy family atmosphere which we believe is essential to our school, and I cannot understate the value we place upon this.

This prospectus has been designed primarily for new parents. It contains useful information and, I hope, answers most of your questions. A prospectus, however, has its limitations so I would encourage you to come and visit us and see our school in action. I am available to answer any queries that may arise and discuss aspects of school life, which may not have been covered. Please call or telephone for an appointment.

We are very proud of our school and hope that your child will be happy here and develop intellectually, emotionally, spiritually and physically, to the best of their ability.

I look forward to meeting you and I hope that you may have a happy and successful association with St. Peter's Catholic Primary School.

Yours sincerely,

Mrs N Mellor
Principal

Mission Statement and Aims

Loved by Jesus, we love, we learn, we live and grow together for Him
Service Tolerance Peace Endurance Truth Enjoyment Respect

At St Peter's we aim to:

- Provide a firm basis on which the Catholic faith and its values will be built.
- Promote the fullest development of each individual, intellectually, socially, morally, physically and emotionally.
- Create a happy, caring environment in which everyone feels part of the community and in which they feel appreciated and secure.
- Encourage children to deepen, not only their own faith, but to give them an understanding of, and respect for, other religions and cultures.
- To provide a broad, balanced curriculum where each child can achieve to the best of their ability.
- To encourage a firm partnership between home, parish and school.



About Our School

St Peter's Catholic Primary School is a part of the Lumen Christi Multi Academy. Our school is situated on the south side of the City of Birmingham, in the area of Bartley Green.

The school was opened in 1972 and is part of the Catholic community of St Peter's Catholic Parish, whose church is situated approximately 100 metres up the road. The school works closely with the parish and the school regularly attends Mass as part of its ongoing worship.

Our Mission statement and aims underpin every aspect of day-to-day life in our school community. To help achieve these aims our school offers a happy, safe and welcoming atmosphere where every child is loved, valued and encouraged on their journey through life.

We wish our school to be a place where Catholic attitudes to life are both taught and lived in a way that encourages a strongly based community spirit within the school and beyond.

Priority is given to the admission of Catholic Children living in the parish of St Peter's. Nevertheless, Catholic children living outside these parishes and parents of non-Catholic children may request places for them. Such places will be offered in accordance with the school's Admission Policy and criteria.

Contact details for the School:-

ST PETER'S CATHOLIC SCHOOL
ADAMS HILL
BARTLEY GREEN
BIRMINGHAM
B32 3QD

TELEPHONE NO: 0121 464 6921
Email: enquiry@stpeterc.bham.sch.uk
Website: www.stpetersbirmingham.org.uk

The School Standards Committee

The School Standards Committee represents a number of interested groups who meet to establish policies and monitor the management and day-to-day running of the school. The School Standards Committee also acts in certain circumstances as the first stage of appeal. All the School Standards Committee are appointed for a four year term of office.

School Standards Commttee as of September 2024

Name	Status	Appointed /Elected by
Ms L Murphy	Foundation Governor. Chair of Governors	Trustee of the Diocese
Mr D Tooth	Foundation Governor. Vice Chairperson of School Standards Committee	Trustee of the Diocese
Mrs N Mellor	Staff Governor (Head Teacher)	School Standards Committee
Mrs S O'Meally	Foundation Governor	Trustee of the Diocese
Mrs S O'Boyle	Foundation Governor/Safeguarding Governor	School Standards Committee
Fr Gary Buckby	Foundation Governor/ Parish Priest	Trustee of the Diocese
Mr Otto Idiong	Foundation Governor	Trustee of the Diocese
Mr Tom Ward	Parent Governor	School Standards Committee
Mrs S Foreacres	Staff Governor	School Standards Committee
Ms Pam Williams	Foundation Governor	Trustee of the Diocese
Miss Angeleta Anderson	Parent Governor	School Standards Committee

The School Standards Committee meet regularly, as a full body to deal with particular aspects of school's management. They are committed and involved in all areas of school life and share considerable professional and business expertise.

School Staff 2024/25

Principal	Mrs N Mellor
Vice Principal	Miss A Luff
Reception	Miss A Flanagan
Year 1	Miss L. McDonagh
Year 2	Mrs Bird
Year 3	Miss L.Connors
Year 4	Mrs Fouracres /Mrs Trigg
Year 5	Mrs While
Year 6	Mrs L Dodgson
Higher Level Teaching Assistant (HLTA)	Miss L Anderson
Senior Learning Mentor/ HLTA	Mrs A Kenny
Teaching Assistant	Mrs M Naughton
Teaching Assistant	Miss L Forde
Teaching Assistant	Mrs L Nolan
Teaching Assistant	Miss S Brooks
Teaching Assistant	Miss K Tooker
Office Manager	Mrs L Hyatt
Office Assistant	Mrs C Winfield
Cleaner	Miss M McLoughlin
Lead Lunchtime Supervisor	Miss L Clements
Lunchtime Supervisor	Mrs S O'Meara
Lunchtime Supervisor	Mrs M Anderson
Lunchtime Supervisor	Mrs R McGrath
Lunchtime Supervisor	Mrs J McGrath
Lunchtime Supervisor	Ms M McLoughlin
Lunchtime Supervisor	Mrs C. Huband
Site Manager	Mr D George



Procedures for Admission

The intention of this part of the prospectus is to give a clear understanding to parents of what is required before your child starts school. If you have not already visited the school you may wish to make an appointment to see the Principal who will be pleased to show you round and to answer any questions you may have.

For pupils starting in the Reception Year 2026/27

During the Autumn term 2025, before your child is due to start school in Reception class, you will need to go online at www.birmingham.gov.uk and apply for a Reception place for your child.

For Pupils applying for places In-year places

Once you have decided to request a place for your child at St Peter's school you will be asked to complete an In-Year-Application form. School will then contact the Local Authority to get the distance to school from your home address. School will then hold a School Standards Committee Admission Meeting to determine if your child will be offered a place, or need to be put onto the waiting list according to the school's Admission criteria as outlined below.

The school provides places for 210 pupils. The number of places to be offered in each age group is 30.

As part of the induction programme, St Peter's Reception class teacher and teaching assistant will carry out Home Visits in the July before the children start school in the September of the academic year.

The Reception children will start during the Autumn term and have some part-time sessions in the first week before commencing full time education.

Admissions Policy 2025/26

The admissions process is part of the Birmingham local authority co-ordinated scheme.

The Admission Policy of the School Standards Committee of St Peter's Catholic Primary School is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its School Standards Committee as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School's Admission Number for the school year 2025/26 is 30

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by shortest distance (see Note 4).

A map of the parish boundary is available at the school and parish or by post on request.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989), and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children living within the Parish of St Peter's who have a brother or sister (see Note 3 below) in the school at the time of admission.
3. Baptised Catholic children living within the Parish of St Peter's
4. Other Baptised Catholic children who have a brother or sister (see note 2 below) in the school at the time of admission
5. Baptised Catholic children of members of staff, where they have been employed at the school for two or more years at the time at which the application for admission to the school was made.
6. Other Baptised Catholic children (see note 2 below)
7. Non-Catholic children who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989), and children who were previously looked but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
8. Non-Catholic children who have a brother or sister in the school at the time of admission
9. Non-Catholic children of members of staff, where they have been employed at the school for two or more years at the time at which the application for admission to the school was made
10. Non-Catholic children

Note 1

Children with a Statement of Special Educational Needs or and Education, Health and Care (EHC) Plan that names the school must be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criterion.

Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest.

Individuals with parental responsibility making an application for a Catholic child should also complete a supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 3

For Catholic and non-Catholic children the definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children

The children must be living permanently in the same household

Note 4

Distances are calculated on the basis of a straight-line measurement between the front door of the applicant's home address, to the front door of the school. The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system.

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority on behalf of the School Standards Committee, will use a computerised system to randomly select the child to be offered the final place. Where appropriate, the school standards committee will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place and proof may be requested.

School Entry

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age. Whilst a child may start school in the September following their fourth birthday, a parent may choose to defer their child's admission until the beginning of the term following their fifth birthday; however, the child's entry may not be deferred beyond the academic year for which the parent's original application was accepted.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission to primary/infant school until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate application for a place in Year 1 at the school. Any reception class place offered following an application made during the 2025/2026 admission round will be withdrawn if the child does not take up that place during the 2025/2026 academic year.

Parents can request that their child attends part-time until the child reaches compulsory school age.

Appeals

Parents who wish to appeal against the decision of the School Standards Committee to refuse their child a place in the school may apply in writing to Chair of the School Standards Committee. Appeals will be heard by an independent panel.

Repeat Applications

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

Late Applications

Late applications will be dealt with according to the local authority co-ordinated scheme.

Waiting List

Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred schools waiting list.

The Local Authority will send voluntary aided and foundation schools their waiting lists following the offer of school places.

Waiting lists for admission will remain open until the 31 December 2025 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded.

Waiting lists will not be fixed following the offer of places. They are subject to change. This means that a child's waiting list position during the year could go up or down. Any late applicants accepted will be added to the school's list in accordance with the order of priority for allocating places. Inclusion on a school's waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

In Year Fair Access Policy

The School Standards Committee have adopted the LA fair access policy for admission of previously excluded or hard to place children.

Applications other than the normal intake to Reception class (In-year applications)

'In Year' applications are to be made directly to school. There is no charge or cost related to the admission of a child to this school.

Child Protection and Safeguarding

St Peter's Catholic Primary School is committed to the highest standards in protecting and safeguarding the children entrusted to our care. We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. In order to protect our children we aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to
- Recognise signs and symptoms of abuse
- Respond quickly, appropriately and effectively to cases of suspected abuse

Under law, staff in school have a duty to report any concerns that they may have that any child may be suffering significant harm, particularly as a consequence of possible abuse. It is a Department of Education requirement that each school in the country nominates a senior member of staff who will have special responsibility for Child Protection. This member of staff is known as the Designated Senior Lead for Safeguarding (DSL) who has been in receipt of training in this area, and can be trusted to deal with all these matters with professional confidentiality.

Our school has a written policy on Child Protection/Safeguarding, which has to be agreed by the School Standards Committee. As a school, we have close contacts with the School Health Service, Family and Community Services and the Police, any or all of whom may become involved if abuse is suspected or alleged.

As a school we have a responsibility to collate basic information, such as who has parental responsibility for a child, and to pass this information to the relevant agencies if so requested. In the event of an

investigation into possible child abuse, the school has a duty to co-operate with the investigating agencies, to the best of its ability, to promote the welfare of the child. Whilst each school will always attempt to work in partnership with parents, and try to ensure that parents are fully informed of, and participate in, any action concerning their child, if there is a conflict of interest: the welfare of the child must be the paramount consideration.

If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible:

Designated Senior Lead for Safeguarding:	Mrs N Mellor	Principal
Deputy Designated Leads for Safeguarding:	Miss A Luff	Vice Principal
	Miss L McDonagh	SLT
	Ms A. Kenny	Senior Learning Mentor
Governor for Safeguarding and Child Protection:	Mrs S O’Boyle	Foundation Governor

Starting School

During the Summer Term before children enter the Reception Class, parents are invited to an evening meeting. They are given information about the school, an opportunity to meet some members of staff and a chance to look around the school. This meeting is kept as informal as possible so that we can begin the process of getting to know each other.

Parents and children are invited to come into Reception classroom for pre-school visits during the Summer Term. They join a number of activities and meet the staff with whom they will be working.

You will be given information about our arrangements for admitting the children so that they may have a happy start to school life. We know that this can be a difficult time for parents as well as children. Please be assured that we are sensitive to your feelings and will help in any way we can. We are sure that we share a common aim, to give your children the best possible start to school life.

As part of the induction programme, St Peter’s Reception class teacher and teaching assistant will carry out Home Visits in the July before the children start school in the September of the academic year.

School Organisation

The school is a Primary School and accepts children from the September following their fourth birthday, until the age of eleven. Most of the learning is under the control of the class teacher who is with the children every day. We have additional support staff who work with each class and with small groups, giving children opportunities for additional individual teacher attention. The classes are numbered according to the National Curriculum year group.

Foundation Stage (FS)	Key Stage 1 (KS1)	Key Stage 2 (KS2)
Reception 4-5 Years	Year 1 5-6 Years	Year 3 7-8 Years
	Year 2 6-7 Years	Year 4 8-9 Years
		Year 5 9-10 Years
		Year 6 10-11 Years

School Hours 8.50am - 3.30pm
Morning Break (KS1) 10.30am – 10.45am
Morning Break (KS2) 10.45am – 11.00am
Lunchtime KS1 12.00noon – 1.00pm
Lunchtime KS2 12.30pm – 1.30pm

At 8.45am the doors from the playground are opened and the children come into school. Pupils are expected to walk sensibly to their classroom and begin an early morning task set by the class teacher. Registration will be taken at 8.50am so lessons can start at 8.55am.

The school car park must not be used by parents unless agreed with the Principal for a specific reason.

We ask parents to park with consideration for the local residents and not cause any obstruction. It is illegal to park on the zig zag lines outside the school entrances and fines maybe issued for any parents that do so.

Reception children are welcomed through their entrance door which is via their own playground. Reception children should be collected promptly at the end of the day from their designated entrance, by an adult known to staff, unless they are involved in some pre-arranged after-school activity.

KS1 children should be collected promptly from the school playground, by an adult known to staff, at the end of the school day, unless they are involved in some pre-arranged after-school activity.

KS2 children are sent out into the playground at the end of the school day to be collected by their parents or designated adult. If a child realises in the playground there is no one to meet them they must return to their class teacher who will take them back into school so their parent may be contacted and they can be collected from the reception area.

Parents of Year 5 and 6 children may organise for their child to walk home from school by themselves where it is felt safe to do so. The school must be informed of this decision and a parental consent letter needs to be written.

Non Collection of Children after School

It is important that you notify School if you have a problem collecting your child from school due to an emergency.

School will wait 10 minutes if children have not been collected after school and no notification has been given as to why parents/guardians/carers are late. After that school will:

- Try to contact parent / guardian at home
- Try other emergency contact numbers
- If none of the above are available, school may need to contact the Police or Social Services.

If school is forced to close at short notice through, for example, bad weather or failure of the heating supply, parents will be contacted and requested to make arrangements to collect their child. No child will be sent home before normal closing time unless a parent or a person given responsibility for looking after the child has been contacted.

Only parent/legal guardians have a right to come onto the school premises. Parents should not invite any adult, who does not have parental responsibility, to come onto the school grounds or school premises without first seeking permission from the school/Principal.

Absences

Regular attendance at school is extremely important for children to reach their full potential. In order to achieve this, the school has clear expectations about attendance:

- Staff and parents/guardians will encourage children to attend school regularly. We encourage children to come into school at 8.45am to do an early morning task
- Children will arrive at school on time, ready to start the school day at 8.50am
- Children will be collected from school on time, at the end of the day – 3.30pm
- Parents / guardians **must** inform the school by telephone, letter or message given by an adult, **(not a child) on the first day of absence. If this procedure is not followed then the absence may be deemed as unauthorised and classed as truancy.** If the answer machine is on please leave a message
- The school has to record all absences using a code system so it is important that the school knows the reason for any absences
- School will contact parents /guardians if no reason for absence is given
- Education Legal Intervention Team will be involved for poor attendance or continual lateness

Wherever possible, dental, doctor, hospital or other medical appointments should be made outside school hours. However, if an appointment for a child has to be attended during the school day the

relevant appointment card should be shown to the Principal so that the appointment can be verified before permission to withdraw the child can be given.

Children are not allowed to leave school during school hours unless accompanied by a parent or responsible person with parental consent. If a child has to leave school during school hours, permission must be sought from the Principal beforehand. An authorised absence pass will be issued.

Please note that only the Principal can authorise absence from school. If children are registered at a school parents have a statutory duty to ensure they attend school each day. Any absence from school must be authorised.

Holidays

A list of the current year holidays is given at the back of the prospectus.

The importance of school attendance is such the law has now changed and Principals may now only grant leave in term time where the circumstances are exceptional. This is in line Birmingham City Council Leave of Absence (Legal) Process Guidance for Schools and Academies, September 2024 and School Attendance (Pupil Registration) (England) Regulations 2023, effective from 1st September 2023

For example:

- death of parent/carer or sibling of the pupil
- life threatening or critical illness of parent or sibling of the pupil
- parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)

Parents are asked to make every effort to take holidays when the school is on holiday and not during term time. Any holidays taken in term time without authorisation from the Principal will be classed as unauthorised absence.

Taking unauthorised term time holidays may make parents liable for a **Penalty Notice**. The penalty is a £80 fine if paid within 21 days of receipt of the notice, rising to £160 if not paid within 21 days. If the fine is not paid in full after 28 days Birmingham City Council may prosecute.

Health and Welfare

Before your child starts school or as soon, as you discover your child has a medical condition, it is important you inform the school so that we can set up a care plan, if needed, to support your child's medical condition within school.

Illness

If your child is ill and unable to attend school, please let us know as soon as possible, on the first day of the illness. When your child returns to school please send a written note explaining the reason for absence. If a child is taken ill during the school day, parents will be contacted to make arrangements for their child to be collected. Permission for a child to leave the school premises during the school day (eg to attend medical appointments), where possible, must be requested in advance in writing.

Should your child need to be excused from PE and school sport, including swimming, for any medical reason, a note of explanation should be sent. A cough or cold is not really an acceptable excuse as if they are well enough to attend school then the children are well enough to participate in all these activities.

First Aid

Whenever children play there is always a risk of bumps and grazes. We have designated first aiders who are on duty each day to whom any injured children are taken. They will treat minor injuries and parents are informed via a medical slip. If a serious injury is suspected we will make every effort to contact parents straight away so that the child can be collected and, if need be, taken for medical treatment. If severe injuries require immediate hospital treatment and we are unable to contact the parents the school will contact the emergency services to take the child to hospital.

Medicines

Occasionally a child may need medicine while in school. At such times the school requests that parents ask their doctor, where possible, to prescribe medication that can be administered out of school hours or come into school to administer the medication themselves. Where this is not possible the school will agree to administer medication but a parent must first come into school and fill in a medication consent form, giving clear, written instructions concerning the administration of the medicine. Our team of designated first aiders will administer medication under these conditions.

ALL MEDICINES to be administered will be kept by the school and handed back at the end of the day. NO MEDICINES (other than inhalers) SHOULD BE KEPT BY YOUR CHILD.

Children suffering allergies and asthma must have their EpiPens, medicines or inhalers in school each day. A designated area is provided in each classroom to store these as required.

Children who do not have their required medication such as inhalers or epi-pens will not be allowed off the school site to take part in educational visits.

School Meals

School meals are prepared, cooked and served on the premises.

All Reception and Key Stage 1 pupils are eligible for a free school meal.

Pupils in Key Stage 2 can purchase a school meal at a cost of £13.50 per week, £2.70 per day. (This is correct at the time of going to press. However, it is subject to change.)

Parents of pupils in Key Stage 2 will need to create an account on the ParentPay website to make payments for their child's dinners. School will issue parents with guidance on how to create the account and the log on details needed. These accounts will need to be created as school is cashless.

Children have the option to bring a healthy packed lunch to school and these should be in a named container. Only fruit juice drinks are allowed, and they should be brought in a carton or plastic bottle. No glass bottles are allowed in school for safety reasons.

Packed Lunches

Only healthy packed lunches are allowed. Please see our Health and Nutrition policy

Healthy Lunchbox includes the following:

- Sandwiches, salad, cold meats and vegetable 'sticks' are suitable as a main meal.
- Fruit and yoghurt are suitable for dessert
- Children may bring a small bottle of fruit juice. Any other drink should be water
- Children may also bring in yoghurts
- No other puddings pots should be sent in
- Children may bring in plain biscuits or a cake (It must not be chocolate covered or contain chocolate bits) as part of their packed lunch only. These may not be eaten at other times of the school day as stated in the revised Food Standards.

The following food items are not allowed in packed lunches:

- Pastry based foods such as sausage rolls or pies are not appropriate for a healthy option
- Chocolate or sweets are not allowed in school at any time
- Only crisps and snacks with 5% or less fat are allowed in school at lunchtime or as part of the packed lunch i.e rice snacks, pom-bear snacks, thin snacks, walkers squares French fries there maybe others. Only 1 pack per day is allowed as part of their packed lunch

- Fizzy drinks
- **NO ITEMS WITH NUTS ALLOWED INCLUDING PEANUT BUTTER, NUTELLA OR ALTERNATIVE SPREADS.**

Parents/carers who receive Family Income Support are entitled to claim for free school meals. The Office Manager will provide a relevant form which needs to be returned and completed along with appropriate proof of entitlement.

Break time

Only fruit can be brought into school for a snack at break times. Key stage two children can purchase toast and juice during morning break. **No other snacks , sweets or chocolate are allowed on school premises.**

Peanut allergy - Anaphylaxia

There are children in our school who suffer from anaphylaxia, a nut allergy, which has the potential to be life threatening for the child concerned if they come into any contact with nuts. In severe cases this can mean that coming into contact with the oil from nuts left on equipment, tables etc by someone who has eaten nuts and had nut oil on their hands can lead to an attack. Therefore, parents must not send nuts of any kind into school, this includes food, which may contain nuts. Whilst realising this might be an inconvenience, we have to ensure the well being of the children suffering from anaphylaxia.

Jewellery in School

No jewellery is to be worn with the exception of ear studs (no more than one per ear). For the PE lesson no jewellery must be worn and children **must** remove their own earrings. This is primarily for safety reasons. Watches and Fitbits are allowed to be worn by children, but teachers cannot be responsible for minding them. No smart watch devises with camera functions are permitted.

Toys and Personal Belongings

Children should not bring any toy, game or valuable item into school. The school staff take no responsibility for them.

Mobile Phones

Mobile phones are permitted in school for Year 6 only; but need to be handed into the class teacher at the beginning of the school day. Phones must be switched off before entering the school playground.

Pastoral Care and Behaviour Management

Our vision at St Peter's is to provide a safe, orderly environment where children can learn and flourish; where all members of the school community treat each other with courtesy and respect at all times. The school welcomes the help and co-operation of all parents and looks upon them as equal partners in ensuring that the children become responsible members of the school community.

Pastoral care of the pupils is the responsibility of the whole staff; each member of staff trying to be constantly aware of the needs of the children they work with. The aim is to promote an atmosphere of friendly understanding in which pupils feel free to approach any member of staff with a personal worry. The school has access to Pupil and School Support, the Educational Psychologist Service, and a Speech Therapist. The school also has a Senior Learning Mentor and access to the services of a Psychotherapist. It is important that parents discuss with the school any home issues that might be affecting their children in order that we can provide appropriate support within school.

Schools are places of learning and it is important that behaviour is managed so that the aims of the school can be achieved. We recognise that the establishment of caring relationships with our children provides a sound basis for the development of good behaviour. We will endeavour to promote positive, constructive behaviour by clearly defined rules, relevant curriculum and caring relationships. We try to promote and enhance positive behaviour, teaching by example with acts of courtesy, kindness and consideration for others. Praise is not only given for good work, but for acts of kindness, thoughtfulness and care within the school and the community. We have a weekly assembly devoted to commending the children for good work, effort, success, unselfishness, and for gaining recognition or success in activities such as Swimming, Brownies, Scouts among others.

We also have a House system in operation across the school. House points are awarded for effort, achievement and commendable behaviour. Most children respond well to the school's positive approach. However, sometimes behaviour is such that sanctions are necessary. The school has a clear policy for the management of misbehaviour. The school has produced a set of rights and responsibilities which states clearly the expectations each child is expected to follow and the possible consequences when they choose not to. These are on display around the school to remind the children.

The school recognises the partnership with parents in the promotion of positive behaviour. We feel that your support is vital in maintaining a well-ordered, happy atmosphere in school. With this in mind we will usually contact parents at an early stage if we feel a child's actions are going beyond the bounds of acceptability.

Please note, in the event of wilful damage to school property, parents may be requested to replace or pay for the item damaged.

The ultimate sanction for serious offences such as violent conduct or insubordination is suspension by the Principal. Parents have a right, if they so wish, to make formal representations, concerning suspensions and exclusions, to the governors.

Bullying

Bullying is defined as behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. The school will not tolerate bullying and will endeavour to monitor the children for any signs of bullying within the school. We encourage children to report instances of intimidation or bullying and any incidents will be investigated and, if substantiated, dealt with promptly, in line with the school's Anti-Bullying Policy. If parents have any concerns regarding their children or suspicions that their child is being bullied they should approach school as soon as possible.

Newsletters and Class Dojo

Newsletters are put onto the school website every fortnight on a Friday and a link will then be emailed to parents on the same day so they can access the newsletter via Sway, this helps keep parents up-to-date with events in and out of school.

It is important that parents read the newsletter and any letters or text messages sent so they know what is going on in school.

Please check you child's book bags each day for any letters.

School Uniform

ALL CLOTHING SHOULD BE CLEARLY MARKED WITH THE CHILD'S NAME

The school has a uniform policy. It is a positive way of giving the children a sense of belonging.

By accepting a place at St Peter's – you are agreeing to your child following the school uniform policy.

Grey skirt, white or blue shirt and school tie, royal blue jumper or cardigan. Children can wear grey, tailored trousers from October half term until after the Easter holidays.

For Summer blue/white checked dress or blue dress.

Grey trousers, white or blue shirt and school tie, royal blue jumper.

For Summer grey trousers or shorts, white or blue open neck shirt.

SHOES: Parents are asked to provide sensible black shoes or good quality black trainers. Only black trainers are allowed, but not coloured trainers; high heels, flimsy sandals, etc., are not appropriate footwear for school.

The school office has 10% vouchers for 'Kids Essentials' in Northfield. Please see Miss Flight to receive a voucher if you are interested

P.E. KIT:

Black shorts and white Tee shirt

Black pumps. (It is essential that the correct clothing is worn for PE) Trainers are optional for outdoor use only.

Children may wear a navy tracksuit from October half term until Easter when participating in outdoor PE and school sport.

No jewellery should be worn by pupils during PE lessons.

School **ties** and **book bags** may be purchased at the school office. £5.00 for a book bag and £3.00 for a tie.

Hair Cuts

Extreme haircuts are not appropriate for school. Pupils with hair colour or style not deemed suitable for school will be required to change it. Short hair cuts should be no shorter than 'grade 2' and lines or patterns cut into the hair are not acceptable.

If a child comes into school with an inappropriate hair style they may suffer a sanction as a consequence.

The Curriculum Assessment

All the children in our school are assessed by the teachers on a regular basis. This is part of the professional duties of a teacher. This ensures that we are able to help each child realise their own full potential and for the staff to plan the next stage of learning. This continuous teacher assessment takes place in all areas of the curriculum. Assessments are carried out regularly in all subjects and the results are tracked over the year to identify progress made. This data is used to inform future planning needs and identify children requiring extra support.

Early Years Foundation Stage or Reception (EYFS)

The EYFS Framework explains how and what your child will be learning to support their healthy development. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **seven areas of learning and development**. These areas are divided into prime and specific areas.

Children should mostly develop the **three prime areas** first. These are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning. As children grow, the prime areas will help them to develop skills in **four specific areas**. These are:

- English;
- Mathematics;
- Understanding the world; and □ Expressive arts and design.

These seven areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children and it's designed to be really flexible so that staff can follow your child's unique needs and interests. Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

National Curriculum Tests/Assessments EYFS

Baseline

EYFS End of year profile

End of Year 1 – Phonics Test

End of Year 4 – Times Table Check

End of Year 6 – End of KS2 Statutory Assessment in Reading, Writing, Maths, Grammar Punctuation and Spelling and teacher Assessment in Writing

Reports and Home School Links

We believe most firmly that the education of the child is necessarily a partnership between home and school and our aim is to develop this as far as is practicable. Ways in which we achieve this are:

There are staff placed on each door at the start of the school day who are available to take messages or items into school or deal with any minor queries or concerns.

It is recognised that there will be many occasions where parents may wish to speak to the class teacher about some element of their child's school life. This can be arranged, by appointment, as the need arises, with the class teacher concerned. Teachers and staff are also available at the end of the school day, for short discussions.

Formal meetings are held over the year for parents. In the Autumn Term a Parents' Evening is held in which parents have the opportunity to meet their child/ren's class teacher and be given information/targets about the ways in which school and parents can work in partnership for the benefit of the pupils. In the Spring Term, further Parents' Evenings are held when progress/targets and concerns may be discussed with the child's teacher. In the Summer Term annual school reports are sent to parents. We hold an open evening at the end of the Summer term for parents to view their child's work and discuss their child's report with the class teacher.

If you wish at any time to talk with either the Principal or Vice Principal this can be arranged quickly by telephone or personal visit to the Office Manager. **For security reasons please do not go directly to a classroom to speak to a member of staff.**

Expectations of Parents/carers when speaking to members of staff

At St. Peter's we work as a partnership; we are all aware of the importance of good working relationships. We are committed to resolving difficulties in a constructive manner, through an open and positive dialogue. Our staff are trying to do their best for you and we expect them to be treated with dignity and respect. We will not tolerate our staff being subjected to any form of verbal abuse, being threatened or assaulted. Violence towards members of staff will not be tolerated. This may result in parents being banned from the premises.

Expectations of Parents/carers on the playground

In order to support a peaceful and safe environment the school does not tolerate:

- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences)
- Approaching another parent to discuss disagreements between children.
- Smoking, vaping or consumption of alcohol or other drugs whilst on school property.
- Dogs being brought on to school premises.(even if carried).

Expectations of Parents on social media

Social media websites are being used increasingly to fuel campaigns and complaints against schools and individuals in the school. Using social media websites in this way is unacceptable and is not in the best interests of the children or the whole school community. Any concerns you may have must be made through the appropriate channels, by speaking to the class teacher, the Principal or the Chair of the School Standards Committee.

In the event that any parent/carer of a child/ren being educated in the school is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site.

Homework

Children are encouraged to read at home with their parents and each child is provided with a Reading Journal in which parents are welcome to make any comments or provide feedback to their child's class teacher. It is really important in helping a child to read that parents hear their child read as regularly as possible. Homework can include asking and finding out things at home, learning key words and spellings,

reading activities, learning tables as well as more formal pieces of work in Literacy, Numeracy, Science or the Foundation Subjects. It is important that parents support their children by encouraging them to complete homework and ensuring it is sent back to school on time.

Special Educational Needs

It is each teacher's responsibility to cater for the individual needs of all the children in his/her care. The notion of special needs covers a wide spectrum, including academic, social and pastoral areas of a child's life.

The school believes that any child may have special needs at some point in their education. The school aims to give additional support and help to those children who require it.

We have well established procedures for identifying and working with children who have special educational needs (SEN). St Peter's follows a graduated approach based on the recommendations in the Code of Practice and the Local Authority strategies handbook.

We work closely with the medical agencies and the Educational Psychologist, in addition to other outside agencies, including the communication and Autism Team, and Pupil and School Support. We also have a Speech and Language Therapist in school for half a day a week delivering one-to-one or small group therapy, and a psychotherapist who supports targeted children. Thus expert help and advice can be given to teachers and, if necessary, special programmes devised for the children. Throughout this process parents are informed, consulted and involved as their input is valued. Parents are invited to discuss their child's progress and any matters of concern to them. Such discussion may take place formally or informally, depending on the level of need.

The school has a SENCO – (Special Educational Needs Co-ordinator). Miss Luff is available to meet parents to discuss individual children's needs.

Disability/Inclusion

We are an inclusive school and do not discriminate against any child (Disability Discrimination Act 1995). As such we will endeavour to make reasonable adjustments in order to accommodate the varying needs of our children. The school has drawn up an Accessibility Plan for which all members of our school community were consulted. This is reviewed annually and is available upon request.

Equal Opportunities, Cultural Diversity, Gender and Social Advantage

The Governors of the school firmly believe in the fundamental equality of all human beings. This belief is expressed throughout the policy and practice of this Catholic School. It is the intention of the Governors that the school shall:-

- Deliver a curriculum which gives all children the chance to realise their potential.
- Prepare all children for life in a multicultural society, building on the strengths of cultural diversity
- Counter racism, sexism and negative attitudes towards disability and other discriminatory practices.

Safety Education

The school actively supports the development of positive attitudes towards safety and plans a range of opportunities across the curriculum. With the support of outside agencies, we aim to promote an awareness of the strategies and precautions necessary to avoid accidents or harm in the home, on the streets and in or near water. In addition, efforts will be made to work in partnership with parents in order to encourage further safe practices.

Extra Curricular Activities

The school seeks to provide extra curricular opportunities to extend and enrich skills and interests which the children may have. Activities are arranged either at lunch times or after school. These include sporting clubs such as:

- Netball club
- Badminton club
- Multi-Skills club
- Football club
- Rounders club
- Benchball club
- Athletics
- Basketball
- Houchball
- Irish Dancing

In addition to opportunities for more subject based clubs such as:

- Science club
- Art club
- Music club
- Choir
- Lego club - coding

There are many sporting activities arranged for both pupils. Some of these may be delivered by professional sports coaches and a charge could be levied to cover their costs. The school takes part in intra and inter-school competitions. School teams are selected on merit from interested children who wish to represent the school.

There is an annual residential for Year 5 children and Year 6 children.

Links with the Community

St Peter's works in close collaboration with other local Catholic primary schools within our Lumen Christ multi academy company. This enables the schools involved to share best practice and support each other in ensuring high standards and quality education across the schools.

We have regular contact with our neighbouring schools. Pupils from local Secondary schools spend time in our school on community service or work experience. We are a partner school for St. Thomas Aquinas Catholic Secondary School. Students from Teacher Training establishments such as Newman University attend the school for teaching practice.

We are closely involved in Parish activities and our Parish Priest, Father Gary, is a regular visitor to the school. We are also members of the Birmingham Catholic Partnership and both staff and children enjoy the benefits of this organisation.

Educational Visits

Educational visits are an essential element in the delivery of an engaging and exciting curriculum and are planned for throughout the year, following the guidance from the Birmingham Outdoor Learning service.

Please note that if your child is not allowed on a school educational visit, due to inappropriate behaviour, or does not attend an educational visit for other reasons, e.g. injury, they must still legally attend school.

School Standards Committee Statement on Charging Policy

This statement is made by the school standards committee under the provisions of the Education Reform Act (1998).

It sets out to explain what charges may be made for events in school. The Act refers to anything arranged for children out of school time (e.g. weekends or holidays) as an “optional extra” and charges may be made to cover the cost of these, where necessary. Charges may be made to cover the cost of board and lodging for residential visits.

No charge may be made for any event or excursion which happens during school time. However, if something is arranged which will cost money (for instance a class visit), then parents may be asked to make a voluntary contribution to the cost. This is on the clear understanding that the failure by parents to make a voluntary contribution will not affect the participation of their children in whatever event is arranged. This means, of course, that if voluntary contributions are not made by parents, then such events may not be able to take place.

2024 - 2025 School Data compared to National Results.

For SATs tests at both Key Stage 1 and Key Stage 2, levels were removed and replaced by judgements as are standards are Not Met, Met or Met to Greater Depth. Key Stage 1 tests are used to inform Teacher Assessments (TAs) and not reported specifically.

The 2025 school's results are as follows:

End of Early Years/Foundation Stage Results 2025

<u>At least expected</u>		
	School 2025	National 2025
Communication and Language	80%	79.6%
Physical	86.7%	84.7%
Personal, social and emotional	90%	83.1%
Literacy	80%	70.5%
Maths	80%	77.7%
Good Level of development	80%	68.3%
Understanding the World	80%	80.4%
Expressive Arts and Design	80%	85.1%

Y1 Phonics 2026

Standard met	
School	National
93.3%	79.9%

End of Key Stage 1(Y2) Phonics 2025

By end of Year 2 (Cumulative)	
Standard met	
School	National 2025
90%	89%

End of Key Stage 1 Teacher Assessments 2025

	Met the standard (EXS)		Greater Depth	
	School	National n/a	School	National n/a
Reading	80%		20%	
Writing	73%		13.3%	
Maths	80.6%		22.6%	
RWM	73.3%		9.7%	

End of Key Stage 2 SATs Results 2025

	Met the standard		Greater Depth	
	School	National	School	National
Reading	96.7%	75%	46.6%	26%
Writing (TA) Teacher Assessment	86.7%	72%	16.7%	13%
Maths	93%	74%	26.6%	26%
Grammar Punctuation and Spelling	96.7%	78%	43.3%	30%
Reading, Writing and Maths	80%	62%	10%	8%



School Policies

The School complies with the Freedom of Information Act, 2000. Statutory and curriculum documents are held in the school and may be examined on request. Please allow 15 days notice for certain documents. The school reserves the right to charge reasonable costs of producing copies of documents.

Complaints Procedure

Parents are invited to discuss their complaints with the Principal by appointment. Documents relating to complaints procedures are available in school upon request.

Parents are required to sign a Home School Agreement where we agree to work in partnership for the benefit of our children. (Copies available in school).

General Disclaimer

The information in this document was correct as of August 2025. However, it should not be assumed that there will be no change affecting the relevant arrangements in some particular matter, either before the start of, or during, the school year in question, or in relation to subsequent years.



School Term Dates 2025 - 2026

Autumn Term 2025

Term starts: Monday 1 September 2025

Half-term: Monday 27 October 2025 to Friday 31 October 2025

Term ends: Friday 19 December 2025

Spring Term 2026

Term starts: Monday 5 January 2026

Half-term: Monday 16 February 2026 to Friday 20 February 2026

Term ends: Friday 27 March 2026

Summer Term 2026

Term starts: Monday 13 April 2026

Half-term: Monday 25 May 2026 to Friday 29 May 2026

Term ends: Monday 20 July 2026

There are also six INSET Days which are professional development days for school staff.

Children do not attend school on Inset Days:

Monday 1st September 2025

Tuesday 2nd September 2025

Friday 24th October 2025

Monday 5th January 2026

Friday 22nd May 2026

Monday 20th July 2026

UK GDPR - General Data Protection Regulation

The UK General Data protection Regulation (UK GDPR) works with the Data Protection Act 2018 (DPA 2018) to form the UK's data protection framework. It determines how people's personal data is processed and kept safe, and the legal rights individuals have over their own data.

Changes after Brexit

The UK adopted the EU's GDPR in 2018, but since the UK's withdrawal from the EU it has used its own version, known as the UK GDPR. The key principles, rights and obligations remain the same as before, but there are some amendments, mainly around internal data transfers.

For further information please see the school website.



