



**St Peter's
Church of England
Middle School**

**Guidance Notes
For Parents**

2025 – 2026

You yourselves like living stones are being built up. 1 Peter 2:5

Welcome to St Peter's

St Peter's is a genuine community where we work with students, parents, staff, governors, local sports clubs and the local church for the benefit of our young people.

Our Vision

You yourselves like living stones are being built up (Quote taken from: 1 Peter, 2:5.) - valued by God - and a unique member of our school community. Students will continue to build firm foundations for life in all its fullness – spiritually, academically, socially and emotionally, as this is at the heart of everything we do. We want them to become wise, compassionate and responsible citizens in today's multi-faith modern Britain.

Our Values and Ethos

At our core are the values of: Wisdom, Integrity, Trust, Compassion and Fellowship. Through God and these values we will live out our Motto:

To **Aspire** to be the very best we can, to **Believe** in our own abilities and those of the people around us, to **Grow** and develop continually and to **Achieve** the very best we can.



Our Curriculum Intent

At St Peter's Church of England Middle School, the curriculum is designed to recognise children's prior learning; provide first-hand learning experiences; allow the children to develop interpersonal skills; build resilience and become creative, critical thinkers.

Every child is recognised as a unique individual, valued by God. We celebrate and welcome differences within our school community.

The ability to learn and progress is underpinned by the teaching of skills, knowledge, concepts and values. We constantly provide enhanced and enriched opportunities to engage with learning and believe that childhood should be a happy, investigative and enquiring time in our lives where there are no limits to curiosity and there is a thirst for new experiences and knowledge. We use our school values to promote positive attitudes to learning and to promote the responsibility for learning and future success.

Children leave our school with a sense of belonging to a tightly-knit community where they have the confidence and skills to apply our Five Keys to success: self-management, self-challenge, connection-making, creative thinking and problem solving. These visible learning habits will allow the children to become lifelong learners.

We were delighted that our school continued to receive a 'Good' at the last Ofsted Inspection (2023). The Inspectors said:

- St Peter's is a welcoming and nurturing school, where pupils are known as individuals.
- There is a strong community feel, in which pupils play an integral part.
- The school values of 'Wisdom, Integrity, Trust, Compassion and Fellowship' underpin learning and daily life.
- Teachers expect pupils to work hard and focus on their learning.
- There are regular opportunities for pupils to learn about how people from different cultures or faiths live.
- Pupils have mature attitudes around equality and diversity.
- They accept each other and understand that everyone is different.
- Leaders are ambitious that all pupils study a broad range of subjects and achieve well.
- Leaders have planned a curriculum that builds logically on what pupils already know
- There is a coherent journey between learning in key stage 2 and key stage 3.

Act of Worship

Students attend an act of worship regularly day in school, and church services are arranged during term time. Parents do have the right to withdraw their children from acts of worship and/or religious education. Parents wishing to exercise this right should discuss the matter with the Headteacher.

The School Day

The first official school day for your child will be Thursday 4th September 2025. They will spend the first part of the morning with their Form Tutors and then attend lessons.

Students will **not** be required to wear PE kit on this day.

Students will be given a personalised timetable.



They will be taken through the school day from arrival to leaving, which is as follows:

Children may arrive on site no earlier than 8.10 a.m. where they may wait in the playground until they are met by their Form Tutor. The playground is situated behind the main building, through the gates.

- 8.25 Students line up
- 8.30 Registration
- 8.40 Assembly/Form time
- 8.50 Lesson 1
- 9.50 Lesson 2
- 10.50 Break
- 11.10 Lesson 3
- 12.05 Lesson 4
- 13:00 Lunch
- 13:45 Lesson 5
- 14:45 Form time
- 15:00 End of day

Please ensure your child arrives at school on time. Students will be given a late mark in the register if they arrive after 8.40am or an unauthorised mark after registration closes at 8.50am.

On the first day of term, please say your 'goodbyes' at the school gates.

Our staff and senior students will show your children the way to the hall. From there, they will go to registration.

If your child would like to cycle or scoot to school, they **must** wear a helmet and walk their bike/scooter through the gates and whilst in the school grounds. We have a bicycle shed for storing bikes and scooters at the front of the school, the gates are locked during the school day.



For the safety of all our children, parents are **not** permitted to drive into the school grounds in the morning from 8.10-8.40am and between 2.55-3.10pm.

Obviously, the first day of term is the most important date for you at the moment but we thought it would be useful for you to see the rest of the school year so that you can plan your family activities around these dates. Please see the term dates in this pack.

Please note: We do not authorise family holidays in school time. If you need to take your child out of school during term time, please ensure you complete and return the 'request for absence' form which can be found on the school website. Any application should be made at least 14 days before the start date.

Working Together

We want to make the start of a new school as exciting and memorable as we can. If you think there are things we really should know about your child and you want to discuss them, please email the school office, office@st-petersoldwindsor.org.uk for the attention of Ms P Attieh-Ambo, Student Well-being Support Worker. For financial matters please email our School Business Manager, Mrs E Vasileiou on e.vasileiou@st-petersoldwindsor.org.uk. We will add this to the information we are given by the first schools.

High Expectations

We encourage students to aspire to achieve the highest standards possible. We are responsible for assisting the development of young people, not just in their work but also in their behaviour, values and appearance. Most students respond well to our expectations and are rewarded in a variety of ways during their time at St Peter's. Rewards include: positive points, departmental praise postcards and certificates. We have a Reward Store where students can 'spend' their positive points on various items.

Where our high expectations are not met, we have a range of ways to help students reflect on the consequences of their behaviour. We use a system called ClassCharts and parents will be sent a link so that they can be kept informed regarding all aspects of their child's behaviour in school.

We expect thoughtful and responsible behaviour from our children, especially when dressed in school uniform and therefore representing the school, whether during or outside the school day.

School Uniform

A uniform adds pride to both school and student. We expect all students to wear full, correct uniform at all times. Our school uniform has been developed in consultation with students, parents and the community. It is as follows:

- St Peter's school tartan skirt – knee length (either pleated or kilt style) *
- St Peter's school blazer *
- St Peter's school grey pullover with purple trim (**optional**) *
- St Peter's school tie *
- Mid grey regular leg trousers (not jersey)
- Mid grey shorts (knee length) summer term only (**optional**)
- Plain white shirt (short or long sleeved)
- Grey socks
- Plain grey knee length socks or grey cotton rich tights (opaque tights not allowed)
- Plain leather or leather look black shoes
- Black or white hijab (worn appropriately)
- St Peter's school back pack (**optional**) *
- St Peter's book bag (**optional**) *

You will have the option to get initials stitched onto the bag and there is a name tag that can be used. If your son/daughter brings their own back pack to school it must remain free of all other markings.

Games equipment

- St Peter's school Champion 'super cool' polo shirt *
- Black shorts (no logos or trims). **No** tight cycling shorts.
- Purple football socks
- Ankle length white sports socks (for summer term only)
- Outdoor trainers (if used inside please ensure they are clean)
- Football boots (**optional**)
- Plain black tracksuit top and bottoms (**no** logos or trim), **no** leggings or hoodies
- Shin pads
- Either black or St Peter's colours (purple and gold)* drawstring bag for PE kit. (**optional**)

***All uniform items marked with an asterisk are available from 'School Days' Direct – Information is on the website.**

We have a selection of second hand uniform available, which can be purchased from the school Reception office.



We also have branded water bottles for £1.50 each available from the Reception office.

PE days

On each day your son/daughter has PE they are required to wear their PE kit for the full day, instead of their school uniform. On these days, students **must** wear their school

blazer. In cold weather, it is advisable that students wear the **plain** (no logos) tracksuit tops and bottoms as referenced in the kit list. If they choose to wear their tracksuit then they are not required to wear their shorts underneath but can do if they wish.

If your son/daughter does not have PE on their timetable but would like to attend an after school sporting activity, they may bring their kit to change into.

Personal Appearance

Children should arrive at school clean and tidy, and take pride in their appearance. Hairstyles should not be extreme and hair should not be coloured or bleached. Boys' hair should not be cropped too close to the scalp (grade 1 minimum). Girls' and boys' hair, if long, should be tied back. Nail varnish, acrylics/shellac cosmetics and jewellery or accessories (with the exception of a watch, a single plain ear stud in the lobe of one or both ears) should not be worn in school. In the very rare event children do not comply with the requirements, there may be consequences for their choice and they could be sent home.



Equipment List

It would be very helpful if you could provide the following for your child in September **and** during the year.

Stationery (all named please in one pencil case)

- Writing pen - black ink and red ink
- Pencils and sharpener (*sharpeners, which collect 'sharpenings' preferred*)
- 30cm rule (*clear/translucent marked in cm and inches.*)
- Protractor 180° (*clear translucent*)
- Set of compasses (Year 7 & 8 only)
- Eraser
- Scissors (*without sharp points*)
- Glue stick (*Solvent free*)
- Calculator (Year 7/8 only scientific e.g. Casio FX85 range)
- Packet of colour pencils/crayons

Gel pens are not required. Solvent based pens and correction fluid should not be brought into school.

Personal Property

All clothing and kit should be discreetly marked with the student's name. No responsibility can be taken if items are lost, but we will endeavour to find them. Lost property is held in Reception.

Jewellery

For reasons of safety, jewellery is limited in school to a watch and one single plain ear stud may be worn in the lobe of one or both ears (not to be worn in PE). Any more will be confiscated.

Smart Watches

There will ordinarily be no need for students to wear or bring a Smart watch into school. However, the school reserves the right to consider this expectation on a case by case basis.

Mobile Phones

Children are **not** allowed mobile phones or electronic messaging equipment in school: they are a source of major distraction and sometimes bullying, and the school cannot be responsible for them. If it is important for a child to have a mobile at the end of school, it should be left with the School Office during the day, using the Form phone tray system. Please note phones are left with the office at your own risk.

All mobile phones should be switched off and put away before entering the school site. If your child is found with their phone on them during the school day, this will be handed into the office for an adult to collect at the end of the school day.



Homework

Homework is the part of a child's education that is most visible to parents/carers and, as a result, parents/carers often ask about the St Peter's approach to homework.

In year 5 and 6, the homework is set on a weekly basis and will always include spelling and reading.

In year 7 and 8, the homework is set by each subject teacher according to the homework timetable. A copy of the homework timetable can be found on the school website.

If you have any questions about a specific piece of homework please email the school office, marked for the attention of the class teacher.

Contacts

The Form Tutor is your most important link and usually the best person to contact with any queries you may have. Each tutor is responsible for a group of about 30 students from each year group and looks after their welfare and progress. She/he will know your son or daughter well and will usually be able to deal with day-to-day matters. You can contact them via the office email. office@st-petersoldwindsor.org.uk and please mark for the attention of the teacher.



Appointments

As teachers are in the classroom for the majority of the time, it is important to make an appointment to see any member of staff, rather than expecting them to be always available. Appointments should be made via the School Office on 01753 866253 or email the School Office, office@st-petersoldwindsor.org.uk.

Parents as Partners

We believe that a partnership between home and school is important if we are to help students 'Aspire, Believe, Grow, Achieve'. We will keep you as fully informed as possible about your child's work and behaviour.

We ask all parents and students to sign our Home-School Contract, to remind ourselves of the mutual obligations of partnership in providing an orderly learning environment for our students. We especially depend upon parents' support in such matters as homework, standards of appearance (e.g. uniform), and support for the school's policies.

Maintaining regular contact with students' parents/carers is an integral part of our ethos.

We provide feedback on your child's progress through a number of means:

- 1) Parents' Evening
- 2) Interim Reports
- 3) Annual Report

All communication with parents is via Parentmail, please ensure you sign up when you receive a notification.

The School Planner is a quick and convenient way that we can communicate with you and you can communicate with us, however messages for individual teachers are best sent as an addressed note, or by email.

As parents you can help students by:

- Actively encouraging them to read and enjoy books, we have a great selection in our school library that can be borrowed
- Creating opportunities for writing
- Encouraging them to ask questions
- Ensuring that a regular time and place is made available for homework
- Sharing your own practical skills
- Regularly showing an interest in what they do, praising what they can do rather than pointing out what they cannot do
- Asking students every day to explain five new things they have learnt at school.

Doctor, Hospital, Clinic, Dental Appointments

Attendance and achievement are closely linked and it is important your son/daughter attends school at all times. Medical appointments during the school day affect a student's attendance. As a school, we appreciate that it is not always possible for all appointments to be made outside school hours. Wherever this is possible, appointments should be made before or after school.

If your son's/daughter's appointment is taking place during school hours, we ask for them to attend school either side of the appointment, again wherever possible. Appointments during school hours need to be authorised by the school, in order to do so the school needs notice of the appointment and confirmation of the appointment. As confirmation we can accept a copy of the appointment letter or an appointment card either sent by email or brought into Reception.

Without confirmation the absence cannot be authorised and the school could refuse to release the student.

It is our aim to clarify the process, be transparent and to treat all students equally.

When students leave for an appointment they should first report to the Office, and parents need to sign their child out using the 'Sign in and out' device, in Reception. On their return, students check in with the Reception team, and sign in using the same device.

Absence

We want to work with parents to ensure each student has the maximum possible attendance at school. When a child is absent from school because of illness, it is important that we receive a phone call only (**no emails**) to our absence line, by 8.25am, on each morning explaining the absence in detail. Only then can we treat such absence as authorised. Where no notification of absence is received, the school will contact parents to see what the problem may be. We will require an email or letter on your child's return to school.

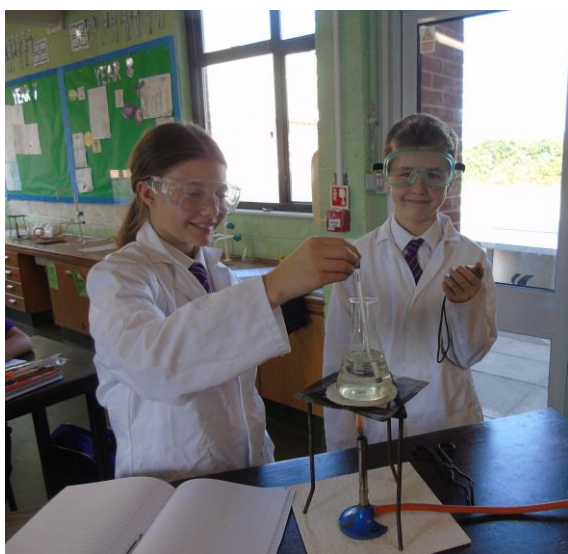
If an absence is more than seven consecutive days in a row, including weekends and Bank Holidays, a fit note is required to support this absence.

Holiday Absence

We believe that during term time the correct place for students to be is in school. Students are following important programmes of work, which are interrupted by holiday absence.

Holiday absence is therefore not permitted in term time. Other requests for exceptional or compassionate absence should be made on the appropriate form, at least 14 days in advance (where possible), which is available on the school website or from the School Office. Parents may be asked to make an appointment with the Headteacher to explain the reason for the absence.

Unauthorised absence of all forms now runs the risk of fines administered by the Local Authority. Please see additional information from RBWM Education Welfare Team.



Medicines

It is only with express written information from Parents that students are to take any form of medicine during school hours, and these should be given in to the School Office at the start of the day. If a child requires medication to be kept in school on a permanent basis i.e. inhalers or Epi Pens, these should be given in to the School Office, they will be kept in the medicine cabinet in the School Office for use when required. The required permission forms are available from the School Office or on the school website.

The School Canteen

We have a cashless payment system for breaktime snacks and lunchtime meals. Using Parentmail, parents can choose to upload money onto their son/daughter's account. Each student will be given a PIN number to enter at an electronic point of sale in the canteen. Please note that there will be **no** cash transactions through the canteen. Any

student without sufficient funds on their account will be permitted to purchase a **meal only** and this will be added as a debit to the account. In the event that this occurs, parents will be notified. A debt limit is set at £5.00.

Meals

A packed lunch may be brought into school in preference to purchasing a school meal, but we ask that equal attention be given to healthy eating principles (nutrition guidelines are available). A healthy, balanced meal is important, both for a child's development and their concentration and learning. Glass bottles are **not** allowed. We are a **nut free** school so please take care when sending items into school for breaks and lunches.

Free School Meals

If you are in receipt of Income Support, Income Based Jobseekers Allowance, Employment and Support Allowance, Support under Part VI of the Immigration and Asylum Act, Child Tax Credit or the Guarantee Element of State Pension Credit your son/daughter may be entitled to Free School Meals. Please complete the application form in this pack and return it to the School Office.

Water Policy

We encourage students to bring *only* water to school in clear, labelled bottles with a sports top. They can be used in lessons and refilled at break. You can purchase a school water bottle from Reception for £1.50, this can be paid for through Parentmail shop.

School Property

Textbooks are lent and some subject specific stationery is provided without charge. These goods however, are expensive and any unfair wear and tear or loss of school property must be made good by the student concerned. Student Planners must be kept in good condition as they are an important two-way communication between staff and parents. Replacement planners are available for £5 from Reception.

School Visits

Integrated into the curriculum are a variety of visits, which are in place to promote the learning and understanding of each student. These may involve half or full day visits to local farms, industry, field work centres, theatres, etc. There are also residential trips.

Activities which occur wholly or mainly outside normal school hours are considered optional extras and a charge

will be made to cover the full costs. It has always been the school policy that financial consideration alone should not deter any child from participating in visits.



Breakages

In accordance with the school policy, parents may be asked to pay wholly or partly to replace loss of school equipment or property and to cover the cost of damage caused by unreasonable behaviour or negligence.

Instrumental Lessons

Almost all instruments can be taught – lessons provided by Berkshire Maestros and Mrs Hart (Piano). Musical instruments should be labelled with the student's name and can be stored in Reception on the day of the lesson.



Clubs

There are many after school clubs. We are members of the Windsor Schools Sports' Partnership which offers a variety of sports clubs. Clubs will commence the second week of term. A timetable of after school clubs will be issued during the first week of term. In the unlikely event a club is cancelled we will contact you via Parentmail or phone.

Relationships and Sex Education (RSE)

RSE is an umbrella term for all the teaching and learning we offer students to understand their own and others' sexuality and to develop skills for relationships and informed decision making.

The Relationships Education, Relationships and Sex Education and Health Education (England) Regulations 2019, made under sections 34 and 35 of the Children and Social Work Act 2017, make Relationships Education compulsory for all pupils receiving primary education and Relationships and Sex Education (RSE) compulsory for all pupils receiving secondary education. (Years 7 and 8 at St Peter's). They also make Health Education compulsory in all schools except independent schools. Personal, Social, Health and Economic Education (PSHE) continues to be compulsory in independent schools.

ODST and St Peter's believe that RSE is the entitlement of each child and we are committed to deliver it within the context of a broad and balanced programme of education.

Parents have the right to withdraw their children from the sex education part of any RSE lessons taught in St Peter's. However, parents **cannot** withdraw their child from relationships education or health education in RSE or from the teaching of the biological aspects of human growth and reproduction necessary under the Science National Curriculum.

If a parent wishes their child to be withdrawn from the sex education part of RSE lessons, they should discuss this with the Headteacher, and make it clear which aspects of the programme they do not wish their child to participate in.

Special Educational Needs

St Peter's is an inclusive school. All students are encouraged to have high expectations of themselves and are supported to meet these expectations. For most students this is achieved through teachers adapting their lessons to meet the needs of all learners. This is monitored by our Raising Standards Leaders. It is recognised that some students have additional needs which may include them being taught in small groups for periods of time to enable them to make progress. These students will be placed on the Special Needs Register following consultation with parents. Some learners' needs are exceptional and require extra resources from outside the school. The SENCO (Special Educational Needs Co-ordinator) liaises with other agencies within the Borough's

Children's Services and with parents to ensure that an effective programme is in place for these learners.

Policies

All of the school's policies are published on the school website under 'Policies'.

A copy of our E-Safety Policy can be found in this pack for you to read before signing the Responsible Internet Use Consent Form.

Data Collection Sheet and OA4 Form

The Admission/Data Form can be found in this pack. Please complete and return it to the School Office.

The OA4 Off-Site Activity Medical Consent Form which we require to hold in school for any day trips that may take place during the academic year. We would appreciate it if this could be completed and returned, but must point out that trips that involve overnight stays will require an additional OA4 to be completed.

Data Protection Regulations

The School, and The Oxford Diocesan Schools Trust, regard the protection of personal data relating to students and parents/carers as a very important matter.

Please see a copy of the Privacy notice in this pack. The Pupil Privacy notice outlines the pupil information that we collect, hold and share including the lawful basis about how we use this information.

What next

The following information/forms can be found in this pack. Please complete the forms and return them to the School Office. *** items require all to complete and return.**

- Admission/Data form *
- Parent/Carer acceptable use agreement *
- Pupil acceptable use agreement *
- Home School agreement *
- OA4 Consent Form – this is for day trips *
- Request for school to administer medicine (if applicable)
- Request for students to carry medication (if applicable)
- Special diets referral form (if applicable)
- Free school meals application form (if you qualify, please apply as the school receives additional funding)
- Privacy Notice: Parents & Carers; Pupils
- E-Safety Policy
- Term dates
- School Days Direct uniform information and voucher
- Voluntary School Fund Contribution
- RBWM Education Welfare Team Letter

We would appreciate all completed forms to be returned to the School Office by **Thursday 3rd July** for new Year 5 students and **Monday 7th July** for new Year 7 students, in order that school records may be updated.

Thank you for spending the time to read through this important information and we really look forward to you and your child being part of our community.