

# Welcome to Peppard Primary School Parent Handbook



# Peppard Church of England Primary

## Parent Handbook

The aim of this booklet is to provide a reference guide of useful information for parents and carers, whether they are new to the school or returning for a new academic year.

Notices and further information on particular subjects and activities will be published in the weekly newsletter and via electronic communications during the year. This handbook will be updated throughout the year (where necessary) and the latest version of this handbook can be located on our website.

It should be noted that all references to 'parents' should be read as 'parents, carers or guardians'.

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**Encourage one another and build each other up**  
**1 Thessalonians 5:11**  
Kindness, Respect and Perseverance



# Peppard Church of England Primary

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### Welcome from the headteacher

Peppard Church of England Primary School is a one form-entry primary school (15 pupils per year group) that balances high academic results with a clear desire to support children emotionally and as community-minded citizens. Pupils, staff and governors live by our vision and values, and this can be seen in every area of Peppard Church of England Primary School. Our broad, inclusive and ambitious curriculum offers opportunities for all, while outstanding facilities and a number of involved and supportive community partnerships provide an abundance of extra-curricular activities and opportunities. This means that, as well as achieving very strong results in English and Maths, Peppard Church of England Primary School provides a broad, balanced and truly holistic education.

The central pillars of Peppard Church of England Primary School are our core values - Kindness, Respect and Perseverance. These values underpin everything we do and guide our decisions, relationships and learning. They provide a clear sense of direction and purpose for our school community, ensuring that both pupils and staff feel supported, valued and inspired. The wellbeing of every member of our school community is at the heart of all that we do.

Peppard Church of England Primary School is a maintained school within Oxfordshire, and we are proud to serve our local community. We work closely with other local primary and secondary schools to support transition, share good practice and provide the best possible opportunities for our pupils, while maintaining our own unique identity.

Being a key part of our local community is very important to us at Peppard Church of England Primary School, and we are proud of the links we have both to receive and to give support. Our local community links include All Saints Church, Peppard, FOPS, as well as with local organisations, families, partners, suppliers and friends. These relationships enrich school life, enhance learning opportunities and help foster a strong sense of belonging for our children. Through these connections, we aim to ensure that our pupils feel rooted in their community and develop a deep understanding of their role within it.

Our school is one that prides itself on having a strong bond with its children and all adults involved with the school, and we ask that all parents support the school in our goal to provide the very best education we can for all our pupils. Parents have a large part to play in helping a school raise its standards, and we look forward to your full support. With the support of us – the school, and you – the parents and family members, we will all be able to achieve our shared goal of creating an environment where your child can make the best progress they can at Peppard Church of England Primary School. Peppard Church of England Primary School is a school in which the little things matter and where children understand that great things can be achieved.

### Our vision and values

At Peppard Church of England Primary School, we aim to equip our children with the skills they need to make positive choices in everything they do. Our vision is to provide every child with the opportunity to flourish academically socially and spiritually – within a caring and supportive Christian community. Guided by our biblical verse, *“Encourage one another and build each other up”* (1 Thessalonians 5:11), we seek to nurture children in an environment where they feel valued, inspired and develop the confidence to grow and achieve.

Guided by our Christian values and our school values of kindness, respect and perseverance, we provide a happy, inclusive and encouraging environment where children and adults can flourish and develop as individuals. We offer a challenging, broad and relevant curriculum that enables all children (regardless of their background, faith, race, ability or gender) to do their best and achieve well.

Our offer (which is Christian in nature but supports all religions or faiths, or those with no particular religion) is

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underpinned by the principles that education is about wisdom, knowledge, skills, hope and aspiration, promotes a community living well together, where dignity and respect for ourselves, each other and the global community, are central to our work.

In all that we do, we aim to embody our Christian values – living them out daily so that they run through the fabric of school life. In this way, our vision is not only spoken but seen and experienced by children, families and all who are part of Peppard.

We aim to have successful learners, who enjoy learning, make progress and achieve; confident individuals who are able to live safe, healthy and fulfilling lives and; responsible citizens who make a positive contribution to society.

### Contact details

Main Telephone: 01491 628354  
Main Email: [office@peppardprimary.co.uk](mailto:office@peppardprimary.co.uk)  
Website: <https://www.peppardprimary.co.uk/>  
Social media: Instagram: @peppardprimaryschool Facebook: @Peppard CE Primary School

### Term dates

Full term dates (including inset days) for the year ahead can be found [on our website](#).

### Safeguarding

Our school is committed to safeguarding and promoting the welfare of our children and expects everyone who works with our children to do the same. This encompasses a range of aspects, including the safeguarding of pupils, staff and visitors (including e-safety), behaviour and anti-bullying, first aid, medicines and medical needs, health and safety and school site security. We are always grateful to parents who volunteer to help in class, but this will require a DBS check and two professional references for our regular volunteers.

Please note: The use of mobile phones and cameras in school or on school grounds by parents is not permitted, other than for specific events (e.g. taking a photo of your own child/ren at Sports Day).

### Staffing

Our full staff list can be located on our [website](#). Our staffing includes a Headteacher, two Key Stage Leading teachers, one Special Educational Needs and Disabilities Co-ordinator (SENDCo), Wrap Around Care Lead and a number of admin, office, premises and teaching / teaching assistant staff.



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**Kirsty Wakefield**  
Headteacher / DSL



**Fiona Hilton**  
School Administrator



**Kia Lawrence**  
Peppard Class Teacher  
DDSL  
SENDCo



**Vicky Elson**  
Greys Class Teacher



**Teresa Fowler**  
Teaching Assistant



**Rebecca Claridge**  
Highmoor Class  
Teacher / DDSL



**Alice Griffith**  
Highmoor Class  
Teacher



**Alison Parsons**  
Springwood Class  
Teacher



**Kirsty Wall**  
Teaching Assistant



**Sarah Cleall**  
Teaching Assistant



**Wendy Dunn**  
Teaching Assistant



**Sally Fagg**  
Catering Supervisor

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# Peppard Church of England Primary Parent Handbook

## SEND

Our SENDCo is Miss Lawrence. You can contact her via the email: [senco@peppardprimary.co.uk](mailto:senco@peppardprimary.co.uk) More information on our SENDCo and our SEND offer can be found on our website [SEND and Inclusion page](#).

## Year groups

Our pupils are arranged in classes, with mixed year group classes class per year group. Our classes have names, based on our surrounding Peppard community. These are as follows:

- Reception: Peppard Class
- Year 1 and 2: Greys class
- Year 3 and 4: Highmoor class
- Year 5 and 6: Springwood class.

## School Houses

Within the school we run a team system, children across the school are split across four different teams.

Team points are awarded to children for several different reasons including good behaviour, notable acts of kindness, outstanding pieces of schoolwork etc.

Pupils are told a monthly basis in school assembly which house have the most team points for that month. The team points are added up at the end of the year.

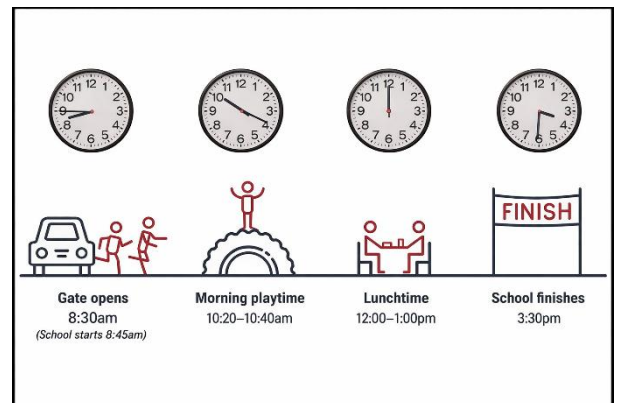
In the Summer term we have a sports day where all our pupils come together and represent their team and at the end of the event the winning team is awarded the trophy. It is a wonderful evening of celebrating the children’s success with our whole school community.



## The primary school day

The timetable for a typical school day is outlined below:

	Activity
08:30	Gates open for drop off
08:45	Start of school Session 1
10:20	Break
10:40	Session 2
12:00 to 13:00	Lunch
13:00	Collective Worship
13:30 to 15:30	Session 3
15:25	Gates open for pick up
15:30	End of the school day



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### Drop off, collection and site security expectations

Morning drop off and afternoon pick up are times when we, as a school, are even more mindful of site security so that we can keep the children of Peppard Church of England Primary School safe. Therefore, please support us by adhering to our expectations and keeping our children safe.

#### Morning drop off and afternoon pick up

Parents are encouraged to park sensibly and courteously on neighbouring roads and be mindful of residents and their driveways. We are an important and integral part of our community, and we strive to maintain positive relationships with our residents. At both morning drop off and afternoon pick up, no parents should enter the school grounds until a member of staff welcomes them into the grounds (at either 08:30 or 15:25).

The following specific arrangements are in place for morning drop off:

- Parents should wait with their child/ren in the school playground if they arrive between 8:30 – 8:45.
- Teachers will enter the playground at 8:40 should you have any questions for them in the morning.
- Parents should say goodbye to their child at 8:45 when the bell rings for the pupils to line up in their classes allow them to walk into school independently. Staff will ensure pupils get into class.

The following specific arrangements are in place for afternoon collection (there is a map of these arrangements:

- Gates open at 15:25.
- Parents should head into the playground and wait in the playground for their child/ren. Teachers will bring the classes onto the playground to be released.

If parents are late, their child/ren will be marked as late being collected and brought to the school office. This information is tracked and monitored, and may result in an email, letter or discussion with parents about punctuality.

#### The One-Way System

In order to keep 'school' traffic running smoothly, we operate a one-way system around the Common at the beginning and end of the school day. This means that you enter the Common from the Red Lion end and leave via the junction at the top of the hill, passing Springwood Lane on your left. We do ask parents to abide by this system as it does make a significant difference and helps to avoid bottlenecks.

In the mornings, we operate a 'drop and go' service where parents can pull up in front of the gate and the staff member on gate duty will help your child from the car and escort them into the playground. This only works in the morning at drop off time.

When parking, please take care not to obstruct any of the neighbouring properties. Please do not park on the lines at the front of the school, at the back of the school in Drays Lane, on the edge of the Common or any of the grass verges.

#### Collecting your child during the school day

If you arrive late to school (after 8:45am) the front gate will be locked. Please go to the back gate in Drays Lane and a member of staff will come and bring the child in.

If the need arises for you to collect your child during the day for a pre agreed appointment or they need to leave early before the end of the day, please come to the back gate in Drays Lane and a member of staff will bring your child out to you. Please give a reason for their absence. If your child is returning to school later that day, you should again use the entrance in Drays Lane.

Visitors to the school (including parents) must always report first to the school office when the gate is locked so that

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we are aware of any adults who are on our site.

The gate will be opened by a member of staff at the end of the day. Parents should wait on the Common and the teachers bring the children across to them. Please do not lift your child over the fence or allow your child to climb over it at any time.

Please inform the school office if another adult will be picking your child up from school.

### **Parking**

If you must use your car, please park on the nearby roads, being considerate to our local residents and local pedestrians. We would recommend parking further from the school and walking up; it will save time overall with not having to navigate the busy common at the beginning and at the end of the day.

### **Dogs**

No dogs / pets of family members are allowed on the school site at any time, unless they are a registered assistance dog. There are specific circumstances where staff, parent or outside agency animals may be risk assessed and brought into school (e.g. therapy dog or animals brought into enhance learning).

## **Attendance and absence**

If your child is absent for any reason, please telephone the school on the first day your child is away, giving the specific reason for the absence. You may email us as well ([office@peppardprimary.co.uk](mailto:office@peppardprimary.co.uk)).

If your child is going to be late to school, please telephone the school to let us know and to clarify the reason for this (remembering to book a school lunch if applicable). Any absences for which no reason has been given will be marked as an unauthorised absence. It is our duty (as part of our safeguarding expectations) to ensure we know a child is safe; therefore, if we do not hear from a parent regarding their child's absence, we will call until we can speak to someone. We may also conduct doorstep visits and, in certain cases, may call the police or Children's Social Care if we cannot reach a parent when their child is off school without a reason.

### **Requests for time off during term time**

Children must be in school if they are to learn and make progress, and no holidays should be taken in term time. Parents cannot demand leave of absence as a right, and all requests should be made at least four weeks in advance using our Leave of Absence Form, available from the school office. Each case will be considered on an individual basis and with reference to current government and local authority guidelines.

All holiday absence, except those authorised in exceptional circumstances, will be marked as 'Unauthorised Absence'. All absence is monitored closely by our designated team, who has the power to request that a Fixed Penalty Notice (FPN) be issued. FPNs are issued to each parent per child. Payment of an FPN is £80 per parent per child (within 21 days), and £160 per parent per child (22 – 28 days). These absences also contribute to the school's attendance statistics. Repeated unauthorised absence can be pursued by the courts, and parents can receive a criminal record.

### **The importance of good attendance and punctuality**

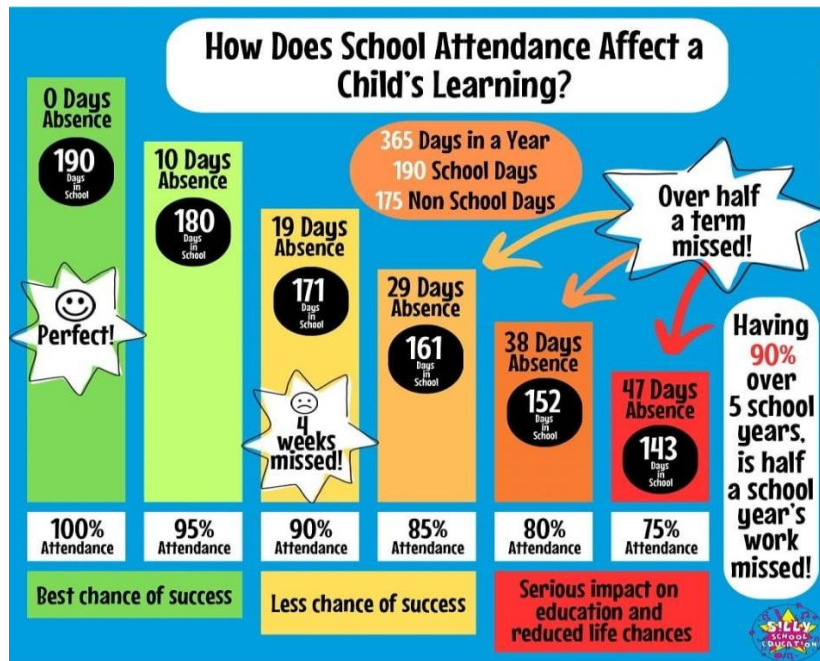
It has been proven in countless research papers that pupils who attend school regularly perform better academically and are more settled socially and emotionally. Whilst we do not wish for pupils to be in school when they are unwell, we must encourage pupils to attend wherever possible. Missing just a few days has a big impact on a child, as they not only have to catch up on missed learning, but also then miss new learning whilst they catch up. It is also unsettling for a child to come back to school and see other children have experienced learning that they have missed. At Peppard Church of England Primary School, we have the very highest expectations of our pupils and parents with regard to attendance.

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Not arriving on school on time also has a significant impact on pupils. Our lessons start at 08:45, so any child who is through the gates at 08:45 and in class straight away benefits from extra support as our staff begin teaching from the moment the first child walks through the door. There is no 'soft start', where children sit and read or talk to each other until all pupils are in; there are targeted morning activities for pupils, as well as individual or small group work sessions planned from 08:45. Therefore, we encourage parents to ensure their child is waiting on the school playground at 08:45 to ensure they benefit from the maximum time in school with our highly-skilled adults.

Below is some information highlighting the impact of time off:

Impact of days / half days missed (1 session = a half day, which is approximately two lessons)			
Attendance %	Sessions missed /year	Days missed /year	Lessons missed /year
95%	16 sessions	8 days (1 week 3 days)	32 lessons
90%	32 sessions	16 days (3 weeks 1 day)	64 lessons
85%	48 sessions	24 days (5 weeks 4 days)	96 lessons
80%	64 sessions	32 days (6 weeks 2 days)	128 lessons

To provide additional context, missing 64 lessons is the equivalent of missing nearly 13 weeks of English, Maths or Phonics lessons.

Impact of late arrival in the morning (i.e. past 08:45)			
Minutes late	Minutes missed /year	School hours missed /year	School days missed /year
5 mins /day	800 minutes	~13 hours	~2 days
10 mins /day	1,600 minutes	~27 hours	~4 days
15 mins /day	2,400 minutes	~40 hours	~6 days

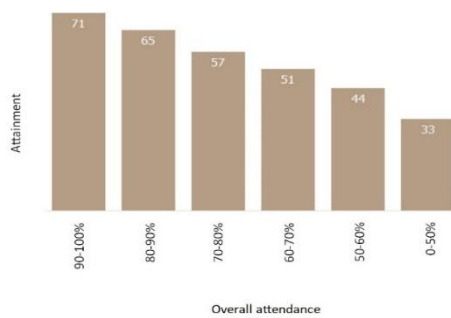
Attendance also has a big impact on attainment cumulatively over the primary school years:



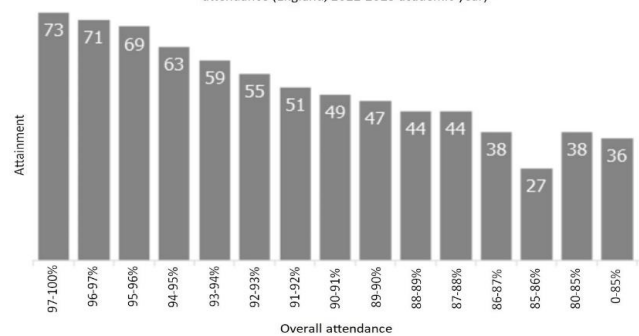
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Percentage of pupils achieving the expected standard in Reading, Writing and Maths against persistent absentee attendance (England, 2022-2023 academic year)



Percentage of pupils achieving the expected standard in Reading, Writing and Maths against overall attendance (England, 2022-2023 academic year)



## Lunches and snacks

In addition to the information below, please also see our [Healthy Eating and Lunchboxes Policy](#) for additional support and ideas on what to put into your child's lunchbox or snack box.

### Meals at lunchtimes

School meals, which also include a main (meat) option, vegetarian choice or baguette, are available daily. The current cost of a school meal is published [on the school website](#). Parents must pay online; please see our separate information regarding online payments (including how to set up an account). All Reception and Key Stage 1 children are entitled to free school meals, which are known as Universal Infant Free School Meals (UIFSM). Pupils in receipt of the Pupil Premium Grant (PPG) may be entitled to free school meals, which is known as Free School Meals (FSM). For more information on the Pupil Premium Grant, please speak to the school office (or refer to the information within this handbook).

The school lunch menu for the term ahead can be found on the [school website](#) here is an example.

radish IT'S ALL GOOD						PEPPARD C OF E PRIMARY SCHOOL								
WEEK 1						WEEK 2								
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	OPTION 1	OPTION 2	VEGETARIAN	VEGETABLES	DESSERT	OPTION 1	OPTION 2	VEGETARIAN	VEGETABLES	DESSERT
Cheese & Tomato Pizza with Potato Wedges	Sweet's Star Chicken with Rice	Roast Chicken with Roast Potatoes & Gravy	Savory Beef Mince with Roasted Potatoes	GT Breaded Fish with Chips	Cheese & Tomato Pizza with Potato Wedges	Chicken CNLI with Rice	Roast Chicken with Roast Potatoes & Gravy	Spaghetti Bolognese	Hot Fingers with Chips	Cheese & Tomato Pizza with Potato Wedges	Chicken CNLI with Rice	Roast Chicken with Roast Potatoes & Gravy	Spaghetti Bolognese	Hot Fingers with Chips
Sweet Potato & Chickpea Curry (Vg)	Tomato & Basil Pasta (Vg)	Sweet Potato & Chicken Pasty with Roast Potatoes	Jackpot Potato with Baked Beans or Cheese	Macaroni Cheese	Vegetarian Bolognese with Spaghetti (Vg)	Cherry Tomato Pasta Bake	Sweet Potato & Chicken Pasty with Roast Potatoes	Cheese & Baked Bean Wrap	Vegetarian Fish with Chips (Vg)	Carrots Broccoli	Green Beans Cauliflower	Sweetcorn Cabbage	Carrots Sweetcorn	Peanut Butter Beans
Chocolate Dairy Bake with Apple Slices (Vg)	Ised Jaffa Cake (Vg)	Fruit Sponge (Vg)	Shortbread (Vg)	Chocolate Brownies	Apple Crumble Slice (Vg)	Chocolate Slice (Vg)	Fruit Sponge (Vg)	Chocolate Crackle Biscuits	Vanilla Sponge with Icing	Carrots Broccoli	Green Beans Cauliflower	Sweetcorn Cabbage	Carrots Sweetcorn	Peanut Butter Beans
WEEK 3						WEEK 4								
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	OPTION 1	OPTION 2	VEGETARIAN	VEGETABLES	DESSERT	OPTION 1	OPTION 2	VEGETARIAN	VEGETABLES	DESSERT
Cheese & Tomato Pizza with Potato Wedges	Chili Con Carne	Roast Turkey with Roast Potatoes & Gravy	Chicken Carbonara	Hot Fingers with Chips	Cheese & Tomato Pizza with Potato Wedges	Roasted Vegetable & Mixed Bean Pasta (Vg)	Roast Quorn with Roast Potatoes & Gravy	Curried Vegetables with Rice	Vegetarian Chippies with Chips (Vg)	Jackpot Potato with Cheese or Baked Beans	Roasted Vegetable & Mixed Bean Pasta (Vg)	Roast Quorn with Roast Potatoes & Gravy	Curried Vegetables with Rice	Vegetarian Chippies with Chips (Vg)
Carrots Broccoli	Green Beans Cauliflower	Sweetcorn Cabbage	Carrots Sweetcorn	Peanut Butter Beans	Carrots Broccoli	Green Beans Cauliflower	Sweetcorn Cabbage	Carrots Sweetcorn	Peanut Butter Beans	Carrots Broccoli	Green Beans Cauliflower	Sweetcorn Cabbage	Carrots Sweetcorn	Peanut Butter Beans
Flagjack with Apple Slices (Vg)	Daily Cookies	Fruit Sponge (Vg)	Shortbread (Vg)	Relaxation Sponges with Custard	Flagjack with Apple Slices (Vg)	Daily Cookies	Fruit Sponge (Vg)	Shortbread (Vg)	Relaxation Sponges with Custard	Flagjack with Apple Slices (Vg)	Daily Cookies	Fruit Sponge (Vg)	Shortbread (Vg)	Relaxation Sponges with Custard

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Pupils in all year groups may also bring a packed lunch if they wish. However, we would encourage all Peppard and Greys pupils to have a school lunch as there is no charge to the parents for this.

### Healthy snacks

As part of our aim to encourage all pupils to eat a balanced diet, which includes the recommended five portions of fruit/vegetables a day, we recommend pupils have a healthy snack for break time (e.g. piece of fruit – fresh or dried – or vegetable sticks). All pupils in Reception and Key Stage 1 are offered a free piece of fruit or vegetable at morning break, as part of the Government's 'fruit for schools' scheme.

### Water bottles

Children are permitted to bring a water bottle to school to drink from. For health reasons, please ensure bottles are labelled and taken home to wash. Indoor water fountains are also available for the children to use.

## School uniform

Pupils are expected to wear the correct uniform at all times. Many items are available online from our approved independent suppliers (<https://www.mapac.com/education/parents/uniform/peppardcofeprimaryrg9>). Alternatively, items can be purchased from your shop of choice, complying with the school uniform policy. Full details of our uniform can be found in our [uniform policy](#) on the Peppard Church of England Primary School website. This includes expectations on the following aspects of uniform:

- Jewellery, make up and accessories
- Hair
- Footwear
- Watches and other devices
- PE uniform requirements.

PE kit should be kept in school every day. Class PE days are set at the beginning of the year and will remain the same unless parents are informed otherwise.

### Winter Uniform

- Red sweatshirt or cardigan (purchased from Mapac)
- White polo shirt
- Grey tailored trousers, pinafore or skirt
- Grey socks or tights
- Smart, black, practical footwear

### Summer Uniform

- Red sweatshirt or cardigan (purchased from Mapac)
- White polo shirt
- Red checked summer dress/playsuit
- Grey tailored shorts
- White socks
- Smart, black, practical footwear

## Winter Uniform Example



## Summer Uniform Example



## P.E:

On P.E days, children should come into wearing school uniform and then to get changed at school. If your child has an after-school sports club they will remind in P.E kit for the rest of the day.

- Red sweatshirt (purchased from Mapac)
- Red school t-shirts (purchased from Mapac)
- Plain navy shorts/skort, plain navy jogging bottoms, plain navy leggings
- Black trainers
- Swimming: costume, swimming hat, goggles and towel.



Long hair must be tied back and hair decoration should be minimal.

Our school uniform suppliers are Mapac and you can order directly with them, either via phone or by their website [www.mapac.com](http://www.mapac.com)



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We do also hold an abundance of second-hand uniform, all in good condition, that can be purchased at a nominal fee from FOPS. Please ask Mrs Hilton for details.

### Coats/Hats

All pupils must have the correct weather dependent uniform in school. As Foundation Stage children are regularly exploring through play in the outside area, it is essential that they have a coat which is appropriate for the weather but is also easy to move and play in. In the summer terms it is essential that they have a hat in schools as well.

### Wellies/Outdoor Shoes

All children are required to have a pair of outdoor shoes kept in school at all times. These should be suitable for outdoor play and learning in a range of weather conditions.

Wellington boots (“wellies”) are strongly recommended for all pupils. For children in the Early Years Foundation Stage (EYFS), a pair of wellies is essential. EYFS pupils regularly take part in outdoor learning activities, including Forest School sessions, where appropriate footwear is necessary to ensure safety, comfort, and full participation.

Please ensure that all outdoor footwear is clearly named and kept in school.

### Labelling items

Please ensure that all items of clothing, book bags and bottles have your child’s name on. Permanent marker pen is ideal for labelling plastic bottles and lunchboxes and iron-on name tabs are also a good way to keep your child’s clothes named. We regularly have a large amount of lost property and most items do not have names on/in. Please help us to ensure that all lost property finds its owner! Please note that the lost property box is located by the school office.

### Toys

We ask that children do not bring any personal belongings or toys to school, as these can get lost or broken. If they have something relevant to their learning in class, however, we would be delighted for them to bring it to show to their class.

### Lost or damaged items

Peppard Church of England Primary School takes no responsibility for any of the personal possessions that any child brings to school. This includes, but is not limited to, watches, mobile phones, jewellery, toys or clothing. Peppard Church of England Primary School will always support children to learn how to look after their possessions and the school’s items, but cannot guarantee that items will not be lost or damaged.

Any parent requiring assistance to purchase school uniform should approach the Headteacher or Chair of Governors. Any such requests are treated confidentially.

## Health, medicines and illness

We recognise that individual pupils will have different needs and requirements, and we aim to support these needs wherever possible. However, in order to provide individualised support for those that need it, we require other families to do their best to administer and manage medical needs outside of school where at all possible, so that we can concentrate on providing the best care to those who really need it.

### Illness

If your child is unwell, you should call the school (leave a message if needed) or email to report your child as not in school due to illness. Please see our [First Aid policy](#) for further details (including for how to manage sickness or diarrhoea, or if your child is otherwise unwell with another illness), which is located on the Peppard Church of England Primary School website.

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### Medicines

Peppard Church of England Primary School staff will only administer current prescription medicine. If medicines need to be administered at school, parents must visit the school office to deliver medicines and complete the relevant forms. Children with asthma and other allergies must complete an action plan. These must be completed when the child starts school and it is the responsibility of parents to inform the school of any updates to their child's medical condition. We request that prescribed medicines which are required three times a day are administered from home (breakfast time, after school and bedtime). If they are required four times daily, please complete a form giving instructions so the school can give a dose during the day.

It is also important to note that it is the responsibility of the parents to make a note of all expiry dates on all items (including inhalers and adrenaline auto-injectors) and to ensure they are replaced when necessary. Please see our [First Aid policy](#) for further details, which is located on our website.

### Health

The School Nurse visits at times throughout a child's time at school to check on hearing, sight and general health.

### Extracurricular activities

At Peppard Church of England Primary School, we offer a number of opportunities within and outside of school hours:

#### Class visits

Each class has three external visits per academic year (where at all possible). These trips add to the children's learning experiences, covering particular topics which the children are studying. They also help embed the learning experience, as well as being fun! These trips are funded through parent contributions. Although these are voluntary payments, without them the trips may not be possible. Our Year 6 children take part in a week-long residential visit each year.

As part of our agreements, we class the "local area" as anywhere within the areas of Rotherfield Peppard and any other area deemed to be local within an approximate 10km radius.

#### School clubs

A variety of extra-curricular clubs are offered each term, such as football, sewing, netball, art, drama and chess. These run during lunchtimes and after school. There is a charge for many of these activities, and payments are made either to the school or directly to the external provider. Please see the [school website](#) for more details.

#### Music lessons

Private tuition is available in piano and guitar (numbers permitting). This is at an additional cost to the parents and takes place either during school or after school.

### Money and payments

We will register you with school spider who are our communication and payment platform. Payments for school trips, lunches (KS2) and clubs can be made on this site. However, for charity days (i.e. Red Nose Day or Children in Need) we may take cash donations in addition to online donations. We will send out further details in due course from the school office.

### Behaviour

Peppard Church of England Primary School has a clearly defined [behaviour policy](#), a copy of which can be located on our website. Our policy and ethos is one of positivity and praise, and we aim to reward those children who display positive behaviour. However, the school has clear guidelines on sanctions for children, should their behaviour fail to

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meet the high standards expected at Peppard Church of England Primary School.

### Other rewards

Children in all year groups can earn house points for effort, behaviour and achievement. These house points are added to a whole-school total. House point totals are announced each term, with a final number collated at the end of the year.

In weekly Celebration Assemblies, a Starbook certificate is awarded to pupils who have displayed one or more of our Peppard Church of England Primary School values during the week. Children are also welcome to bring in any trophies or certificates that they have been awarded outside school to show in class or in Celebration Assembly.

## Communication from school to parents

Communication is essential to the successful development of positive relationships between the school and parents, and for the good of the pupils. We use a range of methods to communicate with families, which are outlined below. Please see our [Communications Procedures on the website](#) for full details of our comprehensive offer.

### Direct communication with parents

Using the contact information provided when a child starts, we will use the following methods to speak to a parent directly for a specific reason (e.g. passing on information about a behaviour issue during the day):

- Speak to the person collecting after school / collecting from Wrap Around Care.
- Call or email parents.
- Send a letter (most often via email).
- Arranging a face-to-face meeting (or Google Meets call, if needed).

The method selected is done so based on a range of factors, including time sensitivity and the topic for discussion. Where possible, we prefer immediate and face-to-face discussion.

### Communication with families in general

We use a range of methods to reach families with communications:

- Our website: <https://www.peppardprimary.co.uk/> See our section on useful website links to navigate the website effectively. This is where the most up-to-date information is found.
- Website calendar: This is where we will add events (which we keep updated), as well as information about the key events. If we send a letter, or add information to the newsletter, we will add this to the calendar event on the website. This way, families can refer to this website page whenever they need as a consistent source of dates and information.
- The [newsletter](#): This weekly roundup is another key source of information. I would strongly encourage all families to read it each week, as it contains key reminders, events from the week and a weekly summary from the Headteacher. In addition, the 'diary dates' section in the newsletter is a duplicate of the website's calendar (plus additional reminders) to help families keep track of upcoming events.
- Social media: [Instagram](#) and [Facebook](#) are where the school will post photos of learning and events so that families can see what the pupils are learning. We use this range of social media so that families can access updates on our learning on whichever platform they prefer to use.

### Communication on progress

We hold two parents' evenings each year (Autumn Term and Spring Term), and produce a written end of year report in Summer Term. Parents of a child with an Individual Provision Plan (IPP) or Education and Health Care Plan (EHCP) have additional meetings throughout the year to discuss progress, often with the class teacher, SENDCo and outside agencies (if relevant). Parents are welcome to book a meeting to discuss their child's progress at other times of the year, if they wish. This can be done via the school office.

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### **Communicating with parents via Teams or Seesaw**

In Peppard class, we use Seesaw to observe and track pupils' learning and development. Peppard class parents will be sent separate communications on how to set this service up so they can interact with it.

For all classes (Reception to Year 6), the school uses Google Classroom to set home learning, provide additional resources and information, and (at times) set up online meetings.

### **Communication from parents to school**

If parents need to contact the school, we prefer this is done via email or phone call to the main school office. This way, the school office can pass on the comment to the relevant staff member or take action themselves. We operate a distributed leadership model, so some issues will be dealt with by the office, class teacher or Key Stage Lead before being dealt with by the Headteacher.

Please do not seek to email staff (including the Headteacher) directly, but instead go through the school office.

### **School Spider**

All communication with parents is sent via School Spider, in the form of either an email or a smartphone message. Please inform the school office if you do not have access to emails and therefore require a hard copy of any correspondence.

All events are noted on the school calendar which is on the website and our weekly newsletters are sent out every Friday.

If your contact details change we would ask that you inform the school office immediately and make the necessary amendments to your account on School Spider.

### **Seesaw**

Each child's learning journey is created electronically using a secure electronic online program called Seesaw and includes photographs and observations, as well as the areas of learning to which they link. These are emailed to parents on a regular basis, and using a secure log in, you are able to add your comments and contribute to their learning journey. Please ensure we continue to have an up-to-date email address on our school system. This is only used in Peppard class.

### **Parent Consultations**

Parents' Evenings are held during the Autumn and Spring Terms. In the Summer term, you will receive a written report for your child. You will have the opportunity to meet with the class teacher to discuss the report if you feel this would be beneficial.

Aside from this, we operate an open-door policy. If you need to speak with your child's class teacher, please feel free to pop into the playground at 8:30am or after school and they will be happy to have a quick chat. If you feel you may need a little longer than five minutes, please liaise with the teacher directly to arrange a mutually convenient time.

### **Accidents in school**

If your child should suffer an accident at school, they will be treated by a member of staff who has undergone first aid training. Any bang to the head will be reported to the parents.

If the injury is more serious than a minor graze, you will be contacted immediately and if necessary, emergency medical treatment will be sought. All accidents/injuries are recorded in the accident book.

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### Parent survey

Parents are surveyed 3 times yearly at parents evening which provides parents with a formal way of giving feedback on the school's performance. We look for 100% response rates with this survey in order to gain the best feedback on how we are doing as a school. We also conduct staff and pupil surveys to gain similar feedback.

### Seeking to provide us with feedback on an ad-hoc basis

We find that face-to-face conversations are always easiest and, therefore, we encourage parents to contact the school with any feedback or concerns.

### Aggression or intimidation when communicating

Please remember that we are all human beings, doing the very best we can for the pupils of Peppard Church of England Primary School, and inappropriate comments or aggression (verbal or physical) is not accepted. The school reserves the right to ban a parent or family member from entering the school grounds if required. There is a [Code of Conduct on our website](#) that refers to unacceptable behaviour and the type of action we may take.

### Open door policy

Our door is (metaphorically) always open; if you would like to speak to us about anything, please contact the main school office on [office@peppardprimary.co.uk](mailto:office@peppardprimary.co.uk).

## Curriculum

The Governing body of Peppard Church of England Primary believes that the school should provide exceptional learning experiences for every child in order to provide them with a strong academic grounding for their futures. The broad curriculum taught at the school, based on the national curriculum, is bespoke to our pupil needs and is further enhanced by utilising the facilities and organisations within our locality. The governors look to the senior school leaders to deliver an inspiring curriculum which achieves the following:

- Reflects the Christian ethos of the school, including through promoting the school's core values of kindness, respect and perseverance.
- Creates a well-rounded education for every child, enabling them to develop a wide breadth of appropriate knowledge and skills in preparation for their life after attending Peppard Church of England Primary School.
- Provides a range of experiences that develop tolerance and understanding, ensuring pupils are global citizens.
- Provides an excellent grounding for continued academic success.

The school is committed to ensure that every child can flourish and achieve to the full extent of their individual capabilities – regardless of faith, race, gender, or ability, including those from vulnerable groups.

More information on our curriculum (including overarching plans and subject vision documents) can be [located on our website](#).

### Buddies

Every child in our school is paired with a buddy from an older year group. They will spend time together each week to help with the settling-in process. The older students take pride in their role of supporting the younger children at our school. As a small village school, we value our caring nature, and our buddy system has proven to be highly successful.

### Collective Worship and Assemblies

Collective Worship is held in school on a daily basis. Every Friday at 8.45am parents are welcomed into the school to celebrate all children's achievements. It is a really warming experience and all are welcome. We also attend All Saints Church on Church Lane each term, to celebrate Harvest, Remembrance, Christmas and Easter.

Church Service dates will be posted on the school calendar and on the school newsletter and you will be very welcome

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to attend.

### Home learning

There is a great deal of research to show the benefit of additional specific learning at home, if targeted and used well. We believe our offer contributes to the development and success of our pupils' progress, emotionally and academically. Therefore, we kindly request that parents fully engage with our home learning offer (especially reading regularly with and to your child). Below is some key information on what is expected at Peppard Church of England Primary School. Full information regarding our home learning offer can be found on our [website](#).

The aims of home learning are as follows:

- To provide the opportunity for parents and pupils to share in the learning experience.
- To give pupils the opportunities to take increasing responsibility for their own learning, manage their time and develop the practice of independent study.
- To encourage the use of a range of resources outside school such as the internet, libraries and museums.
- To provide the opportunity for pre-learning of topics, research, application, practice, reinforcement and extension of work carried out in school.

### Reading

Reading at home is a very important part of a child's development, and possibly the most important area for parents to support with at home. It creates a connection between home and school and gives pupils the opportunity to practise reading skills such as fluency and comprehension. Reading at home is also a gateway to enabling children to succeed in writing as well as boosting a child's creativity.

Children in Reception are expected to practise learning their phonic sounds and, as they progress, all children in Reception and Year 1 should read their decodable reading books three times a week. In Key Stage 1 and 2, children are expected to read aloud a minimum of three times a week. However, we recommend supporting your child in developing a routine of reading daily where possible. Reading records must be signed, dated and a comment made three times a week. This must be written by the adult listening to the reading. Reading records are handed in on Monday mornings.

### Wrap Around Care

Our thriving Wrap Around Care is part of our school, and operates a Breakfast Club and After School Club. Full details can be found on our [dedicated section of the school website](#). Our school-run wrap around care provides a Breakfast Club and an After School Club. The Club is open to all pupils at Peppard Primary School and available every weekday during term time. It is based in the School Staff Room with the use of other areas of the school including the outside play areas.

Wrap Around Care Club, is the ultimate place for children to feel safe, happy, and inspired! Our wrap-around care program is designed to support families by offering reliable, fun, and engaging care before and after school, where every child is warmly welcomed.

At Wrap Around Care Club, children have the opportunity to enjoy healthy snacks, play with their friends, and take part in a variety of exciting activities. Whether it's exploring creativity through art, learning new recipes in cooking sessions, moving to the rhythm in dance, or staying active with sports and games, there's something for every interest and personality.

We pride ourselves on creating a friendly and inclusive environment where children can grow, learn, and have fun in equal measure. Our dedicated team is passionate about ensuring every child feels valued, engaged, and inspired throughout their time with us.

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With Wrap Around Care Club, families can have peace of mind knowing their children are in a safe, nurturing space where friendships flourish, curiosity is encouraged, and every day is full of joyful experiences.

Booking your child's place at Wrap Around Care Club is simple! You can reserve spots in advance online through School Spider, or if plans change, just give us a call on the day – we'll do our best to accommodate you.

### **Breakfast Club**

The Breakfast Club is available Monday to Friday from 07:30 until school starts at 08:30. It includes breakfast. The Club staff walk the children into the playground at 08:30 ready for their lessons. The charge is £6.00 per child, per day.

### **After School Club**

The After School Club is available from 15:30 to 17:30 (except on a Friday, when it is available from 14:30 to 16:30) The children walk from their classrooms to Wrap Around Care after school finishes. It includes a tea-time snack which is served prior to 16:30. We offer both a half session and a full session (half sessions finish at 16:30 Monday – Thursday) and 15:30 on a Friday). Half sessions are charged at £6.00 per child, per day. Full sessions are charged at £11.00 per child, per day.

### **Joining and booking**

If you would like to use the Club, you will need to register via School Spider and contact us via email. Please email [office@peppardprimary.co.uk](mailto:office@peppardprimary.co.uk) who will be able to help and explain the process.

Spaces are pre-booked and paid for half termly in advance, or on an ad hoc basis subject to available spaces.

## **FOPS (Friends of Peppard School - Parent-Teacher Association)**

Peppard Church of England Primary School's FOPS is a registered charity run by a community of staff members, family members and community figures, and is a key part of our school. FOPS provides vital fundraising for the children of Peppard Church of England Primary School. Without the support of our families and wider community, we would simply be unable to provide the same opportunities for our children. We have had parents, uncles and aunts, friends, grandparents, local businesses and staff friends and family who have all supported the school in various ways, so we would encourage anyone who is interested to volunteer their support. This can be financial support, offers of time at events, an agreement to run an event, provide home support (e.g. wrapping gifts for stalls at a fayre) or any other type of support a person can think of! It is all about doing whatever we can to improve the school experience and outcomes for our children.

We really need the support of all our families, community members and staff, so please come to our meetings where possible, and support our events. We look forward to seeing you at our meetings and events.

Each year group has a 'FOPS parent representative', this role involves being on a WhatsApp group and sending your year group any FOPS correspondence and helping to fundraise.

Full details of FOP's offer can be found on the [FOPS section of our website](#), FOPS regularly post in the school weekly newsletter as well.

## **Permissions and Copyright**

This school may produce printed publications and/or a school web site which may include examples of pupils' work and/or photographs of pupils. No child's work will ever be used without his/her permission and we take the issue of child safety very seriously which includes the use of images of pupils. Including images of pupils in school publications and on the school website can be motivating for the pupils involved, and provide a good opportunity to promote the

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work of the school. However, schools have a duty of care towards pupils, which means that pupils must remain unidentifiable, reducing the risk of inappropriate contact, if images are used in this way.

We ask that parents give their consent to the school publishing their children's work and to the taking and using of photographs and images of their children, subject to strict confidentiality of personal information. - You may change your consent at any time, please communicate this via an email to the school office.

We promote the school in the local media (such as the Peppard News and Henley Standard) as well as via our school Facebook and Instagram page. We never post children's names on our social media, however when photographing pupils in small groups the newspaper usually prints the names of pupils.

Please let us know if you do not wish your child's photograph or name to be included in the local newspaper.

### Other useful website links

- [Policies page](#)
- [Information on our curriculum](#)
- [Term dates](#)
- [Weekly newsletters](#)
- [Communication](#)
- [Information on our termly clubs](#)
- [Information on our school meals offer](#)
- [School uniform information](#)
- [FOPS](#)
- [Absence information](#)
- [Online safety information](#)

We hope this information has been useful; if you have any feedback or information you would like to have known as part of this pack, please email [office@peppardprimary.co.uk](mailto:office@peppardprimary.co.uk) to let us know.

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