

St. Peter's R.C. Primary School Information for Parents/Carers

Please find below general information.

Please note many of our school policies are on the school website; www.stpetersrc.co.uk. If you are unable to access the website and require hard copies please contact the school office.

School contact details;

Headteacher:	Mrs A. O'Neill
Deputy Headteacher:	Mr M. McManus
Assistant Headteacher:	Mrs J. Callaghan
Intervention Manager/SENDco:	Mrs L. Ryan

St Peter's RC Primary School
Hawkins Street
Blackburn
Lancashire
BB2 2RY

Telephone: 01254 691745

e-mail: st.peters.blackburn@stpetersrc.co.uk

School Attendance (policy on website):

Parents are responsible for making sure their child attends school regularly. We ask that parents inform school on each day of absence. (telephone; 01254 691745 and press option 1 to leave a message).

If parents do not inform school of an absence an unauthorised absence will be placed in the register.

Our school registers are documents which are regularly inspected by the Educational Welfare Officer.

Leave of absence during term time.

St Peter's RC Primary School will not routinely grant permission for holidays or other leave of absence during term time. We ask that parents support school attendance by avoiding pupil absence during term time unless in **exceptional circumstances**.*

***Exceptional Circumstances - All applications must be made in advance.**

Parents can apply for leave of absence during term time if they feel their request is exceptional.

An exceptional circumstance is much more likely to be a unique or one off situation.

Leave of absence will not be authorised if any of the following reasons apply

- Your child has a poor attendance record. (less than 90%)
- Your child has 5 days or more unauthorised absences.

- Your child has already had one leave of absence request authorised during term time.
- The absence request is during SATs period (Year 6 pupils).
- No reason is given on the form.

School Times:

Start of the school day:
 School doors open at 8.40am
 Registration at 8.45am
 Late bell 8.50am

Lunch:

KS2 (Years 3,4,5 & 6)	12.00pm – 12.55pm
FS/KS1 (Years Reception,1 & 2) -	12.15pm – 1.10pm

End of School Day:

School closes at 3.15pm

School Uniform: We ask that all children wear our school uniform.

Black or grey trousers or shorts
 Pale blue polo shirt with school logo
 Blue sweatshirt or cardigan with school logo
 Black schools shoes or plain black flat trainers
 Grey pinafore dress or grey skirt
 White or grey socks
 Blue checked summer dress

Children should wear PE clothes on their PE day. Parents will be informed of PE days each half term.

School sweatshirts/polo shirts are available from Whittakers of Blackburn.

Other items of uniform are available from numerous stockists.

We have spare uniform in school that has been donated; please ask at the office if you would like any items.

The only jewellery permitted in school is an inexpensive wristwatch – no camera. Necklaces, bracelets, wristbands and earrings (including clear plastic studs) are not permitted.

Make up and nail varnish or false nails should not be worn for school. (Children who do come to school with false nails will not be allowed to play out during the day).

Hair that is shoulder length has to be tied up.

School lunches:

Children can have a school dinner or bring their own packed lunch.

The school operates a choice menu system for school lunches.

Under the Governments Universal Infant Free School Meal scheme, all pupils in Reception, Year 1 and Year 2 are entitled free school meals.

Parents may be able to claim free school meals (FSM) for their child. Many families are entitled to FSM and don't realise it. Apply via the Blackburn with Darwen website: [Free school meals | Blackburn with Darwen Borough Council](#)

School milk: Children are eligible to daily free school milk until their 5th birthday. Once your child turns 5 we can provide subsidised milk at a cost of around £20 per term. To register for free or subsidised school milk please visit: www.coolmilk.com

School fruit: Children in Years Reception, Year 1 and Year 2 are entitled to receive a free piece of fruit of vegetable each school day.

Healthy snack: Children in Years 3,4,5 & 6 must bring healthy snacks to eat at playtime.

Charging Policy (policy on website)

Throughout the year we have different activities (eg trips, sponsored events, non-uniform days, collections for various charities) when we will ask parents for a contribution. These activities play an important part in the school curriculum. At the present time we subsidise external trips with money raised during the year.

Dinner money: Dinner money is £11.00 per week. All dinner monies should be paid on Scopay – menus should be completed on Scopay well in advance. (At least 2 weeks.)

Breakfast: We operate a breakfast club each morning from 8.00am – 8.45am. Breakfast club is free from September 2026. Booking is essential via Scopay.

Salford Building fund; Parents are asked to contribute £18 per year (this can be paid in instalments of £6 per term) towards the building fund. The fund enables the school to enter into the Salford Diocesan scheme that allows access to funds for building works/ICT equipment. In the past two years the fund has allowed school to purchase new netbooks for children and to replace lights throughout school with LED's.

Scopay; We are a cashless school. Any charges for lunches, nursery or trips etc need to be paid via Scopay. Permission for school trips/visits also needs completing on scopay. Full details will be sent out on admission.

Sickness and administration of medicines (policy on website)

Asthma inhalers are stored in class where children have immediate access to them. They should be clearly labelled. Parents will need to complete a school asthma card to provide staff with information. School has emergency inhalers for asthmatic children to use in an emergency.

Medicines will only be administered if they have been prescribed by a doctor to be given 4 times a day. A medicine in school form must be completed (available from the office).

Communication we send regular text messages/emails to parents/carers via parentmail (<https://pmx.parentmail.co.uk>) links will be sent out so parents/carers can register.

Please make sure we always have up to date contact information.