

Information Booklet for Parents

September 2025



This booklet follows the face-to-face meeting held in school for parents last week. The meeting was scheduled to help parents be fully informed about whole school news and information at the start of the new academic year, alongside more specific year group information given at the 'Meet the Teacher' evenings. I was grateful to the parents who attended but it is crucial to share this information with every family so I have created this written summary. Please take the time to fully read and come back to this key information.

Our CSPA Vision, Values and Expectations



Our school vision and values (generosity, respect, courage, faithfulness, justice and compassion) provide the foundations for life at CSPA. Although half-termly, they collectively provide guidance and direction for children to live their life to the full, prepare for their futures and be effective citizens within our school family, the wider community and the world around us. They encourage thinking around other values too such as friendship, perseverance and forgiveness.



Our CSPA Golden Rule

Everyone will act with gentleness and respect to others at all times. We will keep ourselves and others safe.



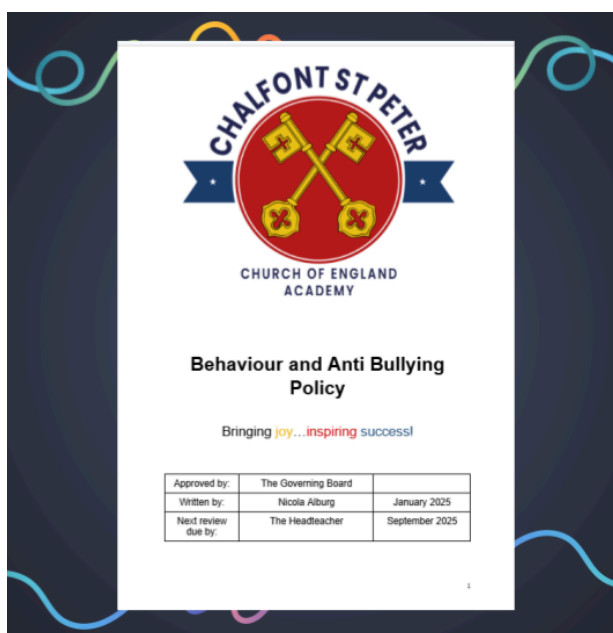
Alongside our values, our CSPA expectations, are repeatedly visited and referred to as part of CSPA life. We give praise and reward where those expectations are being met so children can relate their own behaviour to the wider expectations of the school and there are also reminders and consequences for children where any of our expectations are not being met.

School uniform and PE Kit

Please support us to ensure that your child is wearing the correct school uniform and PE kit. It is crucial in helping us to ensure every child feels part of our school family and their uniforms demonstrate their CSPA identity and our connection with each other. It is important to be consistent and fair so all children wear the right uniform and follow other expectations around hair being tied back and jewellery.

Our uniform policy has been recently updated with some minor changes regarding jewellery, particularly earrings. You can read this update on page 4 of our [CSPA Uniform Policy](#)

Behaviour



Our approach to managing behaviour is outlined in our policy, in line with government guidance, best practice, our school setting and vision and values. This includes positive reinforcement so children are noticed and praised for showing high standards of behaviour - they can build on this to be effective role models and ambassadors.

The vast majority of children thrive on this approach.

We know that in recent years - since the pandemic, the busyness, strains and stresses of life, the emergence of a more digital world - whatever the reason, children's needs have changed, impacting on their wellbeing and behaviour. All schools - some more than us - are having to adapt to the changing needs of children. As a result we must be responsive, supportive and forward-thinking in how we counter and manage those changing needs to ensure we are an inclusive and safe environment. It's not easy. As parents, I have no doubt you may face challenges in your home and likewise in schools we have limited external support and reduced or certainly not increased funding.

However, we have and will continue to be responsive with a firm, yet nurturing approach. Positive behaviour will continue to be

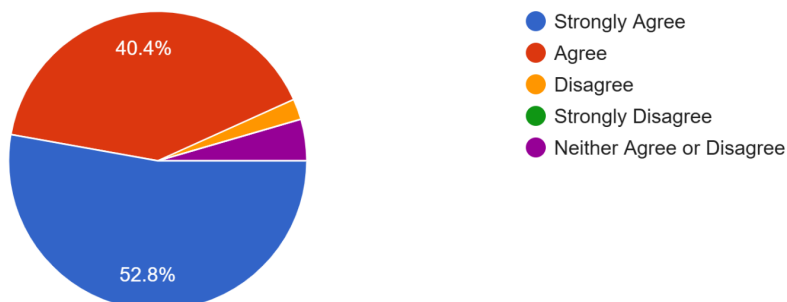
celebrated and rewarded and behaviour falling short of expectations will continue to be addressed with sanctions and consequences. We require your support to manage this effectively, children will respond so much better knowing that school and home are united and very much on the same page.

Parent Survey Feedback

In the following few images, you will see some highlighted responses from the parent survey shared in June 2025. You can see all responses in a report shared on the school website - [Survey results](#)

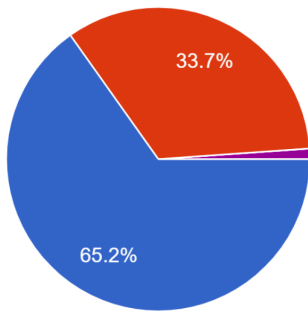
My child is happy at school

89 responses



My child is well looked after at school

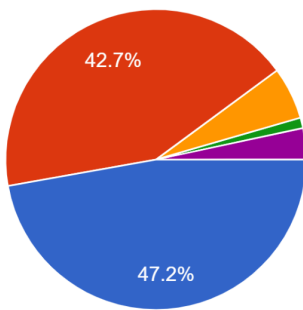
89 responses



- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Neither Agree or Disagree

The school makes sure that pupils behave well

89 responses



- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Neither Agree or Disagree

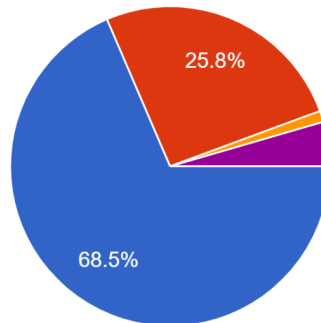
An overwhelming percentage of parents agreed or strongly agreed that CSPA makes sure that pupils behave well. However, it is important to me as headteacher and to my staff that the smaller percentage (7% - 6 responses) who disagreed are not ignored. Therefore we must be reactive. We review our behaviour policy annually. I will be strengthening our policy to ensure that we have systems in place to demonstrate zero-tolerance towards certain

unacceptable behaviour and support for staff to manage unacceptable behaviour effectively. These changes will be communicated to parents when the updates are complete.

I would recommend this school to another parent

89 responses

Following the completion of the surveys, I am working on a written response entitled 'You said...we did' which you will see in one of the upcoming weekly newsletters. We also received some wonderful comments about the school which were very special to receive. Here are just a couple of those comments:



- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Neither Agree or Disagree

“Excellent school, high expectations of pupils, strong leadership, solid community and every effort made to help each child reach their potential.”

“All three of my children have absolutely thrived at CSPA. It has been such a safe, happy place for them where they have enjoyed a range of fantastic learning opportunities and been stretched, challenged and encouraged.”

Academic Achievement

Pupil Outcomes (meeting the national standard)

	CSPA Outcomes	National Outcomes
% of pupils achieving the expected standard in reading, writing and maths	77%	62%
% of pupils achieving the expected standard in reading	88%	75%
% of pupils achieving the expected standard in writing	85%	72%
% of pupils achieving the expected standard in maths	86%	74%
% of pupils achieving the expected standard in spelling, punctuation and grammar (SPAG)	87%	73%

Pupil Outcomes (higher scores and greater depth)

	CSPA Outcomes	National Outcomes
% of pupils achieving the greater depth/higher standard in reading, writing and maths	24%	8%
% of pupils achieving the greater depth/higher standard in reading	58%	33%
% of pupils achieving the greater depth/higher standard in writing	26%	13%
% of pupils achieving the greater depth/higher standard in maths	53%	26%
% of pupils achieving the greater depth/higher standard in spelling, punctuation and grammar (SPAG)	54%	30%

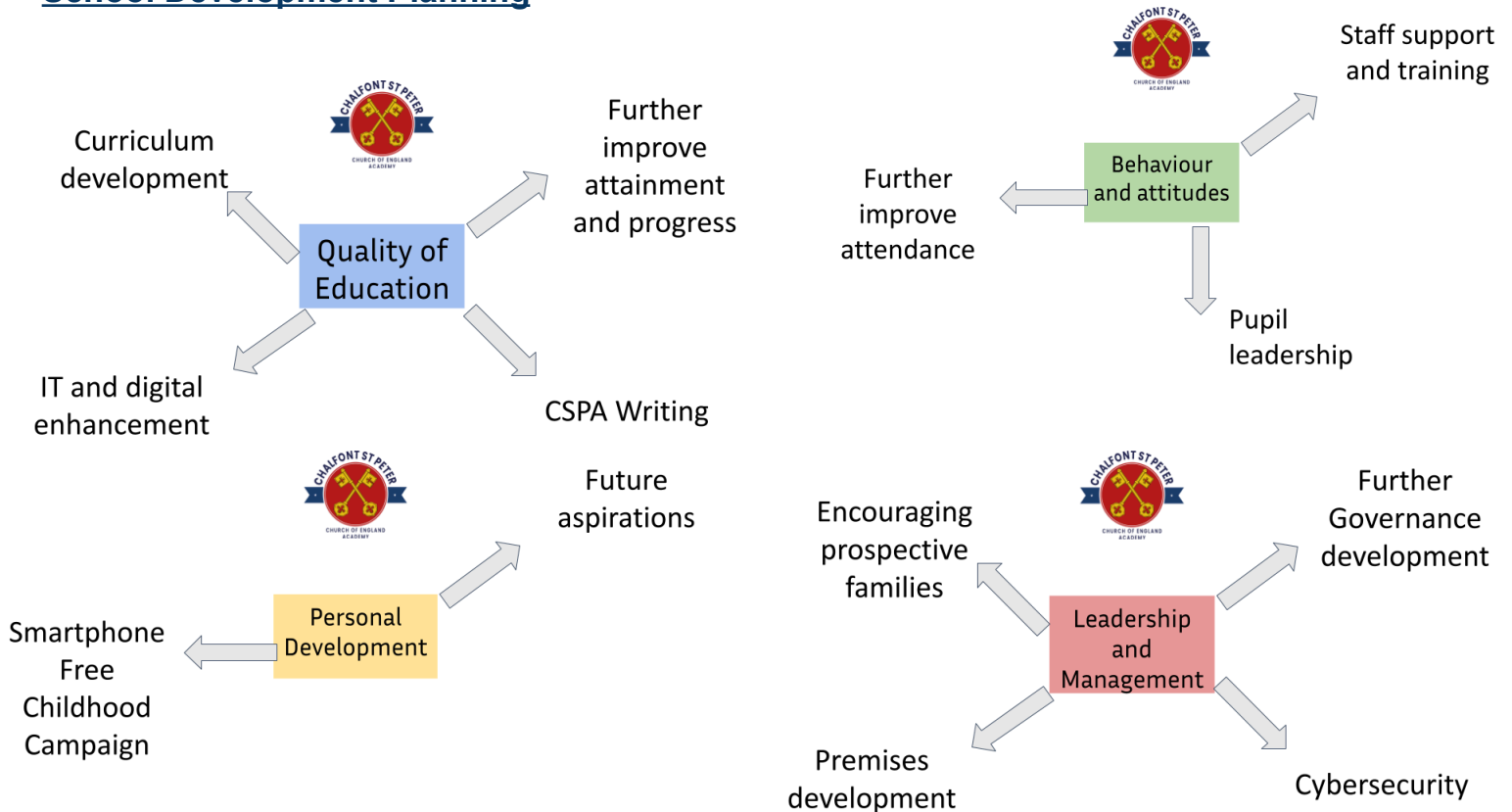
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Achievement: Secondary Transfer Test (11+)

	2022	2023	2024
Percentage of Y6 children who sat the test	89%	84%	86%
Percentage of Y6 children who qualified	44%	46%	56%

Including Selection Review or Appeal data

School Development Planning



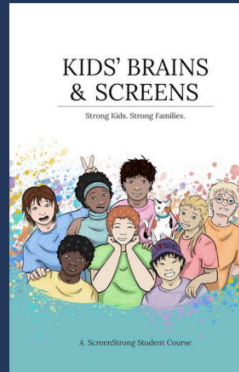
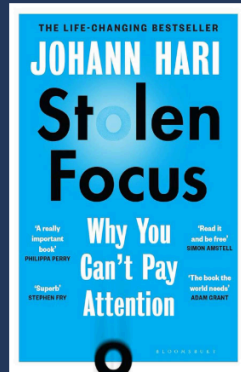
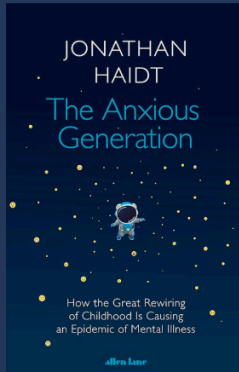
Our curriculum development has been in phases and we know what we must do next to ensure this work is complete in a timely, manageable and effective manner. In phase 1, the curriculum was redesigned with a focus on what we teach, when we teach it and most importantly why. We focussed on developing progressive skills and knowledge as well as enrichment opportunities. We acknowledge the latest feedback from Ofsted regarding the wider curriculum so in phase 2, we now want to replicate the progress we have made in English and Maths in other subjects so there is even greater clarity, even better connections and further improved assessment, ensuring that pupils know and remember even more but continue to enjoy their learning in the wider curriculum. We have created a robust action plan to develop our wider curriculum and actioning those items is already underway. I have always approached curriculum development with knowledge and research, expertise of the staff, time to get it right, monitoring and evaluation. We are now ready to move at pace, with plenty of commitment to getting every aspect of our curriculum to be of the highest quality.

Smartphone Free Childhood Campaign

CSPA has been inspired to get involved with this campaign following the presentation given by Nova Eden of the One Collective Power initiative at the Hub last summer.

Smartphone Free Childhood is a UK-wide grassroots movement encouraging parents and schools to delay children's access to smartphones until they are older, typically 14 or 16. The campaign argues that smartphones are harmful to young children's mental health and development, making them vulnerable to addiction and inappropriate content. The movement offers resources and a community for families to support delaying smartphone use, emphasizing alternatives like simple phones, smartwatches, and shared family devices for internet access.

RECOMMENDED READING



Attendance

At Chalfont St Peter C of E Academy, we believe that regular school attendance is the key to enabling all children to maximise the educational opportunities available to them in order for each and every child to reach their full potential in all areas of their learning and development.

What should I do if my child is going to be absent from school?

Please advise the school by email prior to the start of the school day by contacting absent@cspacademy.org.uk (the school office will contact you should we not have heard from you from 9:15am and before 10am) and give detail of the nature of the absence. **This should be followed up, again via email, each following day that your child is absent.** We have a duty of care to check why a child is absent every day they are not in school.

What is an authorised absence?

An absence will be authorised for reasons connected to any of the following:

- Illness (medical evidence may be asked to be provided for prolonged absence)
- Medical appointments (although we do urge parents to ensure that non-emergency appointments are made outside of school hours)
- Other circumstances (due to exceptional, individual circumstances - such as a bereavement)

Other less common authorised absences include visits or entrance exams to a future school.

What is an unauthorised absence?

Absence will be unauthorised if a parent has not given a satisfactory explanation demonstrating the need for the child to be absent from school.

The decision to unauthorise any absence is made by the headteacher and it is at their discretion and in line with the attendance policy.

What happens if my child is late arriving at school?

Registration begins at 8:45am. Pupils arriving after this time will be recorded as present but as arriving late. The register closes at 9:15am. Pupils arriving after this time will be recorded as late and will count as an absence for

that school session and will be unauthorised without a justifiable cause. If arriving late, pupils should always report to the school office.

What happens if we choose to take a family holiday during term-time?

Parents are strongly advised not to take their child out of school for the purpose of a holiday. As a leave of absence will only be granted in exceptional circumstances (unexpected, unavoidable and beyond control), it is highly unlikely a leave of absence will be granted for the purpose of a family holiday. Should you choose to go ahead with the holiday during term-time, you will need to complete an online 'Application for Leave of Absence Form'.

What if my child requires time absent from school due to the observance of a religious festival or event?

At CSPA, we recognise that the multi-faith nature of our community may sometimes mean that on occasions, religious festivals may fall outside of school holiday periods and weekends. Notice of an absence due to religious observance should be given to the school in advance and will be authorised. Please note that it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance and no more than three days in total in any academic year. Any absence in excess of this will be categorised as unauthorised.

When and how will the school take action if my child's attendance causes concern?

Pupil attendance (both authorised and unauthorised) is carefully monitored on a regular basis. This includes providing the Headteacher with attendance data for each pupil whose attendance falls below 95%. If attendance falls between 90-95%, attendance will be reviewed and monitored. If a pupil's attendance falls below 90%, the following actions will take place:

1. The headteacher will write to parents of children with poor attendance and to those with persistent absenteeism to alert them to the concern and offer support in order to improve their child's attendance in school.
2. Support systems will be explored and actioned where needed (see page 10 of the Attendance Policy).
3. Where intervention and support systems fail to improve the attendance of a child and persistent absenteeism continues to be a cause for concern, the school will notify and seek the support of the Buckinghamshire Education Welfare Service. As a result, you may be invited to a Parenting Contract Meeting and you may be issued with a formal warning of a Penalty Notice (monetary fine).

The Department for Education dictates that attendance 90% or below is 'persistent absenteeism' and 'severe absence' is where a child misses 50% or more of school.

What is a penalty notice?

The headteacher (or someone authorised by them), the local authority or the police can fine parents for the unauthorised absence of their child from school by issuing a penalty notice. Before issuing a penalty notice, each individual case will be considered to see whether the national threshold has been met (10 sessions or 5 days of unauthorised absence in a rolling period of 10 school weeks) and whether a penalty notice is the best available tool to improve attendance for that pupil.

How does a 10% absence translate to the number of school days missed?

In an average 14 week full term, 5% would equate to approximately 3.5 days absent. Therefore if your child is absent from school for 3 and a half days or more in an average 14 week term, their attendance will be 95% or lower.

In an average 14 week full term, 10% would equate to approximately 7 days absent. Therefore if your child is absent from school for 7 days or more in an average 14 week term, their attendance will be 90% or lower.

It is my duty as Headteacher to address poor attendance and the duty of the Governing Body to hold me accountable for it. I greatly empathise with the struggles and challenges families experience and prioritise working together with families to support as much as we can. However, as stressed at the start of this letter, high attendance at school is vital in ensuring the positive wellbeing and successful achievement of our children.

PTA

Classroom refurbishment



Most recently, the PTA have focussed their fundraising efforts on our classroom refurbishments and outside space projects. Quite simply, without the support of the PTA and the money raised, these projects would not have happened.

In 2023/24, the PTA donated £26,600 to the school!

The next phase of the refurbishment project is Year 6! Due to the slightly more complex planning required for Year 6 this has been a 2 year project of fundraising. We need to raise a similar amount to 2023/24 to reach our target! Please support these events by attending events but crucially by helping with the event organisation. Staff are actively involved in the PTA and fundraising for the school and strongly urge you to offer your support. You can gain so much from helping and feel more strongly connected to our school family.



PTA Meeting
Wednesday 8th October
At school
7:30pm

Please come along to offer your support and find out more!

The CSPA Fund

-helping our children live life to the full.



Last summer, we launched the '**CSPA Fund**' to ensure that all of our children live life to the full. This fund will drive forward fundraising for the school, with every penny raised being invested into opportunities for all children as they experience their four-year CSPA journey. In doing so may I say thank you to those who have donated or currently donate to the Academy Fund. We cannot thank you enough for the support that you have given to the school.

This new '**CSPA Fund**' means that, if you are a taxpayer, we can claim an additional 25% on top of your donation, at no extra cost to you. Higher and additional rate taxpayers can also benefit from income tax relief when donating through Gift Aid.

The '**CSPA Fund**' will work alongside the wonderful work that the CSPA PTA carry out for our school.

Schools face challenging times with less funding received from the government, falling birth rates, rising costs and budget constraints. The school continues to adapt and carefully budget funds while ensuring that all children at CSPA are able to live life to the full. However, this is increasingly difficult, and we need support so that we can continue to give your children the very best education which they all deserve. We want to continue providing pupils with a broad curriculum, further enrichment opportunities, and the best resources possible, whilst maintaining our strong, safe, caring and supportive community.

Monthly gift	Your pledge annually	Over 4 years	4 years + Gift Aid
£10	£120	£480	£600
£25	£300	£1,200	£1,500
£50	£600	£2,400	£3,000
£75	£900	£3,600	£4,500
£100	£1,200	£4,800	£6,000

Please consider making a gift at a level that is right for you and your family, taking your existing commitments into account. Regular gifts are the most helpful as they help our financial planning but one- off gifts are also greatly welcomed.

For more information:

If you wish to find out more click [here](#) or to clarify anything please contact our Finance team via email, office@cspacademy.org.uk or by phone, 01753 883982.



Thank you for your support, for your understanding, for your commitment to the school and your children's four-year journeys. Thank you for the trust you have shown in the school. We will continue to bring joy and inspire success to benefit every child building their bright, positive futures.
Thank you.