



CHURCH OF ENGLAND  
ACADEMY

# Welcome Pack for new pupils and their parents

Bringing **joy**...**inspiring** success!

*I have come that they may have life and have it in all its fullness.* St John 10:10

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## Headteacher's Welcome

As Headteacher, I am delighted to welcome you to Chalfont St Peter Church of England Academy (CSPA), a school where Ofsted (2019) recognises *"Pupils are incredibly content in this school"* where *"happiness shines through their exemplary behaviour."* We are a vibrant family community in which all members are valued and respected. Staff, children and parents all contribute to a welcoming and caring atmosphere in which spiritual values are of prime importance. We provide a community within which pupils develop their individual potential in intellectual, physical, creative, moral and social terms. We are committed to developing self-awareness, confidence and resilience enabling all children to become responsible citizens in an ever changing society.

We hope that we can effectively work together in partnership during the next four years to achieve the very best for your child.

**Mrs Nicola Alburg**  
Headteacher

# Our Vision and Values

*'The school has created an inclusive, nurturing environment. This complements its vision, that is, to be a community that prepares pupils to live a full life (John 10:10)'*

SIAMS report May 2019

Our Vision and Values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils to be successful and supportive members of the community. We don't just teach our children about the Christian values, we model these continually and encourage our children to embed these values within their everyday lives, both at school and at home. We make sure that our teaching of the importance of Christian Values is firmly rooted in the teachings of The Bible. We recognise that Jesus is our biggest role model, and encourage our children to mirror the example He set for us by exploring stories from The Bible.

Our ethos, school vision, values and mission statement have been produced taking on board ideas from all stakeholders within the school community and so truly reflect what we are all working towards as a team. Our vision celebrates our Christian distinctiveness and our school CSPA values:

Bringing **joy**...**inspiring success!**

## Core Values:

Generosity	Compassion	Respect	Justice	Faithfulness	Courage
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## Vision statement:

At Chalfont St Peter C of E Academy, we aspire to be an inspirational, joyful, and successful school where every pupil flourishes and lives life to the full.

Guided by our strong Christian ethos and values, we are committed to nurturing the unique talents and potential of each child, empowering them to thrive academically, socially, and spiritually.

Through our vibrant, enriching curriculum and abundant opportunities for personal development, we will cultivate a love of learning and equip our pupils with the knowledge, skills, and resilience to excel beyond their time with us. As a reflective, forward-thinking community, we will continuously strive for

improvement, forging effective partnerships to ensure our pupils are prepared for every stage of their future journey.

Underpinned by our unwavering dedication, high expectations, and positive outlook, Chalfont St Peter C of E Academy will be a beacon of excellence, where happiness shines through, and every child is valued, nurtured, and inspired to reach their full potential.

At Chalfont St Peter C of E Academy, we bring joy and inspire success knowing that Jesus said, *I have come that they may have life, and have it to the full (John 10:10).*

# Administration

## The School Day

The school day starts at 8.45 am and finishes at 3.20 pm. Our playground gates (by Church Lane) open at 8.30 am and we request that children should not arrive before this time, unless they are attending an early morning club/activity. The gates are opened at the end of the day at approximately 3.15 pm. Children will be brought to the playground by their teachers where they will be handed over to parents and carers in a designated space for their year group. Any children not collected by 3.35 pm will return with a teacher to the school office, where a phone call home may be made and children can await collection.

Please see page 7 for information about playtime and lunchtime.

During the year, the school will be closed for a number of days for staff training, these dates will be circulated in the school annual diary. Official school holidays are published annually and can be found on our school website.

Emergency closures i.e. in the event of adverse weather, will be notified on our website, on the Buckinghamshire Council school closures webpage and on our social media platforms.

School outings may mean that children arrive back at school after 3.20 pm. In this case, families are given advance notice, unless this is due to unforeseen circumstances in which case parents will be advised on the school website and social media posts.



## **Attendance**

We enjoy a high level of attendance, with children keen to be in school and working to ensure a happy and hardworking environment. Good attendance and punctuality are life skills which we strongly support, and in the context of school ensures the continuity of your child's learning which is essential for progress and achievement.

Every school has attendance monitored by the local authority, as well as Ofsted during an inspection. The Governing Body and Senior Leadership Team have adopted the Buckinghamshire County Council policy which will not authorise absence for holidays. Should parents continue to take children out of school for term-time holidays, this absence will be recorded as unauthorised and the Headteacher will issue a warning and further monitor any future absence. If this is repeated in the future, the Educational Welfare office at Buckinghamshire Council will issue a Penalty Notice. If there are genuine extenuating circumstances for taking a holiday in term-time, a request, made in writing with documentary evidence will be considered but please be advised that this will be an exception rather than the norm.

Please see a link to our [Attendance Policy](#) which is on our school website.

## **Absence through Illness**

If a child is absent due to illness, an email should be sent to the following e-mail address [absent@cspacademy.org.uk](mailto:absent@cspacademy.org.uk) **each day** that the child is unwell, giving full details of your child's illness. Should your child become ill whilst at school we will contact you by telephone so that an arrangement can be made to take your child home. Please ensure that contact telephone numbers are kept up to date so that we may contact you.

## **Late Arrivals**

If your child arrives late into school, after the closing of the register he/she will need to be signed in at the school office by an adult and a reason given. Late arrival is closely monitored. If it is necessary to take your child out of school during the school day for an urgent appointment that cannot be made out of

school hours, a letter must be written to the class teacher and he/she must be signed out via the school office.

When a child has not arrived in school and a reason has not been supplied, a telephone call will be made to the child's contact number(s) to enquire.

### **Break time and Lunchtime**

As we do not have the facilities for providing lunches on site, children will need to bring a packed lunch to school in a named lunch box. We encourage all children to have a healthy lunch containing fruit and/or vegetables. Please note that nuts (including any food containing nuts), fizzy drinks, glass bottles and sweets are not allowed. At morning break time (15 minutes) children are encouraged to eat only a healthy snack. Unhealthy alternatives are not permitted at these times.

We also welcome children having regular access to drinking water and they are allowed to carry a water bottle to drink water during the school day. Please note that juice, squash or energy drinks are not permitted in the water bottles. Children are encouraged to have a water bottle to keep in their class with them during lessons. Research suggests that remaining hydrated improves concentration levels and mental performance. All water bottles must be clearly named using an adhesive label or similar.



## **Extended Day Care – BLAST**

Our extended day care is outsourced and provided by Busy Living After School Team (BLAST). Busy Living are Ofsted registered and manage many extended day clubs in the local area as well as a holiday club at St Joseph's School.

At Chalfont St Peter CofE Academy, BLAST operate a breakfast club which runs on Monday to Friday (term time only) from 7:30am. A variety of activities are on offer every day. Children arriving before 8:10am are offered a healthy, nutritious breakfast.

An after school club operates Monday to Friday (term time only) until 6:00pm. A flexible booking system allows parents to book different time slots including after an extracurricular activity school club. A variety of activities are on offer each day including games and entertainment as well as craft and sports activities. A quiet space to complete homework is also available. BLAST offers all children attending a healthy light bite at 4:30pm.

To attend, all families need to register and be booked in prior to attending any sessions. Prices for each session can be found at [www.busy-living.co.uk](http://www.busy-living.co.uk)

To register and make bookings please visit [www.busy-living.co.uk/blastbookings](http://www.busy-living.co.uk/blastbookings)

## **Parking and Playground Safety**

If you travel to school by car, we request that parents use the Church Lane car park at all times. Please do not drive into the playground under any circumstance.

We request that dogs, bikes and scooters are not brought onto the school playground and other children remain with parents please. Climbing of trees, fences and gates is strictly prohibited.

# Curriculum

*'The diverse, broad and balanced curriculum allows pupils to succeed because it makes learning attractive.'*

SIAMS report 2019

At Chalfont St Peter Church of England Academy, we are proud that our curriculum is broad, balanced and enriching. It is designed to cater to the needs of the individual child as they make their way on their four year journey in our academy.

You can read more about our Curriculum Intent, Implementation and Impact on our [school website](#).

A distinctive feature of our academy is our creative use of year group topics and integration of technology. You can find more information about our curriculum by visiting the curriculum page on our [school website](#) and [year group pages](#).

A wide range of visits and our regular 'WOW Days' not only provide excellence, but enjoyment and a love of learning. Details of annual consent for school visits is included in our Admission Google Form.



## Extra-Curricular Activities

We are very proud of the extra-curricular provision we offer. The hard work of staff, along with the enthusiasm of the children and the support of our parents means we are able to offer a range of clubs, activities and opportunities. The timetable for clubs changes each term and generally start in the second or third week of each new term.

The following list highlights just a sample of clubs on offer:

Orchestra

Choir

Netball

Buddy club

School Magazine

Gardening

Table Tennis

Young Entrepreneurs

Gymnastics

Lego

Sketching

Football (Captiv8 external provider)

Athletics (Kudos external provider)



## Homework

Homework is considered to be part of the teaching and learning process. It is important that children recognise the importance of their homework and that they quickly make it part of their routine. Currently, homework is set virtually using online platforms such as Google Classroom and will be set up with your child in September. Children complete their work in homework books to hand in to their teacher. We also consider busy family lives and schedules as well as the importance of quality time together. More information can be found on our school website. Please do not hesitate to contact your child's class teacher with regard to any concerns relating to homework. Teachers will provide more information to parents regarding timetables and homework tasks in September. Weekend homework is not issued in favour of family time and relaxation.

## Behaviour

*"Pupils are incredibly content in this school. Happiness shines through their exemplary behaviour. They have highly respectful relationships with each other and the adults in the school".*

Ofsted report November 2019

Our Behaviour policy ensures that the child's experience at our school is effectively contributing to his/her learning experience and development as an individual. The school firmly believes that a happy child is a learning child, so it is essential that every child is able to behave in a way that is safe and comfortable for their own well-being. Our school community has high expectations of the standards of behaviour and staff will actively promote this good behaviour in line with the school's values. Expected standards of behaviour will be regularly referred to and explained to all children and consistently applied by all staff.

Our school ethos is to value the individuality of all our pupils. We are committed to giving all our children every opportunity to achieve the highest of standards. Within this ethos of high expectations, we do not tolerate bullying and harassment of any kind. We actively tackle discrimination against those with a disability, racial discrimination including discrimination based on religion or belief/non-belief, sexual (orientation) harassment and discrimination, gender re-assignment, and promote equal opportunities and good relations between and amongst all.

We aim to ensure that the school promotes the individuality of all our pupils, irrespective of ethnicity, sexual orientation, disability, gender, gender re-assignment, religion, belief/non-belief or background.

We have one golden rule in our school which everyone tries their best to uphold. Children who consistently keep the golden rule each week are nominated to have a 'Friday chocolate treat' with the Headteacher.



## Golden Rule

The one rule for all of us in school is:

*Everyone will act with gentleness  
and respect to others at all times.*

*We will keep ourselves  
and others safe.*

# Uniform

It is expected that all children attending Chalfont St Peter Church of England Academy will wear our school uniform. School uniform is available to purchase via a link on our [school website](#). You will be asked to place your order and pay [online](#). If you have any queries regarding school uniform, please contact the school office.

PE kit should be worn to school on the days that your child has a PE or Games lesson or a before/after school sports club. A copy of your child's weekly timetable can be found in their reading record book.

The uniform is as follows:

<b>Jumper</b>	Navy blue V neck with academy logo	CSPA online shop £20
<b>Shirt</b>	White, long or short sleeve (not a polo shirt)	any stockist
<b>Clip on Tie</b>	Red, navy and gold striped	CSPA online shop £10
<b>Skirt</b>	Navy, red and gold check	CSPA online shop £26 - £27
<b>Socks</b>	White/Grey	any stockist
<b>Trousers</b>	Grey tailored school trousers	any stockist
<b>Tights</b>	Navy blue	any stockist
<b>Shoes</b>	Black (not trainers)	any stockist

Children must wear sensible black school shoes when wearing school uniform and trainers with PE kit.

**PE:**

<b>Navy polo shirt</b> A navy blue polo shirt is compulsory. You may choose to order one with Academy initials or a plain one from the CSPA online shop or any stockist.	CSPA online shop With CSPA initials £15 Plain polo – without initials £7 or any stockist
<b>Red shorts with shadow stripe</b>	CSPA online shop £10
<b>Sweatshirt with Academy initials</b>	CSPA online shop £16
<b>Navy blue jogging bottoms</b>	any stockist
<b>Red Skort (if preferred to shorts)</b>	any stockist
<b>White socks</b>	any stockist
<b>Trainers</b>	any stockist

**Games:**

<b>Navy football socks</b>	any stockist
<b>Football boots</b>	any stockist
<b>Shin pads</b>	any stockist

When doing games on the school field, all children must have football boots, shin pads and long navy football socks to wear with their normal PE kit.

When doing games on the playground, children will need trainers.

If you do not already have football boots you may wish to wait until September to see which games session your child will be doing to see if they need them.

## Optional extras:

<b>PE bag with Academy logo and space for child's name</b>	CSPA online shop £10
<b>Backpack with Academy logo</b>	CSPA online shop £15
<b>Red school cap</b>	CSPA online shop £7

Please ensure all items of clothing, including coats and sportswear, are clearly named.

If your child has hair long enough to be tied, it must be tied back for school.

Please work with your child to make sure that they can independently tie their shoe laces and fasten top buttons.

## Jewellery

The wearing of earrings is discouraged in school.

If parents opt for their child to wear earrings, this is on the understanding that parents take responsibility should their child have an injury as a result of having earrings in.

If parents opt for their child to wear earrings, they must be plain gold/silver studs only - hoops, dangly, shaped or jewelled earrings are not permitted. Only one pair of small studs are allowed to be worn (one earring in each ear).

Children participating in PE, sports clubs or physical activities should not come to school wearing earrings on those days. If they do, pupils will be asked to

remove their earrings and put them into their school bag. Staff are not permitted to remove or insert earrings on health and safety grounds and will not be held responsible for the storage of earrings.

If your child has their ears pierced, then please ensure it is done at the beginning of the 6-week summer break giving them time to heal.

Where pierced ears are still healing within the advised 6-week period and a pupil is unable to remove their earrings, they should be taped at home using appropriate medical tape. Staff are not permitted to remove or tape earrings for pupils.

Rings, necklaces, bracelets should not be worn. Watches may be worn but not smart watches which have the ability to be used to access the internet or link to mobile phones.

There may be some exceptions to the wearing of jewellery which include medical or religious reasons. If this is the case, a written request should be sent to the child's class teacher.

# Equipment list



In September your child will need to bring to school a number of basic items of stationery. These include a small, named pencil case containing:

- HB pencils
- Black ink pens
- Coloured pencils – not felt pens or gel pens
- 30cm ruler – non flexible
- Pencil eraser
- Pencil sharpener
- Scissors – round ends
- Large glue stick
- 2 dry wipe marker pens
- 1 purple ink pen

All the above stationery items can be purchased from any stockist or online. All children's equipment should be labelled with his or her name or initials and kept in a suitable container/case. Please check your child's pencil case regularly to see if anything needs replenishing - especially glue sticks!

## Term time and holiday dates

	Open on morning of	Close at the end of afternoon session on
<b>Autumn Term 2026</b>	Thursday 3rd September 2026	Friday 23rd October (3.20pm)
	<b>HALF TERM</b>	
	Monday 2nd November	Friday 18th December (1.30pm)
<b>Spring Term 2027</b>	Tuesday 5th January 2027	Friday 12th February (3.20pm)
	<b>HALF TERM</b>	
	Monday 22nd February	Thursday 25th March (1.30pm)
<b>Summer Term 2027</b>	Tuesday 13th April	Friday 28th May (3.20pm)
	<b>HALF TERM</b>	
	Tuesday 8th June	Wednesday 21st July 2027 (1.30pm)

The school will be closed on Monday 3rd May 2027 for the Bank Holiday.

In-service training days for teachers are:

- Tuesday, 1st September 2026
- Wednesday, 2nd September 2026
- Monday, 4th January 2027
- Monday, 12th April 2027
- Monday 7th June 2027

# Communication

**Our School Website:** [www.cspacademy.org.uk](http://www.cspacademy.org.uk)

We highly recommend and hope that you will use our school website regularly as it provides a very successful form of communication for both children and parents. The website is a quick and effective way of accessing information about the school policies and key dates as well as obtaining any forms which you may require. It also enables you to keep up to date with general school news and achievements. Our website is updated regularly and provides an instant point of contact with the school.

We can also be found on various social media platforms where good news and parental information is shared -

Facebook: <https://www.facebook.com/CSPAHead/>

Instagram: [https://www.instagram.com/cspa\\_head/](https://www.instagram.com/cspa_head/)

Each class also has two Class Coordinators who help to share information relevant to the class and coordinate parents in helping / attending school events. A request for two parents to take on the role in each class is sent out in the Autumn term.

Weekly newsletters also provide an opportunity to communicate on a weekly basis in order to share news from the previous weeks or prepare parents for upcoming and future events. It is emailed to parents and is also available on the website every Friday.

## **Parent Pay**

We currently use ParentPay, a secure online service, to collect payments for school trips, music lessons, activities and clubs. You will receive a letter when your child joins our Academy with all the details you need to register with ParentPay.

## **Pupil Premium / Free School Meals**

Funding to support Free School Meals is available for all children in families who are in receipt of Universal Credit. In addition, Pupil Premium is money schools receive to help children from lower income families do their very best.

In order to receive this additional funding, our school needs to check this on your behalf. The process is very straightforward, does not require any financial data to be disclosed and will not affect any benefits you are claiming. If you would like the school to check whether your child is eligible please complete the Free School Meal / Pupil Premium section on the Admission Google Form. Please note that information provided will be held in the strictest confidence and will not be used for any other purposes.

Please be aware that if your child has received Pupil Premium Funding in their infant school, you will need to provide these details to us, in order for them to continue to benefit from the funding.

## **Parent and Teacher Consultations**

An organised parents' evening will occur each term and will include an opportunity to discuss your child's progress in class. You will also receive your child's Annual Report during the summer term.

Should you wish to speak with one of your child's teachers, we would encourage you to either speak to the teacher directly at the end of a day or make contact via the school office in order to make an appointment.

## **Volunteers**

When parents visit the school (e.g. to help with the PTA or to attend a specific meeting), we request that they sign in at the school office and that a visitors' badge is collected and worn. If we have a recent copy of your cleared DBS (Disclosure and Barring Service) certificate, you will be issued with a green visitor lanyard – this means you are able to have unsupervised contact with children. If

you do not have a DBS, you will be issued with a red visitor lanyard which means all contact with children must be supervised by a member of school staff.

When leaving school, visitors need to sign out and return the badge.

## **Medical Needs**

We must always be aware of any permanent and temporary medical conditions.

A School Welfare Assistant must be given written information and permission regarding the administration of any medicines to be given. Medicines must also be in their original packaging and a 'Parental agreement for school to administer medicine' form must be completed for each type of medicine to be administered. This form can be downloaded from the school website [www.cspacademy.org.uk](http://www.cspacademy.org.uk) or is available from the school office.

Calpol is the only medicine that the school keeps for general use. Should your child be unwell at school and you would wish an authorised member of staff to be able to administer Calpol to your child, please indicate on the Admission Google Form. All doses will be recorded and you will be advised if your child has received Calpol.



## Parent and Teacher Association (PTA)

Helping to raise funds with the PTA is a direct way for parents to have an input into ensuring that the children continue to enjoy all of the benefits our academy has to offer. The PTA is a group of enthusiastic parent and teacher volunteers, who work together to expand and enhance a range of resources that cannot be funded by the school budget. This is achieved through a variety of fun social events for parents and/or children.

Every year the PTA aims to raise in the region of £20,000! This has enabled us to help the academy improve and enhance existing resources and facilities, as well as purchasing new items and providing greater opportunities for the children. Each year we have various main events, which include Bingo Nights, half termly hot lunches for children, our Annual Ball, the Spring Fayre and the Summer Fete. In addition, we also run smaller events and fundraisers.

All parents and teachers are automatically members of the PTA and we would like to invite as many new parents as possible to our Annual General Meeting in September. It is a great opportunity for parents to get to know each other and find out more. The continued success of the PTA is a team effort and each year we look forward to the influx of fresh ideas and enthusiasm from new parents, as well as the support of our current parents. It is diminishing in numbers, so every member, and offer of time is very much appreciated!

Members of the PTA can make a real and long-lasting difference to the children's education at our academy and we look forward to working together in the upcoming year.

# Charging and Remissions Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupil's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The relevant statutory provisions are contained in Chapter III of Pt VI of the Education Act 1996. This requires the Governing Body to determine and keep under review a Charging and Remissions Policy.

There are two types of financial contributions for which parents can be asked in relation to educational activities:

- Voluntary contributions
- Permitted charges

They have different limitations which are explained in full on our website under the Our School tab – Policies.

# Privacy Notice

## Privacy Notice (How we use pupil information) for pupils and their families

Chalfont St Peter CE Academy collect, hold, use and share information about our pupils and their families. This is known as “personal data” and you have rights around that data, including knowing how and why we are processing the data.

Further details can be found in our **Privacy Notice (How we use pupil information) for pupils and their families** on the school website: <https://www.cspacademy.org.uk/our-school/policies/>

**Contact:** If you would like to discuss anything in this privacy notice, please contact Mrs Nicola Alburg, Headteacher.

## ICT Policies and Internet Safety

The safety of all our pupils is paramount and in the modern world in which we live, we see it as vitally important to protect our children whilst online. We have an extensive ICT policy which is available to view via the school website: <https://www.cspacademy.org.uk/our-school/policies/>

There is also a section on the Admission Google Form about consent for taking and using photographs and film footage involving your child.



We hope that you have found the information in this pack useful.

We very much look forward to welcoming your family to our school community and to your child joining Chalfont St Peter Church of England Academy.

If you have any further questions, please do not hesitate to contact the school office directly.

**CHALFONT ST PETER CHURCH OF ENGLAND ACADEMY**  
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