



**Celebrating Faith,
Learning and Success**



**Welcome to St Botolph's Church of
England Primary School**

Prospectus 2018/19





Celebrating Faith,
Learning and Success



A Message from the Headteacher

Dear Parents and Carers

A warm welcome and thank you for your interest in and choosing our school for your son or daughter. St Botolph's is a hard working and happy school. We have wonderful children and exceptional staff. We have an OFSTED grading of 'Good' and a church inspection grading of 'Outstanding'.

St Botolph's School is a Church of England Primary School. We uphold Christian beliefs and have strong links with our local churches, Holy Trinity and St Mary's. These Christian beliefs can be seen in our policies, in the daily life of our school and as we celebrate collective worship together. Courage, compassion and community – three of the Christian values – are at the heart of everything we do.

Over the years the positive contributions of the children, staff, parents and governors have helped to make St Botolph's a friendly and successful school. We believe both school and home have a critical part to play in the education process and that this partnership only works if it is built upon mutual respect and co-operation. In school, children are encouraged to achieve and to accept increasing responsibility. They develop a positive view of themselves, which is greatly enhanced by positive reinforcement of good behaviour and high standards of academic achievement, achieved within a rigorous but happy learning environment.

Here at St Botolph's we emphasise the basic skills of literacy, numeracy and computing in order that your child is equipped for full access to the other subjects. Knowledge and skills are taught in a way that makes learning fun with a variety of teaching methods used including class, group and individual teaching. Opportunities are provided outside the classroom for children to participate in a range of extra-curricular activities including school visits and inter-school events as well as dramatic productions. Music and singing play a strong part in school.

As well as aiming for high academic standards, we try to give our children opportunities and experiences which they will always remember, within a friendly and caring environment. We hope that every child has a happy and rewarding school life at St Botolph's and goes on to secondary education equipped and ready academically and socially. This is why we have been named as 'Community School of the Year' by a regional school magazine.

Please visit our school and see our classrooms, outside spaces, work areas and displays, but most important of all meet some of our children and experience their work and success first hand.

Jackii Crockett
Headteacher



About our school

St Botolph's is situated on a very attractive site within walking distance of the beautiful old villages of Orton Longueville and Orton Waterville in the south western area of Peterborough. Ferry Meadows a large parkland area is a short walk from the school and is used as a learning resource, along with the two villages. The school has close links with Holy Trinity and St. Mary's churches and visits them on a regular basis.

The original separate infant and junior schools were amalgamated and a building programme was undertaken which added additional teaching areas. The school was further developed when one of its buildings was demolished and the other extended, to provide in total fourteen teaching areas, a large activity room, a hall, a reference library as well as the usual offices. The school is well equipped throughout, providing a high standard of resources for all subjects. The hall has been extended to provide spacious accommodation for P.E., lunch and Collective Worship. All our classrooms are equipped with interactive whiteboards and the school has purchased pupil laptops that are available throughout the day to be used to support teaching. Computing is seen as integral to enhance and impact on the learning.

The school is organised as a two-form entry school with two classes in each year group. Class sizes are all thirty or below. Teachers plan their work together in year groups. The Special Educational Needs Co-ordinator is employed for three days each week to support children with special needs. Children also benefit from the wide variety of extra curricular activities provided by the staff. These include several sports clubs, choir, drama, computers and recorders. We provide other activities which support parents' understanding of the curriculum and offer help when dealing with particular issues, including improving behaviour and attitudes to learning.

The school enjoys the support of the Friends of St. Botolph's, an active group of parents, who have raised considerable sums of money to fund the many additional features of the school, including a purpose built children's kitchen and equipment including iPads. St. Botolph's is a popular school, which enjoys a very high standing in the local community. There are good links with the local playgroup and with Nene Park Academy, our neighbouring secondary school. The school was inspected by Ofsted in June 2015 and received a very favourable report. The full report can be accessed via our website.

Why is our school called after St Botolph?

St Botolph has a connection with Orton Longueville (the village in which our school is situated) because part of Holy Trinity Church was built with stones from the church at St. Botolph's Bridge.

The late Rev. Anthony Taylor, Vicar of Holy Trinity, Orton Longueville researched the history in 1983 when the school was amalgamated. He said at the time, "St. Botolph seems to me to be a St. David, St. Patrick and St. Christopher all rolled into one and undoubtedly genuine, like St. George! It is thanks to him that the school has preserved its Church of England status and has been given a distinctive name rooted in East Anglian history".

St Botolph's Church of England Vision Statement

St Botolph's Church of England Primary School is a good school with outstanding features (OFSTED grading June 2015) and was seen as outstanding by the National Society Statutory Inspection of Anglican and Methodist Schools (SIAMS) in October 2016. As a Governing body, our vision is outlined below:

- We want to build on our Christian values so that our school remains distinctively Christian. We will encourage our children to have **Courage** and **Compassion** which together will strengthen the **Community** within and around our school.
- As a Faith school, we celebrate the fact that not all children are academically gifted. It is our desire to create a rich range of opportunities and a broad curriculum that will inspire **all** children to succeed.
- We want more of our teaching to be outstanding so that **all** of our children make good academic progress. To do this we need to see the percentage of outstanding teaching to reach 30% or more and the percentage of good teaching to maintain 90% or better.
- We want our teachers and other adults to make progress too. We will establish a strong professional development programme that allows every member of staff to continue to develop their skills and knowledge. We will support newly qualified or trainee teachers. We will look to support 3 adults each year who are training or just qualified.
- We want our children to be aware and respectful of other religions and cultures. We will learn about the other faiths and cultures from within our school community, welcome visitors into the school and participate in visits in the wider Peterborough community. Children in our school will make a faith visit at least every two years.

- As a Church school serving two parishes, we will continue to build on our links with our churches by inviting members of their communities to be involved in our school and encourage the parents of our children to become involved in the various activities the churches offer.
- We recognise that the support of parents is vital to the success of their children and therefore our school. We would like to see more of our parents involved in and engaged with events in school especially those from minority communities. This will help to maintain our high levels of attendance.
- We recognise the importance of preserving God's world. We want our children to learn to take care of our world. We will strive to be eco-friendly and increase our awareness of the issues of the developing world. The school will seek to use our resources wisely and frugally. We will maintain our Green Flag award for schools and work towards becoming a fair-trade school.

As a result of this vision, our aim is that:

- At least 85% of our pupils will reach a good level of attainment at the end of KS2 having made good progress from the end of KS1.
- Our pupils will be well prepared for the next stage in their education and beyond school.
- The school will achieve an outstanding grade by our next OFSTED inspection in 2018 and maintain our SIAMS grading of Outstanding.

The Diocesan Ethos Statement

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

St Botolph's and Inspection

Our last OFSTED Inspection (June 2015) reported that:

- 'The school has developed a wide and interesting curriculum in all years, which builds upon prior experiences and skills and meets new requirements well. Pupils find this engaging and enjoyable and this contributes to their good learning progress.'
- 'The behaviour of pupils is good. They enjoy coming to school and their positive attitudes in lessons make an important contribution to their good learning and progress. Pupils' conduct around the school and during play and lunchtime is exemplary. Parents, staff and pupils agree that behaviour is good.'
- 'Pupils learn well because teachers have high expectations of what they could and should achieve. Teachers convey these well to pupils who enjoy rising to the challenges set. Combined with pupils' positive attitudes, this helps to ensure they achieve well.'
- 'The leadership and management of the early years setting is good. Well-planned opportunities across all areas of learning help children to develop a good understanding of the world around them. This includes good use of the school's wildlife area to cultivate interest in scientific discovery.'

Our Church inspection (October 2016) reported that:

- Christian values are embedded in the daily life of the school and these are owned by the whole school. This supports the development of the pupils personal spiritual development and enables the school to be an inclusive, supportive and welcoming Christian community.
- Relationships between all members of the wider school community are excellent and this, together with the Christian character and values, has a significant impact on the spiritual, moral, social and cultural (SMSC) development of pupils whilst showing sensitivity to children and families from other cultures and faiths.
- Pupils' ability to make links between values, worship and religious education (RE) gives them a good understanding and respect for diversity within their school and the wider community.

Sex and Relationships Education (SRE)

SRE is taught through topic work, usually as part of science work from Reception to Year 6. In Years 5 and 6 will learn more about the human body including the effects of puberty, sexual relations (underpinned by Christian principles of the sanctity of marriage and/or long-term commitment) and the birth of a baby. Parents of Year 6 children are invited to view the materials used and should they so wish they may withdraw their child from any element of the SRE programme which is not specifically included within the science curriculum.

Special Educational Needs and Disabilities

At St Botolph's we work hard to meet the educational needs of all our pupils. We are pleased that OFSTED recognised the value of our work with children who have special educational needs and disabilities. Children's special needs are supported by:

- appropriate differentiation of work
- targeted group work for specific groups of children
- specific programmes of work
- setting, in particular subject areas

The school's Special Educational Needs Co-ordinator (SENCO) maintains the school's Special Needs Register. Children on the register will have a Support Plan or an Education, Health and Care Plan. Parents with children with either plan will be invited into school regularly to discuss support and progress towards set targets.

Parents who have concerns about their child's progress are welcome to arrange a meeting with the school's SENCO. We are very happy to provide a copy of the school's SEND policy for any parents who request it.

St Botolph's Governing Body

Joint Chair of Governors	Mr Bob Smith Mr Chris Wakefield
Co-opted Governor	Miss Nicky Noble
Foundation Governors	Mr Bob Smith Ms Vicci Hall
Authority Governor	Mr Jake Ellard
Parent Governors	Mrs Carol Anne Downie Mr Christopher Wakefield Mr James Martin
Associate Governor	Mr Srikanth Andali
Staff Governor	Miss Charlotte Pickard
Headteacher	Ms Jackii Crockett

The Chair of Governors can be contacted via email at: chair@st-botolphs.peterborough.sch.uk or through the school office. Please address all correspondence to the 'The Chair of Governors, St Botolph's School'.

The Clerk to the Governors can be contacted through the school.

The Role of Governors

Governors are unpaid volunteers who are elected or appointed to a four year term of office.

Governors do their best to support the school in their role as critical friends, bring a strategic view and ensure accountability. Governors are responsible for setting the aims and objectives of the school, setting and agreeing policies and targets for achieving objectives and reviewing progress. Individual governors are appointed to monitor Special Educational Needs, Child Protection, Children in Care, SRE and Health and Safety. Non teaching governors are also linked to particular curriculum areas.

The full governing body meets twice termly and in addition sit on one or more committees:

- Finance and Personnel
- Standards and Strategic

Decisions are taken collaboratively and the minutes of the full governor's meetings are available for any parent to read. Regular training sessions are provided for governors by the Local Authority.

The Chair of Governors is always happy to talk with parents individually about the school and their children. On an annual basis the governors ask all our parents to let them know their opinions about the school through a questionnaire, the results of which are communicated to parents.

Parent Partnership

We welcome and encourage parents to come into school to support teachers in their work. Parents help is greatly appreciated with playing maths or literacy games, helping with art and craft activities, changing library books or undertaking practical science activities. We do however ask parents to help in classes other than those classes their own children are in. The reason we ask this is so that children can have their own space in school and can keep their school life separate from their home life something, which most children appreciate. The only exception to this is when the children go on educational visits when we need a considerable number of adults to children.

Parent Consultation

Parents are invited into school for parent consultation evenings three times during the year. Appointments are made online for each child at which parents and teachers can discuss and celebrate the child's progress and achievements, Parents are also welcome to make an appointment to come and look at their child's work and discuss any issues with teachers at any time during the year. In the summer term all parents receive an annual report detailing their child's progress and attainment during the past year. In Year2 and Year6 the annual report will include the results of teacher assessments and SATs.

If parents have any concerns about their child, whether the concerns are school or home based, we would hope that parents would feel able to share their concerns with us. Sharing issues and concerns can help greatly in resolving them as quickly and positively as possible.

Charging Policy

No child will be excluded from any educational activity because of an inability to pay. We do however ask for contributions towards the costs of certain activities such as educational trips, special workshops and events in school. Such contributions are entirely voluntary but if insufficient funds are received trips may not go ahead. Please see our Charging Policy on our website for further information.

Homework

In appreciating the importance of home/school links and the necessity for parents and school to work together in ensuring a good education for our pupils, we believe it is important that children regularly take work home. Homework enables parents to take an interest in the learning process.

Home/School Agreement

In accordance with government policy we have a Home/School Agreement. The purpose of the agreement is for all three parties –parents, pupils and the school- to agree that they will conform to expected norms of behaviour throughout the child's time at school. When children start school in the Reception class their parents will usually sign the agreement for them.

Care of our pupils

While our pupils are at school, we will endeavour to look after them to the best of our ability. It helps us enormously therefore if we are informed about any medical conditions or other circumstances which may affect their progress or happiness in school. Our pupils spend the majority of their time with their class teacher. The teachers get to know the children really well and children should always be encouraged to go to their class teacher if help is needed with any matter.

Keeping us informed of changes to routine

It is important to us that children feel settled and happy at school. It helps therefore if class teachers are told if changes have to be made to the routines normally expected by the children. Such changes may be a change in who is collecting the child at the end of the day, or it may be that the child is being picked up during the day for an appointment. Please inform the school in writing of any such changes.

Illness at school

If children are taken ill at school, we will try our best to make them comfortable. In some cases we will contact parents/carers and arrange for the child to be collected so that they can be looked after at home. We have several staff who have up to date First Aid qualifications and children who have had an accident are referred to them. In the event of an accident or emergency, we need to be able to contact one or both parents/carers and for that reason we ask parents/carers to ensure that we have up to date telephone numbers so that are able to make contact. If we were unable to contact parents/carers in an emergency, we would act as a reasonable parent and seek immediate medical attention for the child.

Medicines

We have a duty of care towards all our pupils. In a school environment, bugs are easily spread. So if a child is ill please do not send them to school. A school day is demanding and may make children more unwell. Children who have been sick should not return to school until 24 hours have passed since they were last sick. Children who have had diarrhoea should not return to school for 48 hours. This will prevent illnesses passing round the school and makes it more likely that children will be able to cope with a full day back at school and that they are fully recovered from the effects of the illness. Sometimes when children return to school following illness, they are still taking medicine. Very few medicines need to be given during the day, however occasionally a child will need to receive medicine while at school. If parents/carers are unable to come to school to administer the medicine, staff will be able to administer medicine but only after the parent/carer has completed and signed a form giving details of the medicine and the dose required. Please note that we can only administer medication which has been prescribed by the doctor and which needs to be taken four times a day. Staff will not give medicine without a completed form, which is available from the office. Medicine should be taken to the office by an adult with the signed permission form.

Accidents at School

At all times there are qualified First Aiders in school who are able to take care of any children who have an accident while at school. The First Aiders qualifications are renewed regularly.

Any minor bumps and scrapes sustained by children are treated by school staff. Children who receive First Aid treatments will receive a slip detailing the injury and the treatment given so that parents know what has happened. All injuries and treatment are logged in the accident book.

If a child receives a serious injury we will contact you. Should we be unable to contact you we will act as a reasonable parent would act and contact the doctor or in an emergency take the child to the Accident and Emergency Department at the hospital. It may be necessary in some cases to call for an ambulance to take the child to hospital. Clearly it is helpful therefore if we have up to date contact details as well as any information about any health issues or known allergies.

Medicals

In children's Reception year they will be given a health screening by the school health team. From time to time throughout their school careers children will have eyesight and other checks such as weight and height measurements. Parents will always receive notification of any screening in advance.

Friends of St.Botolph's

We are fortunate to have a parent association -the Friends of St Botolph's- who organise events throughout the school year to raise money for the school. All parents are automatically members of the association and volunteers to be on the committee are always welcome. The Annual General Meeting is held in the autumn term when the Chairman, the Secretary and the Treasurer are elected. Many activities are planned such as the summer fair and discos, as well as Easter and Christmas activities. The money raised is used for a variety of things such as books for the leavers each year, technology kits, equipment for the children's kitchen and stage lighting for the hall as well as major projects such as the shelters in the playground and the sensory garden.

Safeguarding Children

The staff and governors at St. Botolph's are committed to protecting and safeguarding all our pupils to ensure, as far as possible that they are free from harm. Before confirmation of appointment, all staff (teaching and support), volunteers and governors who apply to work at St. Botolph's will be subject to a rigorous recruitment process to ensure, as far as possible, their suitability to work with children. References will be taken up and they will be required to give evidence of their qualifications and details of previous experience and work history. Checks will be made by the Criminal Record Bureau. No one will be employed if it is considered that they are unsuitable to work with children.

St. Botolph's will strive to create a safe environment for the children on roll. The curriculum will therefore be instrumental in preparing children for their future responsibilities as adults. Through the curriculum, children will be helped to understand what is and is not acceptable behaviour towards them. They will be taught about staying safe from harm and the importance of speaking to a member of staff if they have worries or concerns.

The safeguarding and welfare of all children means that there may be times when we consult with colleagues in other agencies if we are concerned about the safety or welfare of a child. This may mean that on occasion we refer our concerns to social services. Our Child Protection Policy is available on our school website or a copy available from the school office.



Internet Publishing Statement

The school wishes the school's website to reflect the diversity of activities, individuals and education that can be found at St Botolph's Primary School. However, the school recognises the potential for abuse that material published on the internet may attract, no matter how small this risk may be. Therefore, when considering material for publication on the internet, the following principles should be borne in mind:

- No video recording will be published without the written consent of the parents/legal guardians of the child concerned, and the child's own verbal consent
- Surnames of children will not be published, especially in conjunction with photographic or video material
- No link will be made between an individual and any home address (including simply street names)
- Where the person publishing material suspects that there may be child protection issues at stake then serious consideration must be taken as to whether that material may be published or not. In the case of a simple piece of artwork or writing, this may well be fine, but images of that child will not be published. If in any doubt at all, refer to the person responsible for child protection.

School session times

All children attend school from 8.50am until 3pm.

Our teaching week is as follows (excluding assembly, registration, breaks and lunchtimes)

Daily Timetable

Morning 08:50 – 11:45
Afternoon 12:40 – 15:00

All children have a playtime break during the morning and Reception and Key Stage 1 have an afternoon break.

The start and end of the school day

Doors are opened at 8.40am each morning, 10 minutes before the start of the school day. Children and their parents/carers are welcome in school at this time and teachers will have a 'morning challenge' prepared in the classroom for children and their parents/carers to work on together. Parents/carers are asked to leave at 8.50am so that the class can begin the morning session; at which point all outside doors are closed and locked and access to the school can only be gained through the main school entrance.

If children arrive at school after 8.50am they should enter the school via the main entrance and sign in at the office.

At the end of the school day Reception and Key Stage 1 children will be taken to their exits to meet their parents/carers. Key Stage 2 will be dismissed from their classrooms.

Children not collected by 3.15pm will be placed as emergency care into Kidz Biz our out of school childcare facility and you will be charged the session rate for a casual user.

School Cycle Store

The cycle store is locked during school hours. Please ensure that your child locks their own cycle within the cycle store. As a healthy school we do encourage children to walk and cycle to school but we cannot accept any liability for loss or damage to cycles left on the site or within the cycle store.

Admissions Policy

St Botolph's is designated as a Church of England (Controlled) Primary School and educates children from the age of 4+ to the age of eleven. All children are admitted in the September of the year in which they become 5 years of age. In order to give the children the best possible start to their school life, they are initially admitted on a part-time basis. This allows the children time to settle into school happily and to make the transition from home and pre-school to school, a reassurance for both child and parents.

Admission Procedures

- Parents are very welcome to visit the school during the year before their child is due to enter school. If you would like to arrange a visit, please contact the school office to arrange a convenient time.
- Parents will receive information from the Local Authority during the autumn term, which will outline the timetable and the procedures they should follow.
- The admission procedure is administered entirely by the Local Authority and places will be allocated according to the Local Authority's Admission criteria. The criteria can be found in the Admission Booklet.
- Once places have been offered and accepted in April/May, the school will write to parents to give them information about the induction procedures, which will take place later on in the summer term.

Attendance, punctuality and holidays

At St Botolph's Primary School, we believe good attendance and prompt starts to the day are very important in order to make sure that your child gets the education they deserve. School starts at 8.50am and pupils are expected to be in school for registration at this time.

If children are away, it is particularly important that parents/carers let us know on the first day of absence the reason why children are absent from school. You should telephone the school and leave a message on the absence line. This should then be followed by a letter giving reason for and length of absence in total. If your child has a medical appointment, which involves release from lessons, please inform the school by letter in advance of the date and time involved.

Taking time off school during term time can disrupt your child's education. The Headteacher may only authorise absence during term time in exceptional circumstances. Please obtain a holiday form from the main foyer or the school office. This should be returned at least one month before the planned absence. You risk your child losing their place if they are absent for long periods of time. Holidays during Year 2 and Year 6 will not be authorised. Please ask to see the school's Attendance Policy.

Our Attendance Officer visits school regularly to discuss any concerns we might have and where difficulties continue will send official letters and visit if necessary. Please avoid this by making sure all reasons for absence are good ones and 'phoning in as soon as possible to give us an explanation. Punctuality and regular attendance are important if your child is to learn well.

Collective Worship



We are required by the Education Reform Act 1988 that all registered pupils shall on each day, take part in an act of collective worship of Christian character. On most days we combine the Act of collective worship with an assembly during which we celebrate, give thanks and pray. We hold regular assemblies, to which parents and carers are very welcome to attend such as class plays and our sharing assemblies. Our distinctiveness as a Church of England school is marked by the regular celebration of Holy Communion. Children may take the bread and wine only with parental permission and need to have been baptised and confirmed. We will contact any parents whose child expresses an interest in taking the bread and wine. Holy Communion forms

part of our regular Collective Worship, as does frequent visits to our local Parish Church, Holy Trinity. Please note: parents/carers may withdraw their children from Collective Worship, RE and SRE, if they wish, but we hope parents/carers will not find this necessary. For any assistance please speak to the Headteacher.

Behaviour

The caring and co-operative ethos of the school is such that each child is encouraged to develop a good self-image and expectations are high. Social skills are reinforced in a conscious and systematic way. Bullying and any other victimisation of any of the protected characteristics is unacceptable. A copy of the school's Protected Characteristics and Bullying Policies are available on request.

Equality of Opportunity

The school is committed to a policy of equality of opportunity in education for all pupils at St Botolph's. As part of our Christian ethos, we will endeavour to remove any obstacle that may prevent a child reaching his/her full potential. We believe that all children should be equally valued and their beliefs and cultures equally respected.

Adverse Weather Arrangements

In the event of adverse weather conditions, the school may have to close if insufficient staff are able to get to school and provide adequate supervision. On the rare occasion the decision to close the school is made then parents who receive ParentMail will receive an email from the school. Parents may need to also listen to local radio stations which will make announcements of school closures.

School Council

The school has a very active school council. Councillors are elected by democratic vote by their peers to represent their class for one year.

The councillors meet once a fortnight and discuss issues that affect the school. Last year the councillors were responsible for raising funds through the organising of a Christmas Fayre and in the development and planning of outdoor play equipment.

Eco Council

The Eco-Council is represented by pupils elected from across the school and adults including staff members. We are working towards retaining the Green Flag Award which is the highest accolade a school can achieve..

Becoming an Eco-School encourages pupils to develop thinking skills and make decision, take responsibility for their own actions, allows for links to be made with the local community and promotes consideration about reducing waste, saving energy and water. Children show respect and care for each other, our school and the world.

Food and School Meals

St Botolph's is a Health Promoting School and has received its third Healthy Schools Award. We therefore take part in the Schools Fruit and Vegetable Scheme which allows under 7s a piece of fruit or vegetable each day. Parents are able to purchase milk for their children each day and all children have water bottles in school allowing them constant access to water through the day.

Children who are wearing clothing, shoes or jewellery which we consider to be inappropriate or a danger to themselves or to others will be asked to remove the items concerned. All jewellery (including watches), clothing and other accessories are brought to school at the owner's risk.

Whilst we take every care to look after our pupil's belongings, the school cannot accept liability for valuables. Our staff are not permitted to take responsibility for articles of value.

Mobile Phones

Pupils should not bring mobile phones into school unless agreement has been given by the Headteacher and the necessary forms completed. If a child has brought a phone into school, it is expected that it will be handed in to the office for safe keeping during the day. Any communication throughout the day should be made via the school office.

ParentPay

We use an online payment system called 'ParentPay' to enable you to pay for school meals, trips, Out of School Club etc. The technology used is of the highest internet security available. You will be given a secure online account, which you activate using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school, you can merge their accounts to create one login for all your children. Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system

ParentMailX

We have always been proactive in developing relationships with parents and carers. We have introduced ParentMailX to improve our communication to you. It enables us to communicate in a more reliable and efficient manner using email or text message. When your child starts school, parent's names, mobile phone numbers and e-mail addresses are registered with ParentMail. When we use ParentMail, email messages are sent from messages@parentmail.co.uk. Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

ParentMail is registered with the Data Protection Registrar and guarantees information provided by you is kept private and secure. If you are unable to receive mail electronically paper copies can still be sent home via your child/ren.

Kidz Biz Before and After School Club

Kidz Biz (St Botolph's before/after school club) is Ofsted registered and provides a safe, well supervised environment within the school. The breakfast club provides a safe and calm environment before school. Parents/Carers may leave their child/children in the care of qualified professional staff who provide them with a nutritious breakfast. Activities are available then the children are escorted safely into their classroom at the start of the school day. Children are collected by qualified professional staff either at the end of the school day (3.00pm) or after a school club if they attend one. They are then provided with a light tasty healthy snack. The children are involved in planned activities which are developed through child observation including cooking, arts and crafts, gardening, imaginative play, free play, outdoor play which includes sports.

Please download an application pack from the school website or contact the school office.

- Breakfast Club – 7.45am - 8.40am/£4.50 per session (Term Time only)
- After School club – 3.00pm - 5.45pm/£8.50 per session (Term Time only)

Complaints

If you have any concerns about your child's education, please talk initially to your child's teacher. It is always in everyone's interest of we can work in partnership with parents to resolve any concerns. Should you continue to be concerned following conversations with your child's teacher please make an appointment to see the Headteacher or Deputy Headteacher. If you feel the situation has still not been resolved to your satisfaction you may wish to make an appointment to see the Chair of Governors who can be contacted via the school office.

The school has a complaints policy and this is available on the school website.

Teaching and Support Staff

Ms J Crockett
Miss N Noble
Mr T Smith

Headteacher
Deputy Headteacher
Assistant Headteacher

Teaching Staff

Mrs S Sherriff	Miss S Javed	Ms K Turpin	Miss E Dowell
Mrs S Appleby	Mr T Joyce	Mrs E Venditti	Mrs C Dow
Mrs C Mitchell	Miss Z Satari	Mrs S Nicholls	Mrs L Coe
Mrs K Dobson	Miss M Jukes	Miss C Pickard	
Mr T Smith	Mrs P Hannaford		

SENCO

Mrs S Fox

Pupil Mentor

Mrs N Trinder

Teaching Assistants

Mrs J Cayley (Lead HLTA)	Mrs M Plant (HLTA)	Mrs M Boon (HLTA)
Mrs T Scibelli (HLTA)	Mrs L Cooke (HLTA)	Ms S Doran (HLTA)

Mrs W Blunt (Learning Support Team Leader)

Miss L Caldwell	Mrs D Plumb	Mrs K Coupland	Mrs S Robson
Mrs N Bee	Mrs D Hurst	Mrs K Monaghan	Mrs S Webb
Mrs A Berry	Mrs A Paul	Mrs S Wakefield	
Mrs D Hill	Mrs J Roberts	Mrs D O'Sullivan	
Miss L Clement	Mrs L Runacres	Mrs Y Parker-Radford	

Office Staff

Mrs T Iuliano	School Business Manager
Mrs D Titman	Office Manager
Mrs S Woodcock	Senior Administrator
Miss C George	Administrator
Mrs D Drew	Receptionist/Clerical Assistant

Midday Supervisors

Mrs W Roe (Midday Co-ordinator)	Mrs J Roberts	Mrs H Radburn	Mrs V Benbow
Mrs D Mattera	Mrs H Hawkrigg	Miss K Tiffin	Miss B Judik
Mrs J McGroarty	Mrs S Roberts	Miss A Merrison	Mrs T Chase
Mrs T Papworth	Mrs S Marsden	Mrs F Newell	Mrs H Radburn

Kitchen Staff

Miss K Murphy (Chef)	Miss A Parker (Catering Asst)	Mrs C Jayne (Catering Asst)
Mrs H Flood (Kitchen Asst)		

Site Manager

Vacancy

Cleaners

Mrs K Coupland	Mrs H Flood
Mrs J McGroarty	Mrs J Roberts
Mr H Frank	

Kidz Biz Staff

Mrs C COX (Manager)	Mrs D Mattera	Mrs T Papworth
Ms B Bull (Deputy Manager)	Mrs K Coupland	Mrs S Robson
Miss E Kerrigan	Miss A Hoffmann	Miss A Baker

Contacting the school

To contact the school in writing, our address is:

St. Botolph's C of E (C) Primary School
Oundle Road
Orton Longueville
Peterborough
PE2 7EA

To contact the school by telephone, the number is: 01733 231313

To contact/inform the school about your child/ren please use the dedicated email address:

informus@st-botolphs.peterborough.sch.uk

The School Business Manager: finance@st-botolphs.peterborough.sch.uk

The School Office/Headteacher: office@st-botolphs.peterborough.sch.uk

The Chair of Governors: chair@st-botolphs.peterborough.sch.uk

The school's web address is: www.stbotolphsprimary.co.uk

School policies and Privacy Policies for Parents/Carers and for Pupils can be found on our website.

