

The logo for St Peter's C of E Infant School is a circular emblem. It features a central shield with a blue and white checkered pattern. The shield is divided into four quadrants. The top-left quadrant is white with a blue silhouette of a person holding a staff. The top-right quadrant is blue with a white cross. The bottom-left quadrant is blue with a white circle containing a blue four-petaled flower. The bottom-right quadrant is white with a blue circle containing a white four-petaled flower. The shield is set against a light blue background. The text 'St Peter's C of E Inf' is written in a blue, sans-serif font along the top inner edge of the circle. The text 'Learning for' is written in a blue, sans-serif font along the bottom inner edge of the circle. The entire logo is enclosed in a blue border.

St Peter's C of E Infant School

**A GUIDE
FOR PARENTS**

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Throughout the year there are many key events and traditions that the children of St Peter's School participate in. These are supported by the 'Friends of St Peter's', the church and the village community.

We hope this will be a helpful guide for when 'unknown to you' events pop up in the school calendar. Please also read the Weekly Newsletter for more details of these events as they happen. Diary dates are also published on the school website.

FRIENDS OF ST PETER'S

The Friends of St Peter's (FOSP) are the Parent Teacher Association. The 'Friends' were formed to support the school with fundraising and awareness campaigns. The group rely totally on the generous support and time offered by parents and carers of children at the school. Although there is a small committee consisting of a Chair, Treasurer and Secretary, all parents automatically become members of the 'Friends' and are welcome to attend any of the meetings.

Throughout the year there are many activities organised by the 'Friends' including social events, the Village Fete as well as traditional Christmas and Easter celebrations for the parents, children and extended family.

We would hope that you will feel that you can support the 'Friends' in as many ways as you can, either through donating your time or by supporting the events they organise. These are invaluable to the School and raise a considerable amount of money that ultimately benefits your child/ren. In recent years they have funded the provision of iPads, playground equipment and a portable interactive whiteboard for the hall thanks to generous fundraising by the 'Friends'.

You can contact Friends by emailing friends@stpetersinfant.org or by speaking to your class reps.

Absence & Attendance

100% attendance is expected for your child during the school year. If your child is absent from school due to sickness please notify the school office **by 9am on each day** of absence. In the event that your child is suffering from sickness or diarrhoea we ask that you keep them off school until 48hrs after the last episode. This is to help prevent the spread of the illness throughout the school. Very occasionally, and in exceptional circumstances, a planned absence may be authorised in advance at the discretion of the Headteacher. In this instance you will need to complete a Application for Leave during Term Time form which can be obtained from the school office or downloaded from the [school website](#). Any absence which we are not told about is recorded as unauthorised. Please also read our Attendance Policy on the school website.

Accident Procedures

If your child has an accident in school they will be treated by a staff member and sent to the school office if further treatment is required. Minor injuries/accidents are logged in an incident file and a note sent home where necessary. Usually minor knocks/bumps will be treated with an icepack, or if they have a cut or graze, the wound is cleaned and a plaster applied if necessary. Each classroom and the office hold First Aid kits and playground supervisors are equipped with basic first aid kits. The school also has a defibrillator which is located outside of the school hall (beside the disabled toilet). All St Peter's staff members are trained First Aiders. If your child has a 'headbump' the school will telephone you and ensure all staff members are aware so that they can keep an eye out for any possible developments or signs of concussion. There are restrictions on the nature of First Aid that the school can provide and so those that we are not permitted to treat; are not fully confident in treating or that need further medical attention will be notified to parents, and if required, appropriate medical assistance will be sought.

Adverse Weather Conditions

Occasionally the weather is unkind to us and the school may need to close due to adverse weather conditions either during or before the start of the school day. If this happens the school has an "emergency closure contact list" whereby staff will phone every member of the school community to advise them of the school's closure. This will

also be posted on the school website. Parents and staff may access the information by visiting the school website: www.stpetersinfant.org. We will also endeavour to send email notification to parents.

After School Clubs

We offer a number of clubs after school from 3.15-4.15pm including art, football, dance, drama, tennis and choir. The clubs are provided by outside organisations and all club leaders are fully DBS checked. A small fee is charged to cover the costs of providing the activities and this is payable directly to the club organiser. We strongly recommend that Busy Bee children do not attend these clubs until the spring/summer as we find that the school day is long enough for them, at least in the short term. For information about after school clubs or to book a space for your child, please speak to Mrs Frost in the School Office or check the website for details and booking forms.

Asthma

If your child has asthma please ensure you provide the school with a named inhaler and spacer and a completed asthma card (obtainable from the school office). Inhalers will be kept in the school office and made available to the children when required.

Birthday Treats

As we are a "Healthy School" please do not send in cakes, chocolate or sweets for your child to share with friends when it is their birthday. If you would like to send in a book for the class to share to mark your child's birthday we can supply a book plate for you to add a message if you wish.

Building and Maintenance Fund

The school's buildings and playground are owned by the Diocese of Southwark, and as such, the school does not receive any funds from Surrey County Council for the maintenance of them or other capital projects and we have to look to the Diocese for support with this. We therefore ask parents for a voluntary contribution of £50 per child per year to cover the payment to the Diocese so any projects undertaken can be done from the monies received. Please also see Governors letter to parents for more information regarding this.

Change of Contact Details

In order that we can keep you up to date with news and information, please notify the office as soon as possible of any changes to your contact details including those to mobile phone numbers and email address.

Church Services—St Peter's Church, Tandridge

On special occasions during the school/church calendar (eg Harvest, Christmas, Easter and the St Peter's Day Service) our children participate in church services held at St Peter's Church. Parents and Carers are warmly welcomed to join us at the church to celebrate these special occasions. Details will be given in the Weekly Newsletter.

Class Dojo

Ladybirds and Dragonflies parents will be given a login to access the Class Dojo app for their class. Homework tasks will be set on Class Dojo on a weekly basis and children should submit their completed work via the app for their teacher to see. Class Dojo should not be used for any communication outside of the homework task set. ALL communication must go through the school office via email or by telephone.

Collecting Your Child In School Hours

Occasionally you may need to collect your child during the normal school day e.g. doctors, dentist, sickness, etc. If

this is the case, please notify the class teacher and school office in advance where possible. On arrival at school you should come, in the first instance, to the school office and your child will be brought to you. If your child is returning to school later in the day, please sign them back in with the school office.

Gardening Gang

Mrs Strang and Mrs McDonell, two of our wonderful volunteer helpers, come into school on a Tuesday to take small groups of children outside for Gardening Gang. The children help to create and maintain our beautiful school grounds and enjoy learning in a outdoors environment. It might be prudent for parents to ensure that the children are not wearing their 'best' outdoor clothing on a Tuesday as it can get a little messy! They will need to have their wellies in school for this too.

Goodbyes

Please make your morning goodbyes as quick as you can. If your child is upset please rest assured that the vast majority of tears stop before you have even left the school gate. Children look for their parent's reactions when anxious and are more likely to be upset if they see you unhappy or anxious. A member of staff will be on the school gate to comfort your child and accompany them to the classroom. If a child is really not settling, we will contact you.

Great Learning Assembly

Every Friday we have a special collective worship called 'Great Learning Assembly' where the school comes together to celebrate the achievements of the children and sometimes staff! Children receive a special Great learning certificate and their names are recorded in a celebration book for parents and carers to see. The celebration book is kept in the entrance area by the library, commonly known as 'The Haven'.

Hair

All pupils with long hair (shoulder length) should have it tied back during the school day. Plain, basic hair accessories may be used and where possible should be in school uniform colours (blue, black, grey, brown or white). We ask that oversized coloured bows are not worn.

Headlice

Unfortunately these seem to be an occupational hazard for school aged children and therefore we ask parents to check hair regularly (every Friday evening is ideal). Please let us know if you find your child has headlice so that other parents can also check their families and the problem is eradicated. If you are unsure what to look for, please ask in the school office for a leaflet.

Home Learning

All children will be given homework at some stage within each year group. This will be linked to the learning within the class and prepares the children for transition to Junior School. All homework is set at the discretion of the class teacher.

Busy Bees will generally be given letters and sounds to practise as well as daily reading, which we ask parents/carers to record in their child's reading diary. Ladybirds are also encouraged to read aloud daily.

Dragonflies and Ladybirds children will be given homework on a weekly basis. This will be set on Class Dojo. We ask that you take time to go through the work with your child, but let them try to do as much as they can independently. It may be something that you are really interested in, but it is not then a true reflection of what your child can do.

Home Reading Books

Outside each classroom you will find a selection of books. These are matched to the age and general ability of the

children within each class. Children may select a reading book to take home and read with you or on their own. It doesn't matter if you feel the book is too tricky or simple for your child, as it has been chosen by them because they are interested in it. In this way, children are being encouraged to enjoy and celebrate reading. You may even find that the same book is brought home for a few weeks but this is natural, especially for younger children. It will build self-confidence, especially when they are 'word perfect'. Keep smiling (even though they may have read you the same book 20 times over!) and remember to offer lots of praise and encouragement.

The class teacher will also have allocated an individual reading book to your child which has been matched to your child's phonological reading ability. **This book must be brought back to school each day please.**

Home Time Arrangements

If someone other than you or your child's carer is collecting your child from school, please notify your child's teacher (most classes have a dedicated book or whiteboard for this information to be recorded). If your arrangements change during the school day or you will be unavoidably delayed for school pick up please telephone or email the school before lunchtime or as soon as possible thereafter.

Independence

Please encourage your child to look after their belongings – this is easier if all their belongings are clearly named. Practise buttoning and unbuttoning shirts and zipping up coats at home so this becomes second nature at school.

Jewellery

No jewellery and/or make up (including nail varnish) should be worn at school. The only exception to this is if where items have significant cultural/religious significance or are worn for medical reasons. Children may wear a simple watch when they are able to tell the time but responsibility for its safe keeping belongs to them. The school will not be held responsible for any losses. Children are not allowed to wear smart watches that are linked to or able to receive phone or text messages or that can connect to the internet. Children cannot participate in PE with earrings in so please ensure they are removed on the days on which they have PE sessions.

Lost Property

It is amazing how many items of clothing can be lost by one child. When you have 90 children that can be an awful lot of lost property! Please always check the boxes that are kept outside the school office and in the Library area. Lost property is regularly put out on the picnic benches in the playground at the end of the day also. Please check through these carefully as unclaimed items do get donated to other causes if unclaimed. Please also ensure that ALL items of clothing are labelled clearly with your child's full name! Neither the governing body nor the school can be held responsible for loss or damage to any persons property.

Lunch

All children in Reception, Year 1 and Year 2 at St Peter's are eligible for a free meal through the government's Universal Infants Free School Meal Scheme. Our school is equipped with its own kitchen, staffed by a cook and assistant cook, for the provision of daily midday meals. The meals are of excellent quality and conform to the nutritional standards set by the Government. We provide options for the following dietary needs: Gluten Free; Dairy Free; Egg Free; Vegetarian; Vegan; Allergy aware (free from); Soya Free. Any food allergies MUST be notified in writing to the school. Our cooks will also cater for religious dietary needs where possible.

We do not use nuts as an ingredient in the food we serve however at present, our suppliers cannot guarantee that all products supplied are nut free as products may be produced in premises where nuts are present.

If your child would prefer to bring a packed lunch to school please ensure it contains healthy ingredients only - no chocolate, no sweets! We are a nut free school so no nuts please (and specifically peanuts as we have a severe

peanut allergy) and we also have allergies for pears, peaches and kiwi so if possible, please avoid these. Grapes to be cut in half to minimise choking risk. Please make sure it is in a clearly named container/lunch box. Children are only allowed to have water in their lunch box.

If you wish to change your child's lunch arrangements notify the school office before 9.30am to avoid a school lunch being ordered unnecessarily.

Milk

All children under the age of 5 can be provided with a free drink of milk every day. Milk for children above the age of 5 can also be provided but charges apply. To order milk for your child please complete the online order form. <https://www.coolmilk.com/parents/> . Unfortunately we are not currently able to offer an alternative to cow's milk.

Medicine

If your child requires medicine during the school day, parents should complete a consent form which can be downloaded from the school website or obtained from the school office. You will need to provide dosage, times, duration and any other information we might need to care for your child. This should be handed directly to the school office along with the medication required – do not put in the child's book bag. Please note we are only allowed to administer PRESCRIBED medicines accompanied by a consent form. We cannot administer paracetamol, ibuprofen or other over the counter medicines but parents are welcome to come into school to administer it themselves if necessary. If your child is on a regular interval treatment course, please try to arrange this to minimise the amount of doses required at school. eg, '4 times daily' could be scheduled to require just one dose at school (often a slight variation in timing will not affect the treatment but please check with your GP or medical professional). Please do not put lip balm, creams, etc in book bags or coat pockets – they can be handed to the school office and made available as required.

Mufti Days

Mufti days are special days on which the children can wear non-uniform in return for a donation e.g. bring a bottle or cake for the school fete. Details of Mufti days will be given in the Weekly Newsletter with reminders written on the school notice board nearer the time. Don't panic! - we are usually able to provide dressing up for any child who arrives in uniform!

Newsletter

Parents are sent a weekly newsletter on Friday afternoons by email. This contains a brief round up of the week's learning along with information about upcoming events and other important details parents need to know. Please check your 'junk' folder if you are not receiving the newsletter and/or speak to the school office.

Parent Council

The Parent Council is a group representatives from each class who meet regularly with both the headteacher and the 'Friends of St Peter's' as a voice for parents. Parent voice is essential to the school.

There are 5 main responsibilities in the role:

- To work in partnership with the school to create a welcoming and inclusive environment
- To promote a partnership between the school/pupils and parents
- To develop and engage in activities which support the education and welfare of the pupils
- To provide feedback, views and opinions on how to develop the school
- To support the work of the Friends of St Peter's

If you are a parent and would like to express your views about something at St Peter's please talk to your class representative who will either bring the message to the termly meetings or they will direct you to the appropriate person to talk to.

Parking

Please park in the school car park which is accessed by the side of Tandridge Village Hall. Although parking at the top by the hall is not restricted we would like to remind parents/carers about being respectful to the parking slots and access required by local residents. If you are unsure as to the flow of traffic for the school car park please ask at the office for further details. Parking on the Yellow lines at the front of the school is strictly prohibited and police notices may be issued if there are habitual offenders! We politely request that you do not park at the front of school during school hours as this area is reserved for residents, school visitors and taxi drop off/pick up.

Photography

For safeguarding purposes St Peter's School **does not give permission** for any photos or videos taken at school events to be uploaded to the internet or used on Whatsapp, Facebook or any other social networking sites. Photos/videos must remain for personal use only.

Policies

Like all establishments St Peter's School has specific policies such as Safeguarding and Anti-bullying which are key to making our school a safe, caring and conducive environment in which our children can develop and achieve. These are available to read on our school website and hard copies are kept in the school office. These can be viewed at any time, and for a nominal fee can be photocopied. We would urge you to read these policies so you are clear about the procedures and strategies used by both the school and parents alike.

Pupil Premium Funding

The Pupil Premium is additional funding given to schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. Recently, the Government has extended the ways in which schools can qualify for Pupil Premium. Not only do schools get Pupil Premium funding for free school meals (FSM) pupils, or if a parent has been or is in the Armed Forces within the last three years, they also receive extra funding if a child is adopted or was formally a 'looked after child' (LAC). Please note that all children at St Peter's are eligible for Universal Infant Free School Meals (UIFSM) which is not the same as FSM.

In addition, from April 2014, schools in England could receive additional funding through the Pupil Premium for children adopted from care, or who left care under a Special Guardianship Order on or after 30 December 2005. The school is free to spend the Pupil Premium funding as it sees fit but we are held accountable for the way in which we have used it to support children from low-income families. Details of how this is achieved can be found on the school website. Claiming Pupil Premium for your child if you are entitled to it is extremely beneficial as it allows us to improve the resources available to your child. If you would like to know if you are entitled to Pupil Premium or require any further information about Pupil Premium please speak to Miss Greenaway.

We would like to assure you that any information you give us about your child will be treated in the strictest confidence.

Raising Concerns

If you have any concerns please speak, in the first instance, to your class teacher or make an appointment to speak to Miss Greenaway. The majority of concerns can be dealt with without resorting to formal procedures. All concerns will be dealt with confidentially, although the staff member may need to take notes if they feel that the matter may need to be taken further or it may arise again in the future. We understand however, that there may be occasion when people would like to raise their concerns formally. In this case, St Peter's C of E Infant School will

attempt to resolve the issue internally, through the stages outlined within the complaints procedure. Details of this can be found on the school website (see Key Policies).

Reporting Bullying

At St Peter's School we have a very clear Anti-Bullying Policy and work to promote an ethos of good behaviour and mutual respect between all members of the school community. The aim of the anti-bullying policy is to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. Only if all issues of bullying are addressed will pupils be able to benefit fully from the opportunities available at our school. Our Anti-bullying procedures can be found on the school website, but if you wish for a hard copy please ask at the school office, where all school policies can also be viewed.

If you have any concerns please speak, in the first instance, to your class teacher or make an appointment to speak to Miss Greenaway.

Safeguarding

At St Peter's, we know there can be no greater importance to parents and carers than the safety of their children. It is a priority that our safeguarding procedures keep our children safe. We have a team of staff responsible for keeping children safe and supporting those most vulnerable to harm and neglect.

Miss Lenia Greenaway (Headteacher) is the Designated Safeguarding Lead

Mr Tim Atterton (Class Teacher) is a Deputy Designated Safeguarding Lead.

Mrs Monica Vaquinhas (Class Teacher) is a Deputy Designated Safeguarding Lead.

Miss Maria Coyle is the nominated governor for safeguarding.

Safeguarding involves every member of the community. If you are concerned about a child's welfare, please record your concern and report it to one of the safeguarding team as soon as possible. Please do not conduct your own investigation. If your concern relates to a member or staff, please report this directly to the Headteacher or Chair of Governors.

School Access During School Hours

For the safety of all our children the school gates automatically lock at 9am and unlock at 3.15pm. Access to the school is through the main front gate (please ensure that you close the gate after you). If you arrive after the gate has locked in the morning you MUST come in through the main gate at the front of school so your child can be signed in. All visitors must sign in and out of school in the school office. For events in the school hall please remain patient until a member of staff has unlocked the side gates to allow access to the hall.

School Website

Our school website can be found by following the link www.stpetersinfant.org . This site holds a wealth of information regarding the school, including links to policies, staffing, term dates, weekly news and pupil vacancies. If in doubt please refer to the website for up-to-date information.

School Houses

We have three houses at St Peter's named after important Anglican cathedrals. They are : **Canterbury** (Red), **Southwark** (Blue) and **York** (Yellow). Your child will be placed in a house (taking into account any sibling links) when they join St Peter's and will stay in this house until they move on to the next school. The house system plays a key role in helping pupils feel part of a smaller community, encourages teamwork and helps with the organisation of special school events such as sports day and learning carousels.

Sickness & Diarrhoea

To prevent the spread of illness you must keep your child off school for 48 hours after the last episode of sickness or diarrhoea and contact the school office as per the instructions under Absence & Attendance. If your child becomes unwell at school we will call you to arrange for them to be collected. Please make sure all details are kept up to date by emailing the school office with any changes to telephone/mobile numbers for the persons you nominated as emergency contacts.

Sports day

Sports day is a great opportunity to celebrate your child/rens sporting achievements. This afternoon, held on the school field happens at the end of the Summer term. Family and carers are very welcome to attend and cheer everyone on. It has become a tradition for parents/carers to join in the whole school warm up at the beginning of the sports day, and later participate in the mum's, dad's and under 4's races – so be prepared!

St Peter's/St Mary's Bus Service

For parents with older children at St Mary's Primary School we have partnered with Buses4U (Surrey Connect) to run a daily shuttle to/from St Peter's school and St Mary's before/after school (£1 cost per journey) with St Peter's staff accompanying children to/from the classroom and the minibus and Rising Stars staff dropping/collecting them at the other end and accompanying them to/from the after school club. Enquiries for this service should be made directly to Buses4U: rtp@esrtp.org.uk . Please ensure all arrangements are notified in writing to the school office.

Toys & Games

We do not allow children to bring toys, trading cards, footballs or other games to school. Items of this nature will be kept in the school office for collection at home time should they be found.

Uniform & Second Hand Uniform

The children pride themselves on their appearance. Please ensure your child is wearing the correct uniform at all times. The sale of new uniform is organised and managed by the Friends. Order forms for new or replacement items can be obtained from the school office or downloaded from the school website.

Quality uniform is donated to the school as children leave or outgrow their clothes. This can be bought by parents at an extremely good price at key events, Tandridge Teatimes and Open Mornings or by contacting Friends.

- Navy sweatshirt or cardigan with school logo
- White short sleeved shirt
- St Peter's School tie
- Charcoal grey trousers/shorts - standard school style
- or Navy pinafore dress/skirt (in summer – blue & white gingham dress)
- Socks/tights - grey, navy blue or white
- Hair accessories – plain, navy, black or brown – long hair should be tied back at all times please
- Shoes – black (no trainers please)
- School book bag

- Wellies for outdoor learning and play
- Jewellery should not be worn to school *

**The school will not accept responsibility for any loss, damage or injury resulting from the wearing of jewellery in school.*

P E Kit (Girls and Boys)

- White t shirt with school logo
- Navy blue shorts (Navy blue jogging trousers in winter months)
- White or black trainers with non-marking soles

White/Navy socks are also needed for PE
All in a named draw string bag.

PE kits are kept in school and sent home at the end of each half term (or sooner if necessary!).

PLEASE ENSURE AND KEEP CHECKING THAT ALL ITEMS OF CLOTHING ARE CLEARLY NAMED FOR YOUR CHILD

VIP Table

Every Friday we have a VIP table set up in the lunch hall. Children who have shown consideration to others and good manners are chosen to have lunch on the VIP table.

Volunteer Helpers

We welcome parent volunteers in school to help with reading, special projects, school trips, library duties, computer club and even simply sharpening pencils! If you have a special skill that you would like to offer, please speak to your class teacher or Miss Greenaway. Parent Volunteers will need to complete a DBS check and will be given an induction/safeguarding pack.

All visitors are required to sign in and out via a 'visitors' book in the school office.

Water

Please ensure your child has a drink of water in a named, unbreakable bottle in school every day. Children should not bring any other drink to school. Milk is available at breaktime for those that wish to have it.

Who's Who Photos

A full list of staff along with photographs is available on the school website. All staff will wear a photo identity badge on a blue 'staff' lanyard.

Wraparound Care

Unfortunately we have not yet had enough interest from parents to make wraparound care viable onsite at St Peter's although this is constantly under review and we are in talks with possible providers for the current academic year. In the meantime, we have an arrangement with Rising Stars to provide after school care to St Peter's children. This is hosted at St Mary's School in Oxted. For more information or to book in for after school care, please contact Rising Stars directly: risingstars@pleiadesleisure.com and/or phone 01483 270160 (Option 4 for Rising Stars Childcare).

Buses4U run the daily shuttle from St Peter's school to St Mary's before/after school (£1 cost per journey) with St Peter's staff accompanying children from the classroom to the minibus and Rising Stars staff collecting them at the other end to accompany them to the after school club. Enquiries for this service should be made to Buses4U: rtp@esrtp.org.uk.

A number of our parents also use Jumping Jacks for Breakfast Club/After School Club. The children are brought to school/picked up by Jumping Jacks staff. You will need to enquire directly with Jumping Jacks for further information and/or availability. <https://en-gb.facebook.com/jumpingjacksoxted/>. There are also a number of other childminders locally who will drop off and pick up from St Peter's. You are welcome to contact our PTA, Friends of St Peter's who may be able to ask for recommendations from our parent body: friends@stpetersinfant.org.

Please ensure all arrangements are notified in writing to the school office.