



St. Peter's Academy Newsletter
11/03/2024

Welcome



Dear Parents and Carers,

It was great to see so many pupils dressed as their favourite characters last week on World Book Day and the staff dressed as crayons (linked to the book 'The day the crayons quit'). We also loved meeting a local author, and thank you so much to the fabulous FOSPA team for organising the Book at Bedtime (KS1) and the Book Quiz (KS2).

This week, we are learning about British Values in school:

- democracy
- the rule of law
- individual liberty
- mutual respect
- tolerance of those of different faiths and beliefs

We have linked this to Red Nose Day and we will be having a non-uniform day - pupils can wear anything they want! Donations can be made via Parent Pay (see below).

End of term arrangements

In the final week we are planning to have an Easter Service with the new vicar from St Peter's Church, Rev Simon Dunn (who likes to be known as Si). Parents are very welcome - it will be held in church on Monday 25th March at 9.10am.

The last day of term is Wednesday 27th March. We will finish at 2pm and there is no After School Club (as per normal arrangements for the end of the Autumn, Spring and Summer Terms).

We hope you have a good few weeks leading up to Easter,

Gordon Nunn and Mark Everett

Headteachers



Friday 15th March 'Red Nose Day' Non uniform day



In 2024, Red Nose Day will be returning on Friday 15th March. This year, the event will focus on supporting those in need during the current living crisis, focusing on issues like lack of food and homelessness.

As a school, we are supporting this event by organising a **Non Uniform Day on Friday** in return for a £1 donation. 100% of your donation will go to Comic Relief - payable via Parent Pay.

Tag-Rugby Event



Last Friday Charlie, Eric, Abi, Emily, Keira, Olly, Abigail, Evie, Oscar and Phoebe represented St Peter's at the Chippenham Schools Tag Rugby Festival. Our team came joint second in the group and won several of their matches.

Well done!!!

World Book Day



We have been celebrating World Book Day in school; children, teachers and TA's all dressed up. Sophie Cleverly, the author of the 'Scarlet and Ivy' series of books, told KS2 all about becoming a writer and her journey. After school, Sophie sold and signed her books, which was a huge success.

Thank you to the KS1 children who came in their PJs to listen to a bedtime story and all the KS2 children who enjoyed the Book Quiz Night and to Miss Keat the quiz master. Thank you FOSPA for organising the events.

Year 4 Swimming lessons



After Easter, school swimming sessions will start again. These will be on Mondays at the Olympiad. This week a payment will be set up on <https://app.parentpay.com/> and the invites for consent will go out to the parents of all year 4 pupils, and year 5 and 6 pupils who were not able to finish all the swimming requirements last year.

FOSPA is looking for a Treasurer



Sadly we will have to say goodbye to Rebecca Phillips, who has been FOSPA's Treasurer for 6 years. She and her family will be very much missed.

The spot for Treasurer therefore needs to be filled for FOSPA to remain a committee. If you are interested or know of someone interested please contact fospa.stpeters@dbat.org.uk

The role of a Treasurer is to oversee the monitoring of the organisation's finances on behalf of the whole board of trustees, to report regularly on them to the board, and to make sure that money and property are properly managed. They will ensure that bookkeeping, record keeping, and budgeting are done properly.

Wraparound Care - Term 4

**ST PETER'S C OF E
ACADEMY**



Accepting Childcare Vouchers

WRAP AROUND CARE
MONDAY - FRIDAY ALL YEAR GROUPS (Ages 4-11)



Breakfast Club	After School Club Session 1	After School Club Session 2 Mon-Thurs only
7:45- 8:45 am	3:10 - 4:15pm	4:15 - 5:30pm
£6.00	£5.50	£7.50
Breakfast Included	Snack Included	Light Tea Included

**BOOK NOW THROUGH YOUR
PARENT PAY APP**

Breakfast Club now starts at 7:45 am, Monday - Friday

After-school club (Session 1) finishes at 4:15 pm, Monday - Friday

After-school club (Session 2) finishes at 5.30 pm, Monday - Thursday (no session 2 on Fridays)

The costs are:-

- Breakfast Club £6 per session
- After School Club session 1 £5.50 per session
- After School Club session 2 £7.50 per session

You can book your places on [ParentPay](#) or if you pay by School Vouchers please use this form and you will receive a confirmation with payment details [WAC Term 4](#)

Dates for the diary



Year 6 Residential: Monday 18th March - Friday 22nd March

FOSPA Easter activities - Wednesday 27th March

Swimming lessons - commence Monday 22nd April

KS1 School trip - Tuesday 2nd July

Term Dates

Term 4: 19/02/2024- 27/03/2024 (Finish at 2pm - No Wrap Around Care after school on Wednesday 27th)

Term 5: 15/04/2024- 24/05/2024

Term 6: 03/06/2024- 24/07/2024 (Finish at 2pm - No Wrap Around Care after school on Wednesday 24th)

TD Days (children not in school): Thursday 28th March, Monday 1st July.

September 2023					October 2023					November 2023								
M		4	11	18	25	M		2	9	16	23	30	M		6	13	20	27
Tu		5	12	19	26	Tu		3	10	17	24	31	Tu		7	14	21	28
W		6	13	20	27	W		4	11	18	25	W		1	8	15	22	29
Th		7	14	21	28	Th		5	12	19	26	Th		2	9	16	23	30
F	1	8	15	22	29	F		6	13	20	27	F	3	10	17	24		
Sa	2	9	16	23	30	Sa		7	14	21	28	Sa	4	11	18	25		
Su	3	10	17	24	Su	1	8	15	22	29	Su	5	12	20	27			

December 2023					January 2024					February 2024							
M		4	11	18	25	M	1	8	15	22	29	M		5	12	19	26
Tu		5	12	19	26	Tu	2	9	16	23	30	Tu		6	13	20	27
W		6	13	20	27	W	3	10	17	24	31	W		7	14	21	28
Th		7	14	21	28	Th	4	11	18	25	Th	1	8	15	22	29	
F	1	8	15	22	29	F	5	12	19	26	F	2	9	16	23		
Sa	2	9	16	23	30	Sa	6	13	20	27	Sa	3	10	17	24		
Su	3	10	17	24	31	Su	7	14	21	28	Su	4	11	18	25		

March 2024					April 2024					May 2024							
M		4	11	18	25	M	1	8	15	22	29	M		6	13	20	27
Tu		5	12	19	26	Tu	2	9	16	23	30	Tu		7	14	21	28
W		6	13	20	27	W	3	10	17	24	W	1	8	15	22	29	
Th		7	14	21	28	Th	4	11	18	25	Th	2	9	16	23	30	
F	1	8	15	22	29	F	5	12	19	26	F	3	10	17	24	31	
Sa	2	9	16	23	30	Sa	6	13	20	27	Sa	4	11	18	25		
Su	3	10	17	24	31	Su	7	14	21	28	Su	5	12	19	26		

June 2024					July 2024					August 2024							
M		3	10	17	24	M	1	8	15	22	29	M		5	12	19	26
Tu		4	11	18	25	Tu	2	9	16	23	30	Tu		6	13	20	27
W		5	12	19	26	W	3	10	17	24	31	W		7	14	21	28
Th		6	13	20	27	Th	4	11	18	25	Th	1	8	15	22	29	
F		7	14	21	28	F	5	12	19	26	F	2	9	16	23	30	
Sa	1	8	15	22	29	Sa	6	13	20	27	Sa	3	10	17	24	31	
Su	2	9	16	23	30	Su	7	14	21	28	Su	4	11	18	25		

Term dates summary:		
Term 1	01 September to 18 October 2023	34 days
Term 2	30 October to 20 December 2023	38 days
Term 3	04 January to 09 February 2024	27 days
Term 4	19 February to 28 March 2024	29 days
Term 5	15 April to 24 May 2024	29 days
Term 6	03 June to 24 July 2024	38 days
TOTAL		195 Days

Bank and Public Holidays 2023/2024	
Christmas Day Holiday	25th December 2023
Boxing Day Holiday	26th December 2023
New Years Holiday	1st January 2024
Good Friday	29th March 2024
Easter Monday	1st April 2024
May Day Holiday	06th May 2024
Spring Bank Holiday	27th May 2024
Summer Bank Holiday	26th August 2024

- School Holiday
- Bank holiday
- Term Time
- TD Days (School not open to pupils)

Advertising independent provider

These suppliers are not endorsed by, directly affiliated with, maintained, authorized, or sponsored by the school.

Redland Primary School is advertising for a part-time Admin Assistant



Redland Primary School is advertising for a part-time Admin Assistant

Admin Assistant Job Profile

Contact

Mrs Sam Hook

Redland Primary School

School Business Manager

Tel: 01249 651623

Job title:	Admin Assistant
Reports to (job title):	School Business Manager
Hours of work:	12 hours per week Mon, Thurs and Fri 9am till 1pm (38 weeks per year)
Salary:	Grade D SCP 4 - 6 £11.98 to £12.38 an hour 38 weeks a year - Term time – Salary is pro-rata across 12 months

Main job purpose:	To undertake pupil administration for the school.
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Main duties/responsibilities

Main duties
Answer the main school phone and handle any queries appropriately, taking messages, dealing with queries and retrieving information as requested.
Count and record all cash received in the school office and complete paying in slips and documentation.
Prepare statistical information in respect of pupil administration as instructed by the Admin Officer.
Keep a record of pupils and visitors entering and departing the school during the day, including deliveries, agency visits and general public.
Ensure security and safeguarding protocols are followed and understood by all visitors at the school, e.g. wearing a name badge, signing in and out on the EntrySign system.

Ensure the office area and reception is welcoming and tidy and all paperwork is filed away in a lockable cupboard overnight.
Act as a front of house and communicate with pupils, staff parents and visitors appropriately, maintaining professionalism at all times.
Keep up to date with school events and the diary so that questions can be answered quickly and accurately.
Maintain confidentiality when handling potentially sensitive tasks regarding parents and pupils.
Ensure the confidentiality of any data is maintained, in liaison with the Data Protection Officer and School Business Manager.
Attend any relevant training programmes, such as safeguarding.

Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Have English and Maths GCSEs at grade C or above/equivalent • Have an A-level or equivalent in a business-related subject. 	<ul style="list-style-type: none"> • Safeguarding training. • Data protection training.
Experience	<p>The successful candidate will ideally have experience of:</p> <ul style="list-style-type: none"> • Working in an administration role. • The administration procedures in a school setting. • Handling cash and holding responsibility for tracking. 	<ul style="list-style-type: none"> • Handling complaints and concerns from parents and other key stakeholders. • Liaising with Local Authorities.

<p>Knowledge and skills</p>	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> • Demonstrate an understanding of their statutory requirements concerning safeguarding, equal opportunities, health and safety and data protection. • Prioritise their workload and complete all tasks required of them. • Communicate with people over the phone in an appropriate and engaging manner, effectively answering any questions. • Demonstrate an organised and effective approach to handling a demanding workload. • Have a keen eye for detail and work with a high level of accuracy. 	<ul style="list-style-type: none"> • Demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community.
<p>Personal qualities</p>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Excellent time management and organisation skills. • High expectations of self and professional standards. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with colleagues. • High levels of drive, energy and integrity. <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Dedicated to promoting their professional development and achieving desired qualifications. • Able to plan and take control of situations. • Capable of handling a demanding workload and successfully prioritising work. • A good team player, with the ability to also work on their own initiative. 	

This Easter a multi-activity holiday camp at **King's Lodge Primary School**.

King's Lodge



April
Holiday Camps

4-14
years

2ND - 12TH APRIL

WHERE? 

King's Lodge Primary,
Chippenham (SN15 3SY)

Check out our other South-West venues by
[clickin g her e](#).



PH CAMPS PRICES 2024

	DAY	WEEK
Breakfast Club (08:00 – 09:00)	£5.00	£20.00
Cricketing (09:00-15:00)	£27.00	£121.50
Afternoon Club (15:00 – 16:00)	£5.00	£20.00
Evening Club (15:00 – 17:30)	£10.50	£42.00

Early Bird rate £27.00– ends Sunday 17th March



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