

Fly high; flourish and fulfil



Parent Handbook 2025



Welcome

On behalf of the staff and Governors of Peters Hill Primary may I take this opportunity to welcome you to our school. The following handbook is designed to give you information that we hope you will find useful and that will answer many questions you may have with regard to everyday procedures within the school.

We look forward to welcoming you and appreciate that your child starting a new school is a huge event and that you will have lots of questions. If the information you require is not in the handbook or on our website then please do not hesitate to contact us. We will be happy to talk through any concerns or worries that you or your child may have.

Mr S Duncan
Headteacher



School Day

The doors to each year group open at 8.35am each day and are manned by a member of staff to admit children from 8.35am until 8.45am when the doors close. The school day ends for children in Reception classes at 3.00pm. The school day ends for children in Years 1 to 6 at 3.15pm. Children in Years 1-6 have 45 minutes for lunch whilst those in Reception have 1 hour.

If you arrive at school after 8.45am you will need to report to the school office where your child will be signed into school as they will have missed registration in class. An adult must sign in a child arriving late.

The school office is open each school day during term time from 8.15am to 3.45pm.

Nursery Morning session 8.30am -11.30am

Morning Break

Year 1 10.15am - 10.30am

Year 2 10.05am - 10.20am

Year 3 10.15am - 10.30am

Year 4 10.30am - 10.45am

Year 5 10.30am - 10.45am

Year 6 11.00am -11.15am

Lunch Break

Reception 11.30am - 12.30pm

Year 1 11.40am - 12.25pm

Year 2 11:55am - 12:40pm

Year 3 12.10pm - 12.55pm

Year 4 12.15pm - 1.00pm

Year 5 12.30pm - 1.15pm

Year 6 12.35pm - 1.20pm

Afternoon Break

Year 1 1.45pm – 2.00pm

Year 2 2.00pm - 2.15pm

Term Dates 2025/2026

Autumn Term 2025

Monday 1st September – Friday 19th December

Half Term

27th October – 31st October

Staff Training Day: Monday 1st September

Spring Term 2026

Monday 5th January – Friday 27th March

Half Term

16th February – 20st February

Staff Training Day: Monday 5th January

Summer Term 2026

Monday 13th April – Monday 20th July

Half Term

25th May – 29th May

May Day Bank Holiday – Monday 4th May

Staff Training Day – Thursday 7th May

Staff Training Day – Friday 8th May

Staff Training Day: Monday 20th July

School Uniform

Boys Winter	Warm Weather
Dark grey/charcoal trousers - not light grey or black White polo shirt Navy blue sweatshirt or jumper Black shoes - no trainers or heavy boots	Dark grey/charcoal short trousers can be worn during warmer weather
Girls Winter	Warm Weather
Grey trousers, skirt or pinafore White polo shirt or blouse Navy blue cardigan, sweatshirt or jumper Socks/tights – grey, navy blue or white only Black shoes – no trainers Hair accessories – blue or white only	Blue gingham dress – any style White socks Black or white shoes/sandals (plain and flat heeled). We strongly recommend no jelly shoes or open toed sandals during warmer weather.
PE Kit for Rec-6 Pupils	
Plain white T-shirt Black shorts Black pumps/trainers Track suit for colder days outside (black/grey/navy)	Please note: No jewellery should be worn Longer hair must be tied back
Nursery and Reception Pupils Only	
Waterproof Coat	
Nursery Pupils Only	Warm weather
Grey joggers or grey skirt. White polo shirt. Navy blue cardigan, sweatshirt or jumper. Black Velcro pumps.	As opposite but with the option to wear dark grey/charcoal short trousers or blue gingham dress – any style.

- **Fleeces are for outdoor wear only.**
- **Jewellery – one small plain ring, a watch and stud earrings only – no bracelets or necklaces. All jewellery will need to be removed for PE**
- **No nail varnish please.**

Sweatshirts and cardigans with the Peters Hill logo are available to order directly from school via Scopay. Please note that you do not need to purchase uniform that has the school logo. We also have a pre-loved uniform shop. Please speak to the School Office for further details. Any uniform that no longer fits your child will be gratefully received by school. Please take any items along to the School Office. Thank you.

Returning to school after an injury

If your child is returning to school having sustained an injury, e.g. bone fracture, or requires additional care following a medical appointment, please contact the school office in order for an appointment to be arranged with a member of staff so your child's needs can be discussed before they return to their class. A risk assessment will be completed with our Medical Records Assistant.

Absence Due To Ill Health

On your child's first day of absence, you will need to contact us to report the reason for absence. You should do this by telephoning the school's absence line on 01384 816740 and choose option 1 or email our absence email address (absence@petershillprimary.org) and leave your name, your child's name, class and the reason for absence. This will then be marked appropriately onto your child's class register. If the absence continues over a weekend, please contact school again on the Monday morning.

Absence Due to a Medical/Dental Appointment

Please show a copy of the appointment card/letter to the school office prior to any medical appointments or email our absence email address which is absence@petershillprimary.org

Family Holiday in Term Time

Any holiday taken by children during term time is registered as an unauthorised absence unless there are exceptional circumstances. You will need to complete a request for leave of absence form, at least 15 days prior to the holiday, and return it to the school office. These can be found on the 'key info' tab of our website or by requesting a form from the School Office. Any holiday taken by children during term time is registered as an unauthorised absence and may be subject to a fixed penalty notice.

Lunches

Children are able to access the school meals service (hot meal or sandwiches) on a daily basis or bring in their own lunch from home. Peters Hill aims to promote a healthy, active lifestyle to its pupils, so we therefore ask that parents/carers provide children with healthy, nutritional products in their lunchboxes. Drinks can be brought in from home but should be still (no fizzy drinks) and in plastic drinks bottles. Water and flavoured water is available every lunchtime. If your child would like a meal from the school kitchen, parents should order this at least 7 days in advance using our online ordering system called Scopay. When your child joins Peters Hill, we will provide you with details of how to register on the system. Menus are available to view on our website.

Please be mindful that we are a “nut free” school. We respectfully ask that you do not send in any products containing nuts, or nut based products such as Nutella.

All children in Key Stage 1 (Reception, Year 1 and Year 2) are eligible for Universal Infant Free School Meals. This means that each child in these year groups can receive a cooked lunch or a sandwich free of charge.

Parents in receipt of welfare benefits may be eligible for their child to receive a benefits based free school meal and should apply through the benefits system. Please see frequently asked questions below for further information. Please note that if your child is in Key Stage 1 and you are on welfare benefits, could we please ask that you still apply for free school meals through the benefit system as this will bring in extra funding to school.

We operate a cashless system for paying for school meals from Year 3 onwards. Your child's dinner money account can be topped up via Scopay (the online ordering system).

Snack Time

Children in Nursery and Reception can access free fresh fruit, milk and water throughout the day. Children in Year 1 and Year 2 are provided with fresh fruit each day. Year 3 to Year 6 children are able to bring a healthy snack to school for morning break. Please avoid sending crisps and chocolate as snacks for this time.

Jewellery

The Local Authority Health & Safety Guidelines in relation to children and jewellery form the basis of our safety rules in school. The only jewellery that children are allowed to wear are stud earrings and they must be able to remove them themselves for Physical Education and Games lessons. We cannot take responsibility for the loss of any item of jewellery and therefore would prefer that no jewellery is worn in school.

If your child has their ears pierced, we would encourage you to have this done at the beginning of the summer holidays as children will need to remove earrings during PE lessons for health and safety reasons.

Peters Hill would like to remind parents that extreme styles of hairstyle are not appropriate for school and that any hair accessories are suitable for school and not overly decorative or elaborate.

Lost Property

Whilst we try very hard to encourage pupils to tidy up after themselves and take care of their own possessions, inevitably items are lost from time to time. Reuniting pupils with lost items depends largely on whether or not the items are named. Of course, if we find anything which is named, it will be taken back to the pupil or their class. Any items without names are collected in each year group. They are kept for up to a term and if unclaimed are sent to charitable organisations.

Please could you ensure your child's name is clearly marked on all clothing, bags, lunch boxes and water bottles.

Inclement Weather

During times of inclement weather we try very hard to stay open. At no time are children sent home during the day without contact being made with parents. We also endeavour to update our website and Instagram account with open/closure information as soon as a decision has been taken and contact parents through our Groupcall text messaging system. It is important to remember that our decision to close the school is taken on health and safety grounds - whether or not emergency services can access the school successfully is the key consideration.

Home/School Links

Communication between home and school is essential, therefore we encourage parent partnership working in many ways.

School Website <https://petershillprimary.org/>

The school website is a fantastic way of keeping up to date with events and information across the school and it has a current calendar of events so you can stay organised.

Newsletters <https://petershillprimary.org/Parents-1/Newsletters>

The most recent newsletters can be found on the school website under the parents tab. Newsletters are emailed to parents every other week. They provide you with the most up to date information regarding school visits, fundraising events and sports days etc...

Instagram <https://www.instagram.com/petershillprimaryschool/>

On the main page of the school website in the bottom left hand corner is the Instagram logo. Please click on this link to follow the school Instagram account to see pictures of events across the school.

Letters/Emails

Most letters will now be emailed to parents so please ensure we have your up to date email address. Letters with consent forms are usually the only paper versions sent home to parents.

Text Messages

We sometimes use a group text messaging facility if we ever need to get a message to you quickly, so it's really important we always have your current mobile phone number.

Parents/Open Evenings

Twice a year parents are invited to parents evening for a personal consultation with their child's teacher. Appointments are booked online and a letter sent before the event guides parents on how to do this. In the Summer term we invite parents to a less formal open evening where you can discuss with the teacher the written end of year report should you wish, look at your child's work over the year and meet their new teacher for September.

Class Blogs

We encourage parents to log onto the class blogs which are regularly updated. This is a great way for you to find out what has been happening in class when you get the reply, 'not much' or 'can't remember' to the question 'What did you do in school today?'

Contacting School with any Issues or Concerns

<https://petershillprimary.org/Contact-Us>

If you wish to contact school, please visit the school website and the “contact us page” for our email address and telephone number.

If you have anything you would like to discuss, please initially contact the class teacher by telephone or via the class email. As you can appreciate it is difficult for a teacher to be available during the school day, therefore if your request is urgent, please contact the School Office and the teacher will make efforts to speak to you as soon as conveniently possible, either with a phone call or by arranging a meeting. If the matter is not resolved to your satisfaction, then please make an appointment with the appropriate Year Group Leader, who will meet with you at the earliest convenient time. We would encourage parents to only request an appointment with a member of the Senior Leadership Team if the matter has not been resolved following conversations with the teacher and the Year Group Leader.

Pupil Information

Upon starting school parents/carers are asked to provide personal information relating to pupils. Each year we will ask you to confirm information is up-to-date and accurate or to amend as necessary. We will inform you of how we may share information with other organisations and why. Throughout the year, if any details change, e.g. emergency contact numbers, please remember to notify the school office immediately in order for us to keep your child's information up to date.

Before and After School Club

Our Before and After School Club is provided by RB Active Care.

In order to register and book sessions at either their Breakfast or After School Club please go to the following link:

<https://rbactivecare.kidsclubhq.co.uk/login#/home>

You will need to register for an account before you can book any sessions.

For further information please visit: <http://www.rbactivecare.co.uk//>

Frequently Asked Questions

What time does school start and finish?

The doors to each year group are opened at 8.35am. These are manned by a member of staff to admit children until 8.45am when the doors are then closed.

The school day ends for children in Reception classes at 3.00pm. The school day ends for children in Years 1 to 6 at 3.15pm.

What time is registration?

Children need to be in class and ready for registration at 8.45am.

What are the school office opening times?

The School Office is open each school day during term time from 8.15am to 3.45pm.

What do I do if my child is late?

If you arrive at school after 8.45am you will need to report to the School Office. You will need to sign your child in to school as they will have missed registration in class. An adult must sign in a child arriving late.

How can I pass a message to my child's class teacher?

When you bring your child to school you can leave a message with the member of staff admitting children at the door. This message will then be passed on to your child's class teacher.

How do I contact the school?

You can contact us by telephone on 01384 816740. You will be given options to choose from:

Choose 1 for pupil attendance or to report your child's absence

Choose 2 for finance

Choose 3 for pupil admissions

Choose 0 for the receptionist

or you can email us at enquiries@petershillprimary.org

What do I do if my child is ill?

On your child's first day of absence, you need to contact us to report the reason for absence. You should do this by telephoning the school's absence line on 01384 816740 and choose option 1 or email our absence email address (absence@petershillprimary.org) and leave your name, your child's name, class and the reason for absence. This will then be marked appropriately onto your child's class register. If the absence continues over a weekend, please contact school again on the Monday morning.

What do I do if my child needs to take medicine?

If your child needs to take medication up to 3 times a day, we ask that you administer this at home before school, after school and at bedtime.

If your child needs to take medication up to 4 times a day, we may administer a dose in school. In order for us to do this the medication needs to have been prescribed by a doctor. The medication needs to have a pharmacy label on it stating who it has been prescribed to, how often it is to be taken and what the dosage is.

You will need to bring the medication to the School Office and complete the relevant paperwork confirming these instructions.

What do I do if my child has an appointment?

We would encourage parents to make appointments for children outside of the school day. However, if your child does need to attend an appointment and will be arriving at school afterwards you must report to the School Office and sign your child into school. Please email a copy of the appointment confirmation letter, e.g. from the hospital, to the absence line (absence@petershillprimary.org) so that we can mark your child's register appropriately.

What if my child needs to be collected during the school day?

If you are contacted during the school day and need to collect your child, e.g. due to illness, you must report to the School Office. Your child will then be called for and you will be asked to sign them out.

How do I change my contact details?

If there is a change to your contact details, please notify the School Office immediately in case we have cause to contact you. A change of details form is available from the display unit in the main reception. Please complete, providing new information and current details which need to be replaced. When completed hand in to the School Office. Alternatively, please email the details to enquiries@petershillprimary.org from the email address we hold for you on your child's records.

What if my child forgets to bring something to school?

As children move up through the year groups, we do try to encourage them to take responsibility for their belongings and remember to bring items into school. However, if your child does forget to bring something into school you can bring this to the School Office and we will endeavour to deliver this to class for your child.

How can I receive a school newsletter?

Our school newsletter is produced every 2 weeks and will be emailed to the email address you provide us with on the new pupil form.

How do I pay for educational visits?

If your child is due to take part in an educational visit, information will be sent out to you at the time. Please pay by using our online payments system which can be accessed from the home page of our website or by downloading the Scopay app onto your mobile phone. This is a secure and convenient way to pay. Details of how to register will be provided shortly after your child starts school.

How do I order lunches?

All lunches should be ordered in advance via Scopay (our online ordering system).

How do I pay for school lunches?

We operate a cashless dinner money system. You will receive details of this system when your child starts school. You then need to 'top up' your child's account by using our online payments system. If your child is in Reception – Year 2, they are entitled to universal free school meals.

What do I do if I am entitled to Free School Meals for my child?

If you are eligible for your child to receive free school meals, you will need to complete an application form. Once your eligibility has been confirmed, details will be passed on to the school Catering Manager. Your child will then order their school meal following exactly the same process as other children in school.

How do I apply for Free School Meals for my child?

If you think you may be eligible to obtain free school meals for your child or wish to apply, please go to the following link:

<https://www.dudley.gov.uk/residents/benefits/free-school-meals/>

If you are eligible but choose not to apply, we would ask that you do even if your child does not take up their entitlement. During the allocation of budgets to schools, one of the elements taken into consideration is the number of children claiming free school meals. If you are entitled, please claim them and you could help our budget and yours!

What do I need to do for my child to take holiday during term time?

If you choose to take your child on a holiday during term time you need to complete a request for leave of absence form and return it to the School Office. These can be found on the 'key info' tab of our website or by requesting a form from the School Office. Any holiday taken by children during term time is registered as an unauthorised absence and may be subject to a fixed penalty notice.

Term Dates and Inset Days

Term dates and inset days can be found on the 'useful info' tab of our website and on the display unit in the reception area next to the School Office.

How do I contact my child's class teacher?

You can contact your child's teacher by emailing the class email address. Please ask the teacher or the School Office for details.

How do I order a sweatshirt or cardigan with the logo?

These can be ordered using Scopay (our online ordering system). Please note that you do not need to purchase uniform that has the school logo