

PENYGARN COMMUNITY PRIMARY SCHOOL



School Prospectus 2016/2017

Welcome/Croeso



May we take this opportunity to welcome you and your family to Penygarn Community Primary School. Choosing the right school for your child is vitally important. Parents want to know that their children are happy, safe and secure and are given the best opportunities education can offer in order to develop into effective adults. At Penygarn Community Primary School we believe we can offer all these things. We pride ourselves on the broad, balanced and full education we provide and our standards are a credit to the hard work of all staff and children. Wellbeing is at the heart of everything we do here and we pride ourselves on the warm caring friendly atmosphere which is part of our school. Visitors to our school always comment on the warm welcome they receive and the politeness and maturity of our children. Penygarn Community Primary School actively promotes quality of care, guidance and support offered to our children.

Prospective parents are invited to contact the school to arrange a visit during school hours, not only to meet with the Head and Staff, but also to sample the working atmosphere in the school. Parents are asked to make an appointment where possible as schools are busy places and we wish to avoid disappointment. For security reason, all visitors must report to the main office. Doors are locked once the children are in school, with egress only. However, school offers an "Open Door" policy and wherever possible parents may see the Head immediately.

We are keen to encourage close contact between school and home as these links are important for your child's wellbeing and progress. Any problems can be resolved if parents and school work together for the benefit of the child.

Thank you.

L Sellars
Head Teacher



PENYGARN COMMUNITY PRIMARY SCHOOL STAFF

| | | |
|----------------------------|-------------------|-----------------------|
| Headteacher | Miss L Sellars | |
| Deputy H/T Curriculum | Mr L Jones | |
| Deputy H/T Inclusion | Mrs E Edmunds | |
| Teaching Staff | Mrs K Arnold | |
| | Mrs J Bailey | |
| | Mr T Carrett | |
| | Miss C Evans | |
| | Mrs L Evans | |
| | Miss Z Glass | |
| | Mrs K Harris | |
| | Mrs H Lang | |
| | Mrs M Parfitt | |
| | Mrs S Rayner | |
| | Miss C Richards | |
| | Mr P Robson | |
| | Mrs S Rodda | |
| | Mrs J Rose | |
| | Mr P Smith | |
| | Miss J Waldron | |
| | Mrs J Waugh | |
| | Miss C Williams | |
| Higher Teaching Assistant | Mrs S Withers | |
| Teaching Assistants | Ms S Cotterell | Mr R Ryan |
| | Mrs S Cox | Mrs N Peddle |
| | Mrs N Davies | Miss J Perry |
| | Mr M Evans | Miss C Taylor |
| | Miss D Farrant | Miss E Taylor |
| | Mrs R Groves | Miss L Taylor |
| | Mrs C Hall | Mrs K Watkins |
| | Miss S Hardwick | Miss K Watkins |
| | Mrs J Hern | Miss A Webb |
| | Miss L Jones | Miss E Williams |
| | Miss L Long | Miss T Wood |
| | Mrs L McDonough | |
| Photocopying and Display | Mrs K Daniel (PT) | |
| Snr School Support Officer | Ms G Stokes | |
| School Support Officer | Mrs K Healy | |
| School Support Assistant | Mrs J Horgan | |
| School Support Assistant | Mrs K Daniel (PT) | |
| School Support Assistant | Miss S Evans (PT) | |
| Caretaker | Mr P Parker | |
| Middy Supervisors | Mrs S Clifford | Miss D Pentland |
| | Mrs M Drinkwater | Mrs A Perry |
| | Mrs L Hall | Mrs Y Poulson |
| | Miss K Jennings | Miss C Smith |
| | Mrs C Lloyd | Mrs K Taylor |
| | Mrs J Morgan | Mrs T Yemm |
| | Mrs N Peddle | Mrs H Clarke (Relief) |

ESSENTIAL INFORMATION



Penygarn Community Primary School
Penygarn Road
Penygarn
PONTYPOOL
Torfaen
NP4 8JR

E-mail address: head.penygarncps@torfaen.gov.uk
Telephone: 01495 742090/742091

| | |
|---------------------------------|--|
| Headteacher | Miss L Sellars |
| Director of Education | Education Department Pearl House PONTYPOOL Torfaen Tel: 01495 762200 |
| Chair of Governors | Councillor M Ford |
| Parent Governor Representatives | Ms R Griffiths Mr D Hankey Mr A Pippen Mrs B Rice |
| LEA Governor Representative | Councillor B Parker |
| Teacher Governor Representative | Mrs J Waugh |
| Support Staff Representative | Miss E Taylor |
| Other Governors | Mrs C Badham Mrs L Lightfoot (Vice Chair) Mrs K White |

SAFEGUARDING

Penygarn Community Primary School is committed to ensuring the welfare and safety of all children in school. All Torfaen schools, including **Penygarn Community Primary School**, follow the Torfaen Local Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available on request.

Designated Person for Child Protection:

Miss L Sellars

Designated Deputy for Child Protection:

Mrs E Edmunds

Chair of Governors:

Mr M Ford

Child Protection Governor:

Mrs J Waugh

Penygarn Community Primary School

Vision Statement

"Living to Learn, Learning to Live"

At Penygarn we aim to **STEER** our pupils' learning.

S is for skills based curriculum.

T is for theme based learning.

E is for an "Enriched" learning experience.

E is for our environment and maximising its use.

R is for relevance to today's society.

Staff and children alike are all engaged in learning and committed to success. We are constantly being innovative, striving to find and create better ways of pursuing our goals. We realise the importance of our community, bound by strong values and involve governors, staff, parents, children and our community in creating a caring, happy school which helps everyone achieve success. Our logo, designed by the children and our Vision Statement has children at heart and both reflect our attitude and beliefs.

Our priorities this year are:

- To continue to raise standards in Maths and Science
- To raise standards in Reading and Writing (particularly with boys)
- To raise standards in ICT
- To continue to develop a skills based curriculum.
- To continue to develop effective tracking systems for individual children and cohorts and use the all Wales Core Data effectively.
- To raise the profile of the Welsh Language and focus on Bilingualism.

We believe that everyone connected with the school is vital to the Self-Evaluation process and will assist in identifying priorities for improvement, monitoring provision and assessing outcomes. Therefore, this process will involve all staff, children, parents, governors and the local community. In order to be effective, this process must be open, honest and result in improved outcomes in standards and quality of education.

The Ethos & Values of the School

Section 1 of the Education Reform Act 1988 requires that the curriculum should promote the spiritual moral and cultural development of pupils and should prepare them for the opportunities, responsibilities and experiences of adult life.

The Governing Body consider that our school policies for discipline, pastoral care, personal, social and health education and school uniform all underpin our pupils' spiritual, moral, cultural and social development.



The School

The Infant School was built in 1932 and the Junior School in 1965. In September 2007 the two schools were amalgamated to form Penygarn Community Primary School. The school is comprised of 17 main teaching areas, separated into Nursery, Foundation Phase (Infants) and Key Stage 2 (Juniors). We have two central school halls. An ICC (Integrated Children's Centre) Satellite which focuses on pre-school children and their parents is also sited at Penygarn and has its own garden and play area.

All our classrooms are attractive and well organised. The staff take great care to provide a stimulating and interesting environment for the pupils. Classrooms have book corners, craft areas, role-play, computers and many other activities. The main school building allows access for pupils with disabilities. Since September 2008, the school plays host to some Foundation Phase and Key Stage 2 Crownbridge Special School pupils.



Admissions

The school caters for children from three to eleven years of age.

Nursery Class children are admitted in the term following their third birthday i.e. September, January and April. Sixty five children are offered places in the morning session and a further sixty five in the afternoon session. Further information about the Nursery is detailed in a separate handbook, a copy of which is available on request.

Children are admitted to the main school in the September following their fourth birthday. Admission forms are sent to parents from the Local Education Authority.

During the summer term prior to the September in which the children start school, parents and children are given the opportunity to visit the school and meet the Headteacher and the class teachers.

No child can be admitted without authorisation from the Local Education Authority.

All schools have catchment areas. These designated areas are in the neighbourhood of the school from which we draw our children. Some children come to school from out-of-catchment, on request from parents. This can only happen when there is sufficient room in the relevant class. All requests for children living outside the school's catchment area must be submitted by parents, in writing, to Forward Planning, Education Department, Torfaen County Borough Council, Civic Centre, Pontypool.

Our catchment area includes:

Penygarn and Trevethin down to Pontnewynydd, this side of the main road.

Number of Pupils on Roll

The number of pupils on roll as at September 2015:- 475

Organisation of Classes

The children will be arranged in classes in 2016/2017 as follows:-

Nursery 3 - 4 years 65 pupils am and 65 pupils pm

Pupils will be admitted to the rest of the classes up to a maximum number of 30.

| | |
|-----------|---------------|
| Reception | 4 - 5 years |
| Year 1 | 5 - 6 years |
| Year 2 | 6 - 7 years |
| Year 3 | 7 - 8 years |
| Year 4 | 8 - 9 years |
| Year 5 | 9 - 10 years |
| Year 6 | 10 - 11 years |

The children are grouped according to age but other factors such as ability, maturity and friendship groups will be taken into account.

School Times

Nursery Session Times

Morning Session 9.05 am - 11.35 am
Afternoon Session 12.45 pm - 3.15 pm
Full Time Session 9.05 am - 3.15 pm

Infant (Foundation Phase) Session Times

Morning Session 9.05 am - 12.15 pm
Afternoon Session 1.15 pm - 3.20 pm

Juniors (Key Stage 2) Session Times

Morning Session 9.05 am - 12.15 pm Mondays to Thursdays
Morning Session 9.05 am - 12.30 pm Fridays
Afternoon Session 1.15 pm - 3.20 pm

School Uniform

THE SCHOOL COLOURS ARE RED AND WHITE. Sweatshirts, polo shirts and PE equipment with the school logo on, are available at the school office at a very reasonable cost. All other items of uniform are available at local department stores.

Girls Winter Uniform

Grey Skirt or Pinafore Dress
Red Sweatshirt
White Polo shirt
White Socks

Girls Summer Uniform

Red Gingham Dress
White Socks

Boys Winter Uniform

Grey Trousers (not jeans)
Red Sweatshirt
White Polo Shirt

Boys Summer Uniform

Grey shorts
White Polo Shirt

Shoes

Black trainers or shoes.
Sandals can be worn in summer - no "flip flops"

PE Kit

White T-shirt
Red shorts

Please support us by ensuring your child wears school uniform every day,

PE Kit

In the Infants, children work in PE kit and bare feet for indoor activities. For outdoor activities (warm weather only), children work in shorts t-shirts and plimsolls. In the Juniors, children wear shorts, t-shirts and plimsolls for all activities. PE Kit can be brought to school at the beginning of the half term, and hung on the child's peg. The kit will then be sent home every half term to be washed. Please make sure all kit is clearly marked with your child's name.

Please ensure that your children can dress/undress unaided. It is also essential that your child DOES NOT wear jewellery to school on PE days. If this is not possible, could you make sure that earrings (N.B. NO HOOP EARRINGS ARE ALLOWED) are covered with a piece of sticking plaster.

A Sports day is held in Summer Term. All parents are welcome to attend and support their children.

Absences/Attendance

Government legislation states that schools must keep a record of all UNAUTHORISED absences.

Therefore, if for any reason your child is unable to attend school please let the class teacher know the reason **IN WRITING** for his/her absence and please telephone the office on the first day of absence. If the absence is due to a medical condition, hospital visit or dental appointment it is possible to credit your child with an "authorised absence". The school operates a "first day response" system, whereby you will be contacted if we have not received a message regarding the absence of your child.

As of December 2011, schools are no longer allowed to authorise absences due to holidays. Therefore, all holidays taken during term time will be recorded as unauthorised.

It is **ESSENTIAL** that we abide by this regulation and I look forward to your support on this very important matter.

The only entrance into school after 9.05 am is the main entrance - all other doors are security locked.

Education Welfare

Children arriving at school late on a regular basis may be referred to the school's Education Welfare Officer (EWO) together with the children displaying regular or long term absence without authorisation. This may result in visits being made to the parents at home, by the EWO. The EWO visits school regularly to monitor punctuality and attendance.

Occasionally the EWO has become involved with families whose children are left in school at the end of the day. The school day ends at **3.20 pm** and it is essential that parents make the necessary arrangements for their children after this time.

Arrival

Foundation Phase children and parents are asked to assemble outside the classroom doors. The doors will be open at 8.55 am. Foundation Phase children should be accompanied to school by their parents/carers. KS2 children can go onto the yard until the doors open at 8.55 am. Before this time the children are your responsibility. On the rare occasion that a child is late (i.e. after 9.05 am), you will need to bring them to the main entrance, to ensure they have their place marked in the register and are

counted for lunch. A record is kept of the children arriving late and any concerns are passed on to the Education Welfare Officer (see above).

Leaving School Early

Sometimes for very good reasons e.g. medical appointments, parents ask for their children to be released from school early. We are always happy to co-operate with such requests, but in the interests of the safety of your children you will be required to produce evidence of appointments. If this is not possible please write a brief note of explanation. Requests relayed by word of mouth through the children, will be refused. When you come to collect your child please call at the office and complete the "signing out" book.



Security

Security measures mean that parents/visitors may only gain access to school through the main reception door.

The Curriculum and Aims of the School

The aims of the School have been defined through discussion with staff and Governors.

The School aims to help all pupils achieve their success in a happy, caring, stimulating, learning environment.

Curriculum Statement

We provide our pupils with a curriculum that seeks to educate the whole child. We strive to make our curriculum appropriate to the pupils needs with teaching styles that develop positive attitudes to learning and take into account visual auditory and kinaesthetic learners. Pupils need to access this curriculum to progress in a rapidly changing society and economy. Our aim is to prepare children for 21st Century learning. The content of the curriculum is broad, balanced and relevant. Pupils study the National Curriculum and Religious Education. The curriculum is regularly reviewed so that our pupils receive an education, which is relevant and up to date.

Nursery and Foundation Phase

The school follows the *Government Guidelines* for the Foundation Phase,

Children are given opportunities to acquire skills in:-

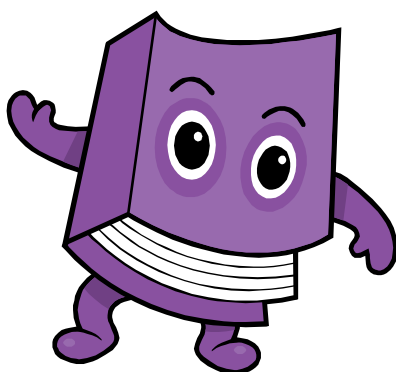
Language, Literacy and Communication
Mathematical Development
Personal and Social Development
Knowledge and Understanding of the World
Creative Development
Physical Development
Welsh Language Development

At this stage, the main building blocks of learning are laid. The emphasis will be on developing essential skills of communication, literacy and numeracy. By providing a broad rich curriculum using an integrated approach, we aim to develop the children's interest whilst recognising their level of maturity. These are important years where children learn how to observe, listen, respond and develop not only as individuals but also as caring members of our community.

At Key Stage 2 (8 – 11 year olds)

The essential skills of communication, literacy, numeracy and ICT will still be the central focus of our curriculum. The curriculum will still take place within an integrated theme where it is meaningful and relevant.

Children will be encouraged to develop self-confidence independence in learning and higher order skill in a range of situations.



The Curriculum

Parents are welcome to look at documentation relating to the school's curriculum and should contact the Headteacher if they wish to do so.

The word curriculum refers to the range of subjects taught to children in school. They will all learn English, Mathematics, Science, History, Geography, Physical Education, Art, Music, Religious Education, Design Technology, Information Technology, PSHE and Welsh.

Teaching children to read, write speak and listen as well as developing their basic mathematical skills, training them to solve problems, carry out simple investigations and to work things out mentally, is a high priority at Penygarn. In addition, it is important that opportunities are provided for children to use these skills and knowledge in other subjects and real life situations.

We also believe that where the learning experiences are purposeful, children's achievements will improve. Topics are planned in such a way that individual subjects are linked to help children understand the relevance and purpose of the study. Obviously, this is not possible in all cases and some elements need to be taught outside the umbrella of the topic.

The schemes of work of the school meet the requirements of the National Curriculum and the Education Committee Guidelines, which aim to provide a broad balanced relevant and differentiated curriculum.

The school uses a variety of teaching methods, depending upon the subject being taught and the development of the pupil. These will include whole class teaching, group work and individual teaching.

The minimum hours spent on teaching during a normal school week are 21 in the Infants and 23.5 hours in the Juniors. This includes the teaching of Religious Education and the statutory daily act of collective worship, but excludes registration and breaks.

Further information about curriculum subjects can be found on our website.

Sex Education

Sex Education is not taught specifically but any matters that arise in the child's development are dealt with sensitively and at the time, with those children concerned. Sex Education comes under the "umbrella" of the topic "Ourselves" which deals with body development, the body's needs and emotions. In Year 6 we invite the school nurse to speak to the children on such topics as body changes, menstruation and puberty. Naturally, any topics on sensitive issues are referred to parents beforehand.

The school has a selection of teaching materials appropriate to the needs and age of pupils.

Parents may withdraw their children for all or part of the Sex Education - although it forms an integral part of the curriculum.

Welsh and Cwricwlwm Cymreig

As pupils at a school in Wales, children experience the rich culture and language of this beautiful country. From an early age children begin to find out and use the Welsh language. Simple phrases are taught and by the time they leave Penygarn, children should be able to understand and speak Welsh in a number of contexts. Cwricwlwm Cymreig involves children acquiring and understanding of Welsh culture and the importance of Wales both within the UK and on an international stage. Cwricwlwm Cymreig permeates the school curriculum and arises naturally in the course of children's work and in the day to day work of the school.

Religious Education and Collective Worship

We aim to help children understand how religious beliefs and values affect the way people live and the importance of deciding for themselves. Stories from Christian and other religious traditions are shared to help develop an understanding of their own and other cultures.

A daily act of collective worship is held. Representatives from various religious denominations visit throughout the year. Parents not wishing their child to take part in this activity should contact the Headteacher.

PSHE (Personal, Social, Health Education and Citizenship)

PSHE/Citizenship help to give children the knowledge, skills and understanding they need to lead confident, healthy independent lives and to become informed active and responsible citizens. Children are encouraged to take part in a wide range of activities and experiences across the curriculum, contributing fully to the life of the school and the local community. In doing this they learn to recognise their own worth, work well with others and become increasingly responsible for their own learning.

Before/After School Club

Torfaen Catering run a free Breakfast Club for all children at the school, which starts at 8.30 am and serves a healthy range of food. In KS2 a range of clubs are on offer throughout the year. Further details are available on request. These clubs are provided

free of charge and run at the discretion of teachers. If any child's behaviour falls below an acceptable standard, then children will not be allowed to continue attending.

Transition

At seven plus, after three years attendance in the Infants (Foundation Phase), pupils transfer to the Juniors (Key stage 2). All children visit their new class in the summer term so that they can meet their new teacher and get a taster of any new routines etc.

We ensure teachers plan together and organise the curriculum to ensure continuity and progression. Teachers liaise with one another in order that records of achievement and attainment as well as additional relevant information are passed on to the next teacher effectively.

We have good communications with our local Comprehensive schools, Abersychan, West Monmouth and St Albans.

Teachers from Penygarn liaise with teachers in Abersychan, West Monmouth and St Albans to ensure continuity of work in the upper years of the school. This involves joint training and visits between the schools. In addition, specialist teachers in the Comprehensive school visit us and teach various classes throughout the school.

The Heads of Lower School at the Comprehensive schools take a lively interest in our Year 6 pupils and pay us frequent visits in order to make the transition between Key Stages that much easier. Children also have a "taster" day during the Summer Term, when they spend the whole day at their new Comprehensive school.

Pupils also spend time at the Comprehensive school during the summer term before they transfer in September.

Target Setting

At Penygarn Community Primary School we have established an ethos that only the best is acceptable. All staff have consistently high expectations of the children with regards to both behaviour and academic performance.

Each year the staff set targets to raise the standards of achievement of our pupils in core subjects i.e. English, Mathematics and Science. A summary of the National Curriculum Assessment Results is included in the Appendix.

Children are given targets to work on and these are shared with parents via parents' meetings and written reports.

Assessment/Parents Meetings

Children are assessed throughout the school year and are tested at the end of each year. Parents will receive a formal written report of their child's progress at the end of each academic year. We also have an open evening in the summer term. In addition we run two open evenings in October and February for parents to talk to the class teacher about their child's progress.

Equal Opportunities

At Penygarn Community Primary School we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of disability, race, gender, age, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity, marriage and civil partnership. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

The achievement of pupils will be monitored and we will use this data to support pupils, raise standards and ensure inclusive teaching. We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. At Penygarn Community Primary School we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

A full copy of our Equal Opportunities Policy and Strategic Equality Plan is available upon request.

Disability

Children with disabilities are welcome into school and wherever possible or practical we will cater for their needs. We are host to "Crownbridge" pupils and the new build has addressed historical disability issues.

Additional Learning Needs

Mrs E Edmunds has a responsibility for Additional Learning Needs in school. Mrs J Waugh is the Additional Learning Needs Governor.

Some children have Additional Learning Needs which hinder their progress in learning. A child is identified as having an Additional Learning Need if for any reason he/she has a significant difference educationally, emotionally, physically or in behaviour from the majority of children of the same age. The difference in learning can be above or below average ability.

The school follows the Additional Learning Needs Code of Practice closely. The school also has its own Policy, which gives details of special curricular and other arrangements made for particular categories of pupils, including those with statements of Additional Learning Needs and exceptionally able students. A full copy of our Policy is available on request.

Any child identified as having Additional Learning Needs is assessed by the Class Teacher, who, together with Additional Learning Needs Co-ordinator will intervene to diagnose his/her problem. To offer specific help, they will devise an Individual Educational Plan especially for the child. Parents will always be kept informed and consulted if their child has additional needs.

In some cases, we need to refer the child to an Educational Psychologist who will visit the school to see the child to evaluate their problem and offer support.

School Council

Each class elects a representative. The Head Boy and Head Girl attend School Council Meetings. In addition, there is a Teacher Representative, a Staff Representative and a Governor Representative. The School Council meet every three to four weeks to discuss various issues. The class representatives report to their own classes on the Fridays following the meeting. These discussions replace the whole school assembly for that day.

Pyramid Club

The school runs a Pyramid Club for a short period every year. This is an after school club that works with children to help improve self-esteem and/or social skills. The school identifies a group of children who it feels would benefit and consent is sought from Parents/Carers. The club normally runs in the summer term.

Education Family Links Worker

We have an Education Family Links Worker based at the school who will be working alongside children to help with Anger Management, Social Skills and raising Self Esteem. Our Education Family Links Worker is Mrs H Carter. Mrs Carter provides support to families and provides a vital link between school and home.

Play Therapist

Sarah Morgan is a Play Therapist at our school. She works with children aged between 3-11 years on a one to one basis. Play is used in therapy as a means of helping children deal with emotional and behavioural issues. In the safe, emotionally supportive setting of the play therapy room, the child can play out any concerns and issues they may be experiencing. Sarah helps the child feel heard and understood.

Discipline

The school's policy on discipline is based on Assertive Discipline, a positive approach of reward, praise and encouragement of good attitudes rather than the negative one of criticism and punishment. It includes strategies employed by the school to counteract bullying.

However, where cases of unacceptable behaviour occur, parents will be informed. In extreme cases, children may be suspended or excluded. A similar system exists for inappropriate behaviour at lunchtime.

The school is required to have a policy of Physical Intervention. Reasonable force will only be used as a last resort. On the rare occasion when a difficult situation occurs, staff will endeavour to resolve the issue in a non-physical way. Support staff are trained in use Team Teach.

Pastoral Care

The pastoral care of each child is the responsibility of all teachers.

It is the policy of the school to involve parents if we are concerned about a child's progress behaviour or attitude. If you have any questions or problems concerning your child's education, please contact the Headteacher or either of the Deputy Headteachers.

The welfare of each child largely depends upon the co-operation that exists between home and school. Teachers by law are "loco parentis" i.e. They are responsible for the well being of the child during the school day in the same way as is a reasonable careful parent.

The school interprets this responsibility by setting high standards in work and behaviour.

Parents can help by:-

- Ensuring the child's regular attendance at school.
- Ensuring the child's punctuality.
- Supporting school activities.
- Contacting school immediately problems arise.
- Attending school functions especially Parent Consultation Evenings.
- Ensuring that your child completes any homework.

Please ensure that you and your child sign our Home-School Agreement.

Complaints Procedure

Parents wishing to make a formal complaint are advised that there is an approved procedure which must be followed. Concerns expressed by parents should firstly be discussed with the teacher. If parents are not satisfied they should approach the Headteacher. The next step if they are still not satisfied would be to take their complaint to the Governing Body and following that the Local Education Authority.

Emergency Contact Numbers

Please ensure that the school is given an emergency telephone number in case of accident or illness. Please make sure that we have a contact name and telephone numbers we can contact in the event of an emergency. It is very important that you inform the office when telephone numbers and in particular mobiles are changed. If your child has an accident needing hospital treatment, every effort will be made to notify you so that you may accompany your child to hospital. However, if no contact can be made and we feel that your child needs urgent attention, we will take him/her to hospital, but be assured we will continue trying to contact you. Please understand how important this is.



Homework

Research has shown that parental involvement in their children's education can be beneficial. Therefore, strategies have been built into the curriculum which will encourage parents to become involved.

Parents are informed at the beginning of each term of the topic their children will be investigating. They are asked to contribute relevant expertise and books or objects of

interest. Parents can assist greatly by listening to their children read both for pleasure and information.

Homework linked to various aspects of the curriculum will be sent home regularly. Your child's class teacher will give you more information.

Home/School Links

The establishment of good home/school relationships is very important.

Regular newsletters are sent to all parents, which provide useful information about school activities as well as the curriculum and practical arrangements for your child that year.

From nursery age, parents are made fully aware of how their children will be educated. Parent Consultation Evenings are held twice a year, when parents are given the opportunity to discuss their child's progress with the class teacher. A formal report for each child's progress is sent to parents at the end of the summer term.

Parents are invited to functions throughout the year e.g. Christmas Concerts, Class Assemblies, Sports Day etc.

Our Home/School Agreements set out the school's commitment to its pupils and the schools expectations of the parental support that is so important for each child's development and progress whilst in our care.

Meals

School meals are provided by Torfaen Catering, in the school hall. The meals are cooked on the premises and are excellent in quality and quantity.

At the beginning of each term, a menu sheet is provided by Torfaen Catering, a copy of which will be sent home. The menu is also displayed around school. Some children bring sandwiches from home, but parents are asked to ensure that drinks brought to school are carried in a well-sealed container. In line with our Healthy-Eating Policy we would ask that only still water is brought to school.



Dinner money (£2.10 for Infants and £2.20 for Juniors) must be paid every day. Please put the correct money in an envelope, purse or container, clearly marked with the child's name and class.

N.B. MEALS CANNOT BE GIVEN UNTIL MONEY HAS BEEN RECEIVED.

Children who go home for dinner are not expected to return until 1.15 pm

Midday Supervisors manage the children at lunchtime. Children having school dinners are not permitted to leave the premises unless a request is made in writing, by the parents, to the Headteacher.

A good standard of behaviour is expected at lunchtime. If any child continually misbehaves, you may be asked to have him/her at home for lunch.

Application forms for free meals are available to families in receipt of Income Support, Job Seekers Allowance or Child Tax Credit. The forms are available from the school office.

Healthy Eating

Torfaen Catering provide fruit to eat during the morning break. The cost is 30p per piece of fruit. We fully endorse this initiative and ask that all children either bring or buy fruit for their mid-morning snack.



All Foundation Phase pupils are able to have milk daily. This is usually given out before morning break. Reception and Nursery children also have milk.

We have children attending school who suffer from a nut allergy. If these children are in contact with nuts **THEY MAY DIE**. As responsible parents, I know you will want to co-operate with the school by ensuring that your child does not bring nuts or anything containing nuts into school.

Safety

At Penygarn Community Primary School, we encourage children to become aware of all aspects of safety relating to the wellbeing of themselves and others. Children are encouraged to take responsibility for their own personal safety both at school and within the community. The school maintains close links with the local police force and in particular with the community police officer who regularly visits the school to talk about road safety and the risks of talking to strangers. Children are invited to watch films, demonstrations and to enter into discussions about such issues.

Children are also given the opportunity to take a course in safe cycling. This is organised in conjunction with the Road Safety Committee. At the end of the course, children are invited to take a proficiency test and are awarded a safe cycling certificate.



Accidents in School



Naturally, although the greatest care is taken by the teaching and ancillary staff to safeguard your child, accidents do sometimes occur. In the event of minor injuries, children will be treated in school, but for

more serious accidents the school will inform the parent immediately. This, of course, is only possible if the school has the home and/or emergency contact telephone number. If the parent cannot be contacted or is unable to collect the child, then the child will be transported to hospital by a member of staff who will wait for the parent to take over.

Obviously very serious injuries would mean immediate transport to hospital.

If at any time a child sustains a "bump" at school, which causes concern, then the parent will be informed either by telephone and/or by letter that day.

Medical

The school nurse can be contacted on 01633 623677.

Please ensure that the school is kept informed about any medical conditions relating to your child. A medical questionnaire is sent to all parents of Reception aged pupils at their first year at school. The school nurse will arrange appointment to see parents following the questionnaire.

At various times throughout their school life children are given medical examinations. These include dental examinations, eyesight and hearing tests. Parents will be notified if follow up treatment is necessary.

No child may carry prescribed medicines whilst in school. The only exceptions to this policy will be where a child suffers from conditions which require ongoing medication e.g. Cystic Fibrosis, Asthma etc. However, pupils may need to receive medication for short periods such as completing a course of antibiotics. Parents are asked whenever possible to administer this medication outside school hours. If this is not possible then a medical form has to be completed to enable staff to administer medicines.

Please ensure all asthma pumps have your child's name clearly labelled on it.

Pupils will not be excluded purely as a result of requiring medication.

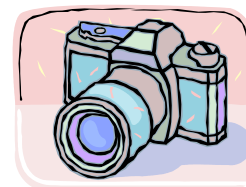
Additional Information

Head Inspections

The nurse no longer performs head inspections but asks that parents check their child's hair regularly. We hope that parents will check their child's weekly and brush their hair in the morning and particularly at night. Research has shown that by undertaking these activities of brushing and checking, control of head lice is possible. Should you suspect head lice or have any other health worries, please let the school nurse know immediately.

Newspaper Photographs

Occasionally local newspapers print photographs of the children attending the school e.g. The South Wales Argus often takes photographs of Reception pupils for a special edition called "Their First Days at School". If, for any reason you do not want your child to be included in these photographs, please make sure you complete the form that is handed out in the welcome pack and return to the school office.



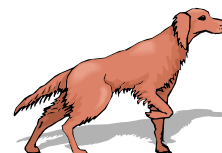
Parking



The car park is the only vehicular access to the school and is used by vehicles making deliveries to the main building, which includes the school's canteen. **Parents are therefore requested not to drive into the school grounds but in the interests of safety of all the children, to park their cars outside the schools premises.** The gates will be locked at the beginning and end of the school day.

Dogs

You will be aware that notices have been placed in strategic positions stating that dogs are not allowed on school grounds.



Toys and Valuables

As school cannot be held responsible for breakages or losses which may occur we request that children do not bring toys or valuables to school unless they are asked to do so by the staff for displays, topic work etc.

Jewellery

For health and safety reasons, only watches and stud earrings are allowed to be worn in school.

Documents

Parents wishing to access any documentation should contact the Headteacher. The Secretary of State will ensure that enough copies of statutory instruments and circulars of guidance are sent to each school for public access.

Care of Property

Teachers are **NOT** responsible for the private property of pupils. To safeguard property the following points should be adhered to:

1. The owner's name should be clearly marked on clothing or other personal property.
2. Money should not be left in the cloakrooms, desk trays or bags.
3. Valuables should not be brought to school.

We strongly advise that watches, jewellery, mobile phones and toys are left at home.

Lost Property

Children are advised that all lost property should be reported immediately it goes missing. We centralise lost property in school in a Lost Property Box. All items left behind in cloakrooms over a long period of time are put in this box. The Lost Property Box is emptied at the end of each term. We will then dispose of the items that are not claimed. We have a standard form in the office for parents to complete if property has been lost.

Charges and Remission Policy

Throughout the year, your child will be taken on various visits as part of the work that he/she is undertaking in class.

Naturally, these visits cost money and we cannot hope to support the full cost from school funds. We do subsidise school trips but ask for a donation from parents to over the full cost.

Since we are only allowed to ask for "donations", if insufficient sums are raised before such a trip, then we unfortunately, have to cancel. The deadline for payments is two weeks before the date of the trip.

Your Queries and Concerns

Everyone is welcome at Penygarn Community Primary School and the Headteacher will try her best to see you without appointment. However, if the issues require more time or the Headteacher is not available, it may be necessary to make an appointment via the school office. If the matter is urgent, please go to the office first and the Headteacher, Deputy Headteacher or Secretary will then help you.

The staff of Penygarn Community Primary school treat children and parents with courtesy and kindness. It is the responsibility of parents to show the same consideration towards staff. Acts of verbal abuse, threatening behaviour or violence towards any member of staff will not be tolerated and will result in a referral to the Local Education Authority and ban from the site.

School Terms and Holidays 2016/2017

| | Term begins | Mid Term Holiday | | Term Ends |
|--------|----------------------|--------------------|--------------------|--------------------|
| | | Begins | Ends | |
| Autumn | Thursday 01.09.16 | Monday 24.10.16 | Friday 28.10.16 | Friday 16.12.16 |
| Spring | Tuesday 03.01.17 | Monday 20.02.17 | Friday 24.02.17 | Friday 07.04.17 |
| Summer | Monday 24.04.17 | Monday 29.05.17 | Friday 02.06.17 | Friday 21.07.17 |

May Day 1 day - 1st May 2016

School closures for teachers' in-service training - 1st and 2nd September 2016

Autumn Term commences for pupils on Monday 5th September 2016

