

# Penygarn Community Primary School

## Prospectus



Nurturing the hearts and minds of the future

# 2021 / 22

# Welcome Croeso

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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.

# Staff

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**Headteacher (Acting)**

Mr L Jones

**Deputy Headteacher (Acting)**

To be appointed

**Teaching Staff**

Mrs K Arnold  
Miss N Bevan  
Miss S Busby  
Mr T Carrett  
Mrs S Dumbleton  
Miss C Evans  
Mrs L Evans  
Mrs A Gibbs  
Miss R Jones  
Mrs H Lang  
Miss S Lee  
Mr M Ledville-Smith  
Mrs K Middle  
Miss G Otterstead  
Mrs J Rose  
Mr P Smith  
Mrs D Squirrell  
Miss H Thomas  
Miss C Williams  
Miss K Williams

**Higher Teaching Assistant**

Mrs S Withers

**Teaching Assistants**

Miss J Ball  
Mrs L Bishop (PT)  
Ms S Cotterell  
Mrs S Cox  
Miss H Davies  
Miss D Farrant  
Mrs K Graham (PT)  
Mrs R Groves  
Mrs C Hall  
Miss S Hardwick  
Mrs J Hern  
Miss L Jones  
Miss L Long  
Mrs L McDonough  
Mrs N Peddle  
Miss J Perry  
Mr R Ryan  
Miss C Taylor (Level 4)  
Mrs K Watkins  
Miss A Webb  
Miss E Williams (Level 4)  
Miss T Wood

# Staff Cont.

## Photocopying and Display

Mrs T Wills (PT)  
Mrs K Graham (PT)

## Senior School Support Officer

Mrs G Stokes

## School Support Officers

Mrs K Samuel (PT)  
Mrs T Wills (PT)

## School Support Assistants

Miss S Evans (PT)  
Mrs J Horgan (PT)

## Play Therapist

Mrs S Morgan

## Education Family Support Worker

Mrs K Daniel

## School Site Manager

Mr P Lavender

## Midday Supervisors

Mrs S Clifford  
Mrs M Drinkwater  
Mrs C Lloyd  
Mrs J Morgan  
Mrs K Taylor  
Mrs A Walton



# Essential Information

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**Headteacher (Acting)**

Mr L Jones

**Director of Education**

Dermot McChrystal

Chief Officer, Education & Lead Director for Children and Young People

Education Department

Torfaen County Borough Council

Civic Centre

PONTYPOOL

Torfaen

Tel: 01495 762200

**Chair of Governors**

Mr M Ford

**Parent Governor Representatives**

Mrs E Jenkins

Mr N Wills

**Teacher Governor Representative**

Mrs K Arnold

**Support Staff Representative**

Mrs S Cox

**Other Governors**

Mrs K Davies

Mrs K Davis

Miss J Williams

Mrs M Fitzgerald

Mrs S Hirons

# Safeguarding

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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:  
Mr L Jones

Designated Deputy for  
Child Protection:  
Miss C Evans, Miss C Williams  
and Mrs K Daniel

Chair of Governors:  
Mr M Ford

Child Protection Governor:  
Mrs S Hirons



*"I feel safe in school because I know the teachers are there to help me." Jacob (8)*

# Mission Statement and Aims

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## Nurturing the Hearts and Minds of the Future

At Penygarn we aim to **CHALLENGE** our pupils

- C** is for capable learners
- H** is for health both mentally and physically
- A** is for being ambitious
- L** is for leading and playing different roles in a team
- L** is for learning to take risks
- E** is for expressing ideas and emotions
- N** is for new thinking
- G** is for grasping opportunities
- E** is for enterprising and engaging citizens

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.



*"I am really happy with the way my daughter is being taught and how she has progressed this year"*

# School Development

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Our priorities this year are:

- Blended Learning
- Purposeful opportunities to develop and apply
- Progression and assessment
- Purposeful and active engagement
- Common understanding and language (parents, carers and learners)
- Learners that are content, safe and secure
- Outdoor Learning
- Play

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.



# Our School

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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

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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

Current number of pupils on roll: 451

*"Penygarn is like home!"- Ella (5)*

# Organisation of Classes

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The children will be arranged in classes in 2021/2022 as follows:

Nursery	3 - 4 years (pupils am and pupils pm)
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

Pupils will be admitted to R-Y6 up to a maximum number of 30. 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

## IMPORTANT

Following the recent Covid guidelines there are currently staggered start and finish times for all pupils. Please ask at the school office for the most up-to-date information

# School Uniform

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## 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 with school logo  
White Polo shirt  
White Socks

### Girls Summer Uniform

Red Gingham Dress  
White Socks

### Boys Winter Uniform

Grey Trousers (not jeans)  
Red Sweatshirt with school logo  
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"

Children are asked to bring in wellies and outdoor clothing for outdoor activities.

*"I like Penygarn because it is the best school with the best teachers!" Riley (8)*



# School Uniform Cont.

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## PE Kit

White T-shirt

Red shorts/black leggings

Jogging bottoms

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

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.



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



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.

# Absences/ Attendance

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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.

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

Given the strong and proven link between 'Attendance & Attainment', the Welsh Government is placing a strong emphasis on improving levels of attendance in all our schools.

## ATTENDANCE MATTERS

Attendance is  
expected to be a  
minimum of 95%






#NOTINMISSOUT!Strivefor95+%

# Absences/ Attendance

Research evidence indicates clearly that the more regularly a child attends school, the more they will learn and achieve. At our school, we are committed to providing your child with the best possible education and ensuring that they achieve to the best of their ability. Please therefore support this school by ensuring your child attends school on time and regularly throughout the academic year - #NOTINMISSOUT

We now use the 'STRIVE FOR 95+%' attendance tool to closely monitor and address patterns of school attendance. You will be receiving a letter informing you of your child's attendance on a regular basis and we will take steps as appropriate given the circumstances and the attendance threshold attained by each individual pupil to reward or challenge an individual pupil's attendance level. The table below explains the 3 different categories of attendance.

Zones	Attendance Thresholds
Green	Attendance of 95% or above
Amber	Attendance between 90% and below 95%
Red	Attendance below 90%

<p>EXCELLENT!</p> 	<p>100% Not missing any lessons. 99% Missing about 10 lessons. 98% Missing about 20 lessons. 97% Missing about 30 lessons. # NOT IN MISS OUT! <b>Strive for 95+%</b>!</p>
<p>Be AWARE!</p> 	<p>95% Missing about 2 weeks of school. 94% Missing up to 2 weeks and 2 days of School. It will be difficult to catch up on the lost learning from 35 lessons # NOT IN MISS OUT! <b>Strive for 95+%</b>!</p>
<p>Time to Take Action!</p> 	<p>92% and below Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances. # NOT IN MISS OUT! <b>Strive for 95+%</b>!</p>

# Absences/ Attendance Cont.

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We fully recognise however that pupils are at times absent due to genuine reasons such as personal ill health and medical and dental appointments. However, we as a school ask for your full co-operation to ensure, as best as possible, that such visits take place either at the end of the school day or during the school holiday period.

Regular attendance is the key to your child making good progress at school and we look forward to working closely together with all parents to ensure that every child is able to achieve their full potential at Penygarn Community Primary School.

## 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).



# Absences/ Attendance Cont.

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## 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.

*" I like Penygarn School because they have worked so well with all of my children. They have done so much with regard to education, and socially.*

*I am grateful to Penygarn School for always making sure that all children's needs are met, and achievements are made.*

*Penygarn is an amazing school for any child."*



# School Curriculum

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

At Penygarn Community Primary School our aim is to prepare children for 21<sup>st</sup> Century learning. We provide our pupils with a curriculum that seeks to educate the whole child. The curriculum is the means by which the school achieves its objective of educating children in the knowledge, skills and understanding that they need in order to lead fulfilling lives. Pupils access the curriculum by studying AoLEs (Areas of Learning and experience) as identified within the Curriculum for Wales:

- *Language, Literacy & Communications*
- *Mathematics & Numeracy*
- *Health & Wellbeing*
- *Expressive Arts*
- *Humanities*

And is underpinned by the Four Purposes:

- *Ambitious, capable learners, ready to learn throughout their lives;*
- *Healthy, confident individuals, ready to lead fulfilling lives as valued members of society;*
- *Enterprising, creative contributors, ready to play a full part in life and work;*
- *Ethical and informed citizens of Wales and the world.*

Our broad and balanced curriculum consists of all the planned activities that we organise in order to promote learning, personal growth and development. The curriculum includes not only the formal requirements of the Curriculum for Wales, but also the range of Blended Learning activities that the school organises in order to enrich the experiences of the children. It also encompasses the 'hidden curriculum', or what the children learn from the way they are treated and expected to behave. We aim to teach children how to grow into positive, responsible people, who can work and co-operate with others while developing knowledge and skills, so that they achieve their true potential.

If you would like to read more about our curriculum please visit our website: [www.penygarn.torfaen.sch.uk](http://www.penygarn.torfaen.sch.uk)

# Wellbeing and Behaviour

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## 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 K Daniel. Mrs Daniel 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.

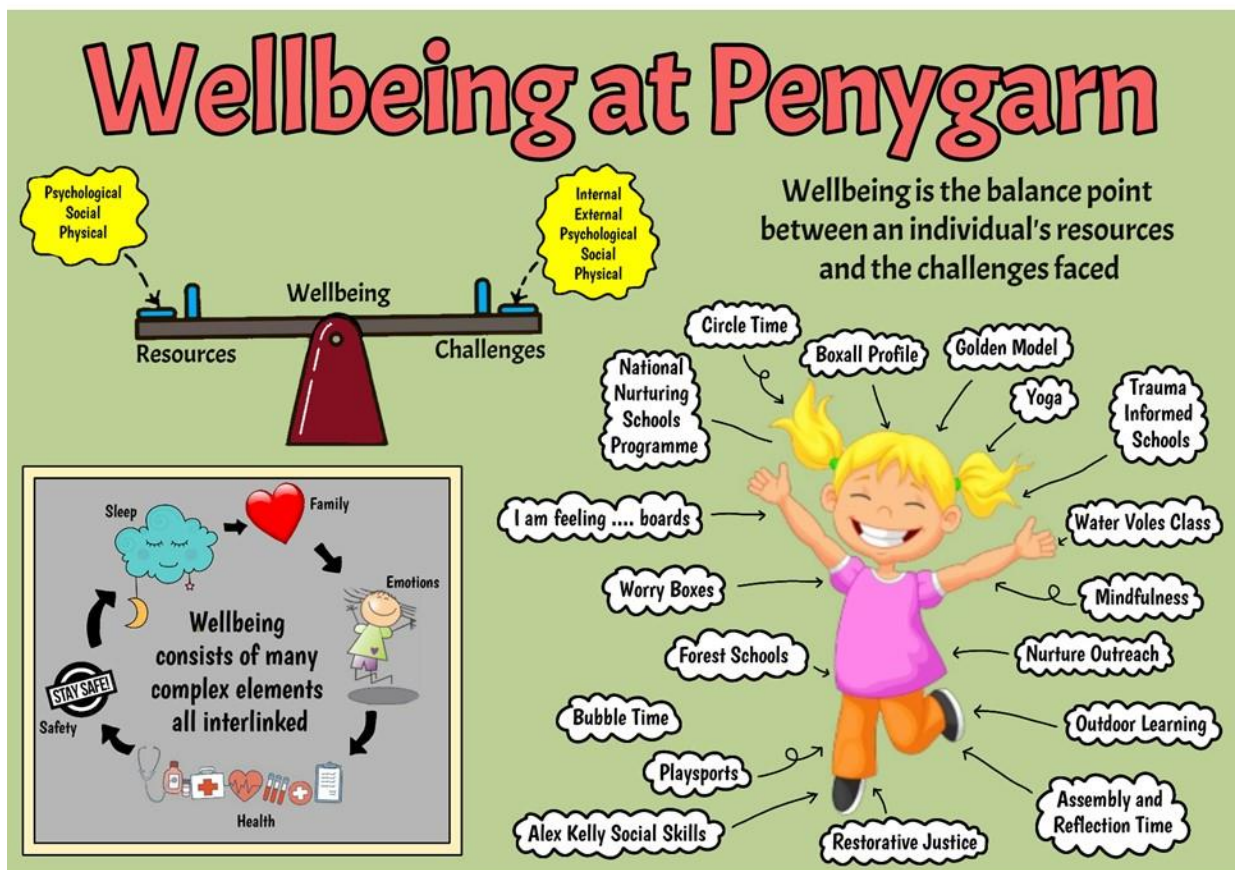
## The Golden Model

The school is a fully ACE Aware school and soon to be Trauma Informed School. The school policy on behaviour 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 (Golden Model). 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 to use Team Teach.

# Wellbeing and Behaviour Cont.



*"I like Penygarn School because they provide a good learning environment for all children, and strive to always improve. My children like Penygarn School because they love their teachers and staff around the school. They always feel safe and happy when in school."*

# Wellbeing and Behaviour

Cont.

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There a clear behaviour policy followed when children are displaying challenging behaviours.

As a school, we adopt the golden model, a whole school approach to promoting positive behaviour, enhanced listening and communication systems, calm lunchtimes, energetic and fun playtimes, good mental health and wellbeing.

## 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.

# General Information

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## 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

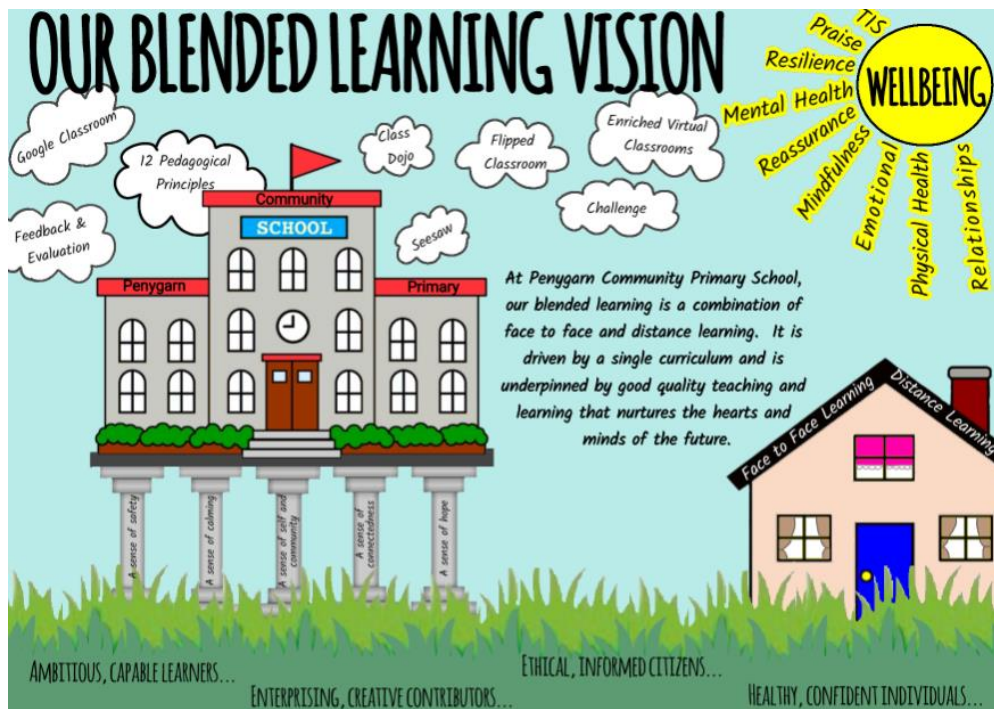
Please ensure that the school is given an emergency telephone number in case of accident or illness. Please make sure that we have a contact name and telephone numbers we can contact in the event of an emergency. It is very important that you inform the office when telephone numbers and in particular 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.

# General Information

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Cont.

## Blended Learning



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.

Blended Learning Menus are linked to various aspects of the curriculum will be sent home at the start of each new topic. Your child's class teacher will give you more information.

# General Information

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Cont.

## 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. We communicate with parents via a number of Social Media platforms, such as Twitter and Facebook, along with an up-to-date website informing parents of upcoming events, news and relevant documentation. We will also send information to parents via text, e-mail and teachers can contact parents via class Dojo.

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.





# General Information

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Cont.

## 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 (£2.30 for Infants and £2.40 for Juniors) must be paid every day. 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.

*"I like Penygarn because the food is really good!" Erin (9)*

# General Information

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Cont.

## 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.



# General Information

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Cont.

## 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.

# General Information

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Cont.



*“I feel safe in school, because I know the teachers are there to help me” Jacob (8)*

## Medical

The school nurse can be contacted on 01495 792375

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

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## 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.

## Photographs

As a school we regularly celebrate learning and activities with photographs on our website and social media pages. If we use a photograph of a child, we will never use a name alongside it to ensure anonymity. 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". There is a consent form for photographs in the admission pack you will be asked to complete for your child. You can refuse consent by writing this on the form.

## 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.

## Smoking

There is no smoking permitted on the school grounds, and we respectfully ask that you do not smoke outside of the school gates.

# Additional Information Cont.

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## 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:

The owner's name should be clearly marked on clothing or other personal property.  
Money should not be left in the cloakrooms, desk trays or bags.  
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.

# Additional Information Cont.

## 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.

## Term Dates

2021/2022 Academic Year

Term	Term Begins	Half Term Begins	Half Term Ends	Term Ends
Autumn	Thursday 02.09.21	Monday 25.10.21	Friday 29.10.21	Friday 17.12.21
Spring	Tuesday 04.01.22	Monday 21.02.22	Friday 25.02.22	Friday 08.04.22
Summer	Monday 25.04.22	Monday 30.05.22	Friday 03.06.22	Friday 22.07.22



# Contact Us

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