

# Nant-y-Parc Primary School



## Prospectus 2023-2024



# Nant-y-Parc Primary



Universal Site,  
Commercial Street,  
Senghenydd,  
Caerphilly,  
CF83 4GY.

Telephone / Fax: 02920 832116

E-mail: [nantyparcprimary@sch.caerphilly.gov.uk](mailto:nantyparcprimary@sch.caerphilly.gov.uk)

## *The Sculptors*

*I dreamed I stood in a studio  
And watched two sculptors there,  
The clay they used was a young child's mind  
And they fashioned it with care.*

*One was a teacher; the tools she used  
were books and music and art;  
One was a parent with a guiding hand  
and a gentle loving heart.*

*And when at last their work was done  
They were proud of what they had wrought  
For the things they had worked into the child  
Could never be sold or bought.*

*And each agreed she would have failed  
if she had worked alone  
For behind the parent stood the school,  
and behind the teacher stood the home.*

*By Ray A. Lingenfelter*



# Welcome to Nant-y-Parc Primary School

## Croeso i Ysgol Cynradd Nant-y-Parc



Dear Parents,

The Governing Body and staff welcome you to Nant-y-Parc Primary School. **Communicating with parents will always be a priority at Nant-y-Parc Primary School.** It is one of this school's most important objectives.

Newsletters, reports, open days, consultations, concerts, fayres, curriculum events such as the 'Class Skillshare', meet the teacher, visits, WOW event, and an **open-school policy** all contribute toward the development of a healthy home-school partnership but they do not provide the general information you need to have about your school.

The purpose of this **Parents' Handbook** is to provide a comprehensive insight into all aspects of the school and to convey details about current school procedures. We hope you will find it both useful and informative.

If you wish to have further information or want to visit the school please contact the Headteacher.

The school strongly believes in working in partnership with parents and welcomes parental involvement in the life of the school.

Mrs. Camilla James

Chair of Governors

Nant-y-Parc Primary School,

Universal Site,

Commercial Street,

Senghenydd,

Caerphilly,

CF83 4GY

Telephone: 02920 832116

Mrs. Nicola Davies

Headteacher

Nant-y-Parc Primary School,

Universal Site,

Commercial Street,

Senghenydd,

Caerphilly,

CF83 4GY

Telephone: 02920 832116

*The information relating to the school year 2022-2023 which appears in this booklet is correct at the time of printing but may be subject to change before the start or during the school year or subsequent years.*



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# Section I: Nant-y-Parc Primary School



## School Information



School Address :	Nant-y-Parc Primary School Commercial Street Senghenydd Caerphilly CF83 4GY
Telephone/Fax:	02920 832116
Fax:	02920 832116
E-mail:	<a href="mailto:nantyparcprimary@sch.caerphilly.gov.uk">nantyparcprimary@sch.caerphilly.gov.uk</a>
Website:	<a href="http://www.nantyparcprimaryschool.co.uk">www.nantyparcprimaryschool.co.uk</a>
Headteacher:	Mrs. N. Davies <a href="mailto:daviesn65@sch.caerphilly.gov.uk">daviesn65@sch.caerphilly.gov.uk</a>
Deputy Headteacher:	Miss. K. Nelson <a href="mailto:nelsonk10@sch.caerphilly.gov.uk">nelsonk10@sch.caerphilly.gov.uk</a>
Local Authority:	Caerphilly County Borough Council Directorate of Education and Leisure <b>Penallta House</b> Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG.
Chief Education Officer:	Mrs. Keri Cole
Telephone (LA):	(01443) 815588
E-mail:	<a href="mailto:info@caerphilly.gov.uk">info@caerphilly.gov.uk</a>
EAS Director:	Ms. D. Harteveld
EAS Challenge Adviser:	Mr. L. Mansfield



## School Profile



Nant-y-Parc Primary School, which caters for pupils from 3-11, is situated in the heart of our community of Senghenydd in the County Borough of Caerphilly. The school, which was officially opened in 1988, comprises of the old Senghenydd Primary and Nursery. There are currently 212 pupils on roll, including 29 pupils who attend the Nursery on a part-time basis. The school teaches Welsh to all pupils as a second language and is therefore categorised as school type A by Welsh Government. The school occupies four separate buildings:

- The main building – One lower class, two middle classes, two upper classes, the school's library and iHWP, 2 Intervention Rooms, three offices, the school hall, a mini kitchen (Y Cegin) for pupils use and the main kitchen.
- Two demountable classes: one middle class and one upper class.
- The nursery unit: A self-contained unit for Nursery children (lower class).
- Additional unit in nursery grounds - Flying Start (Caerphilly) use a new modular building for Flying Start provision (2-year-olds +).

Nearly all children who attend Nant-y-Parc Primary School transfer to St. Cenydd Comprehensive School at the end of Year 6.

Please note that attendance of pupils at the feeder primary school does not provide automatic entry to the chosen Secondary School. All parents are required to complete an admission form at the appropriate time. Places will then be allocated in accordance with the authority's admission criteria as the school your child currently attends may not be their relevant catchment school.

Admission to Nant-y-Parc Primary School to children living outside Senghenydd will be allowed providing:

- Applications are made through the correct channels.
- There is space within the required cohort.



## Mission, Vision Statement and Aims.



### Mission Statement

**No Limits to Learning! - Dim Ffiniau i Ddysgu!**

### Vision

Nant-y-Parc Primary School: a school at the heart of the community where children are provided with experiences that allow them to realise their ambitions and dreams making anything possible.

In order to achieve this vision, we aim to:



- Use the four purposes to drive our curriculum.
- Build a sense of Cynefin amongst learners ensuring that learning starts local and develops to global.
- Diversify our curriculum using the themes identified in our framework.
- Involve the community in all that we do.
- Offer a breadth and depth of learning experiences with pupil wellbeing at the forefront of all we do.
- Develop cultural capital amongst our learners.
- Offer ten non-negotiable experiences to all learners within their time at our school.
- Invest in high quality professional learning for our staff.



## A message from the Headteacher



It is with great pleasure that I enclose the following information relating to school life in Nant-y-Parc Primary School - a school where we all strive for excellence to improve our wellbeing, education, and health provision for the whole school community. I hope this document provides the relevant information that either new or existing parents find useful in supporting their child through their primary education.

All staff and governors in Nant-y-Parc hope that your child's experience in primary school is exciting and fun. We will always endeavour to teach a range of basic skills and values that establish a firm foundation for your child to become a life-long learner. The school is committed to providing the best educational experiences within a values-rich environment with good adult role models who will encourage and motivate your child to reach their full potential.

The school is committed to ensure the best teaching and learning experiences across the curriculum. We ask all parents to support their child's learning and establish positive relationships with school. If parents need to discuss any issue, they are encouraged to contact me at their earliest convenience.

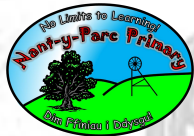
Finally thank you for choosing Nant-y-Parc Primary School. I am sure that by developing a strong partnership between home and school, your child will have the best possible start to their education and have a happy time here.



I look forward to meeting you and working with your child.

Many thanks

Mrs Nicola Davies



## School Routines



### Morning Session

Upper School (Y4,5 & 6) 9.00 a.m. – 12:15 p.m.

Lower and Middle School (Rec-Y3) 9.00 a.m. – 12 noon

Break 10.45a.m. – 11:00 a.m.

Morning Nursery finishes at 11:30 a.m.

### Afternoon Session

Lower, Middle and Upper School 1.00 p.m. – 3.15 p.m.

A 'Brain Break' is provided during the afternoon session as needed. This is no more than 10 minutes and is in the style of the Daily Kilometre.

The school doors open at 8:50 a.m. to facilitate pupils being in their classes and ready for lessons promptly at 9.00 a.m. During this time the children will engage with 'Soft Start' activities. The external doors will be closed at 9.00 a.m. Children who arrive later than this should enter through the front door and register with the office. Parents should please note that no member of staff will be on duty to supervise pupils before 8.50 a.m.

### Term Dates

The school will be closed for 5 days during the academic year for training purposes. This academic year, Welsh Government have permitted one extra training day for new curriculum preparation. Dates will be circulated to parents via the Diary of Events / Newsletter.

## Autumn Term 2023

- Term starts Friday 1<sup>st</sup> September 2023
- Half term starts Monday 30<sup>th</sup> October 2023
- Half term ends Friday 3<sup>rd</sup> November 2023
- Term ends Friday 22<sup>nd</sup> December 2023

## Spring Term 2024

- Term starts Monday 8<sup>th</sup> January 2024
- Half term starts Monday 12<sup>th</sup> February 2024
- Half term ends Friday 16<sup>th</sup> February 2024
- Term ends Friday 22<sup>nd</sup> March 2024

## Summer Term 2024

- Term starts Monday 8<sup>th</sup> April 2024
- Half term starts Monday 27<sup>th</sup> May 2024
- Half term ends Friday 31<sup>st</sup> May 2024
- Term ends Friday 19<sup>th</sup> July 2024





# School Structure



## SENIOR LEADERSHIP TEAM

Headteacher:	Mrs. N. Davies
Deputy Headteacher:	Miss. K. Nelson
Lower School Leader	Miss. K. Ford
Middle School Leader	Mr. M. Davies
Upper School Leader	Mr. L. Smalley
ALNCo	Miss. K. Nelson
Curriculum and PL Lead:	Miss. E. Winter

## TEACHING STAFF

Nursery:	Miss. K. Ford
Reception:	Mr. S. Tilley
Year 1:	Mr. M. Davies
Year 2:	Miss. J. Morgan / Miss. H. Cotton
Year 3:	Miss. E. Winter
Year 4:	Mr. B. Coles
Year 5:	Mr. O. Evans
Year 6:	Mr. L. Smalley
P.P.A.:	Miss. K. Ford / Miss. J. Morgan / Miss K. Nelson

## SUPPORT STAFF

Mrs. S. Harris	Mrs. S. Block	Mrs. S. Veale
Mrs. C. Rosser	Mrs. K. Stockwell	Mrs. N. Morgan
Mrs. J. Falls	Miss. R. Murphy	

## INCLUSION STAFF

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## ADMINISTRATIVE STAFF

School Secretary:	Mrs. J. Watkins
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## LUNCH TIME SUPERVISORY STAFF:

Mrs C. Pym, Mrs. L. Isaac, Mrs A. Viney, Mrs S. Hughes, Mrs L. Smith, and Mrs L. Moss

## SCHOOL COOK:

Ms. A. Ananicz

## CANTEEN ASSISTANTS:

Miss. M. Jones, Miss. S. Griffiths, and Miss. K. Reed

## CARETAKER:

Mr. G. Davies

## CLEANERS:

Miss. K. Gale and Mrs. A. Viney

## BREAKFAST CLUB STAFF:

Mrs. C. Pym, Ms. A. Ananicz and Mrs. L. Isaac

Liaison with the School Nurse, Dental Health, Educational Welfare Officer, School Psychological Services, and the Police takes place throughout the year.



# The Governing Body



A governor is a volunteer that cares about teaching, learning and children. They represent the local community and are part of a team, which accepts responsibility for everything a school does. Our governing body works very hard for the school. The governing body is made up of the following representatives:

Chair of Governors:	Mrs. C. James (LA Appointed)
Vice-Chair of Governors:	Mrs. M. Blundell
LA Representatives:	Mrs. P. Skipper
Minor Authority Representative:	Mr. D. Berry
Community:	Mrs. R. Collins Mrs. L. Lazenby
Parent Representatives:	Vacancy Mrs. T. Nelder Mr. M. Skym Ms. J. Frost
Co-opted Members:	Cllr J. Roberts
Teachers' Representatives:	Miss. K. Nelson
Support Staff Representative:	Vacancy
Headteacher:	Mrs. N. Davies
Clerk to Governors:	Mrs. R. Mitchard

*Should you need to contact a Governor, please kindly do so by letter via the school.*

*Parents will be notified when a vacancy occurs for the post of Parent Representative on the Governing Body. All parents will be circulated with the details for application at that time.*



## Admissions



Prospective parents and their children are always welcome to look around the school to discuss admission with the Headteacher, Deputy Headteacher or the Lower School Leader

Our catchment area is the village of Senghenydd. Parents seeking admission for children outside the catchment areas must do so through the Admissions Officer at Caerphilly County Borough Council. Applications will be considered according to the criteria set out by the Local Authority and parents will be notified accordingly.

### Rising 3s

Nant-y-Parc Primary School accepts 'Rising 3s' which means that your child/ren can enter the school the term after their third birthday (spring term if their birthday falls in the autumn term and summer term if their birthday falls in the spring term). Application forms for admission as a Rising 3 can be obtained from the school office. These are then processed by the L.A. and parents will be notified if a place is available. Parents of children due to attend our Nursery as a Rising 3 are invited to the school. **We keep a waiting list of children, and we encourage parents to place their child's name on this list after their second birthday as this helps with forward planning.**

### Nursery

Application forms for admission to Nursery are available from the school office. These are then processed by the LA and parents are notified if a place is available. Nursery children attend school on a part-time basis. Parents of children due to attend Nursery are invited to the school.

**Parents of Rising 3 and Nursery children are invited into school to meet members of staff, explain some of the activities the children will experience, obtain a 'Starting School at Nant-y-Parc' handbook and Welcome Pack.**

### Reception

Children can be admitted to Reception in the autumn term if their fifth birth falls between 1<sup>st</sup> September and 31<sup>st</sup> August in that academic year. Nearly all children transfer from the Nursery. Application forms for admission to Reception are available from the school office. These are then processed by the LA and parents are notified if a place is available.

**IT IS VERY IMPORTANT TO COMPLETE APPLICATION FORMS FOR RISING 3S, NURSERY AND RECEPTION. IF YOU ARE GIVEN A PLACE FOR A RISING 3, YOU ARE NOT GUARANTEED A PLACE IN NURSERY OR RECEPTION.**

### Admission to other year groups

Admission to other year groups is done by contacting either Mrs J Watkins, school secretary, or the Admissions' Officer at Caerphilly County Borough Council. A mutually convenient time is arranged for you and your child to visit and tour the school, meet a member of the Senior Leadership team, as well as the class teacher, and discuss the school's approach to learning. If possible, prior to starting, we would like your child to spend a morning or afternoon with the class so that we can meet the children and they can begin to feel at home and settled.

### Arrangements for the admission of pupils with disabilities:

A person has a disability if 'he or she has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities'. (Disability Discrimination Act 1995).

The Board of Governors supports the Special Educational Needs and Disability Act (2001). The Board is, therefore, committed to the principle of all local children (living in designated addresses) having equal rights of access, if this can reasonably be provided. It is important that, if your child has Additional Learning Needs and/or a Record of Needs, the Headteacher is notified at as early a stage as possible (no later than the beginning of the September preceding the child's date for starting school), so that appropriate arrangements can be discussed. All such cases will be considered sympathetically, on an individual basis. The admission of a child with Additional Learning Needs to the school will be conditional upon:

- The parents'/guardians' full disclosure to the school of the child's disability. Appropriate planning by the school, including requests for additional funding, are dependent upon the school having access to all the relevant information and the school's provision map.
- Following the procedures, which are set out in any school policies relating to Additional Learning Needs.
- The availability of appropriate facilities with the school. These include both physical and reasonable curricular provision.
- Specific additional funding from Inclusion Services, if required.
- Agreement about the stages for which entry is being offered. Transition from Primary to Secondary will be dependent upon a review of child's needs and the evaluation of any difficulties, which the child may have in accessing an appropriate education.
- Acceptance by the parents/guardians that some educational opportunities, which take place off site, may not be available. The above conditions will also apply if a disability develops during the course of a child's education in Nant-y-Parc Primary School.

### Steps to prevent disabled pupils being treated less favourably than other pupils:

- Large print format materials can be accessed from outside agencies.
- The services of a sign language interpreter can be accessed to facilitate parental interviews.
- If either pupils or parents have difficulty accessing information normally provided in writing by the school such as handouts, newsletters etc., then the school will be happy to consider alternative forms of provision. Large font / colours can be easily replicated.
- Arrangements for play; recreation and other aspects of a child's social development are incorporated into a child's One Page Profile, or Individual Development Plan.
- The suitability of any event and the need for additional support is discussed fully with parents in advance.
- Pupils at Nant-y-Parc Primary School have always been able to participate fully in a wide range of activities offered beyond the classroom.
- In constructing the school timetable, the school will give sympathetic consideration to individual needs.
- Furniture, seating arrangements and the classroom used can be altered to facilitate access and learning.

- Advice is sought from the appropriate national and local agencies. Support can come in a variety of formats through the school's provision map.
- The school's evacuation procedures will be adapted to meet the specific needs of an individual.
- Any new alterations are always DDA compliant.

Existing facilities to assist access to the school by pupils with disabilities:

Nant-y-Parc Primary School was built in 1988, and largely has the same structure as the original build. Any new alterations are always DDA compliant, and the staff and Governors have an action plan to further develop the school in compliance with the DDA act. For example,

- Furniture relocated within school to allow easy access for all pupils and staff.
- PE equipment audited, reorganised, and relocated to allow easy and safe access for all pupils and staff.
- Accessible toilet facilities installed.
- Accessible parking facilities.
- Improved access to the main school building via an automatic front door.
- Ramp facilities to demountable classrooms.

Implementation of the governing body's policy on pupils with special educational needs and any changes to the policy during the last year.

- Implementation of Policies relating to pupils with ALN have been very successful.
- ALN Policy revised and updated to meet needs of Curriculum developments – Approved by Governing Body
- Accessibility Policy /Plan and Disability / Equality Policy revised and updated – Approved by Governing Body.

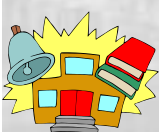


## Access

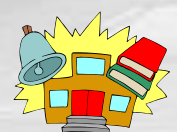


In the interests of health and safety we would ask all parents and children **not** to bring cars into school or use the access road. This is to maintain the safety of staff and pupils.

The main office is to be found at the front of the school. Parents can gain access to the office through the main entrance door.



## Attendance



Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them. The progress of pupils is affected by absence from school. It is our aim at Nant-y-Parc to maximise our

attendance rate, therefore individual absences will be scrutinised. The school has an Attendance Officer – Miss. K. Nelson

Children are expected to attend school every day, punctually, unless there is a valid reason for not doing so. Morning school begins at 9.00 a.m. however the doors open at 8:50 a.m.

It is inevitable that there will be times when your child will need to be absent from school. It may be because of a visit to the doctor, dentist, opticians, etc. Whilst we would ask that, where possible, most of these appointments are made outside of school hours, we also appreciate that in certain circumstances it is not always possible. In these instances, it is necessary to inform the school of the appointment *prior to the appointment taking place*, by writing or by telephone. *This absence will be authorised as a medical appointment.*

Should your child be absent through illness, we ask that you contact the school on the first day of absence so that we know that your child/ren are safe at home. We also require a brief note on your child's return to school stating the reason/s for absence. *These absences will be authorised except where consistent absenteeism gives cause for concern.* Parents will be contacted in such cases.

### Welfare Agencies

The Educational Welfare Officer – Mrs Belinda Pewtner – visits regularly to advise families with educational welfare problems. She may also be used by the school to check on persistent, unexplained absences, or to support families that we are concerned about.

Our attendance figures for 2022-2023 are:

Attendance:	90.7%
Persistent Absentee:	9.5%

Our target for attendance for the whole academic year 2023-2024 is: 92%

Further information is enclosed in the Attendance Policy which is circulated to all parents. Further copies can be obtained from the parents' information stand in main reception.

### Holidays within term time

Absences for holidays may be authorised for parents' annual holidays depending on your child's attendance for the previous 12 months. A maximum of ten school days may be authorised by the Headteacher in an academic year. This is consistent and in line with cluster policy. We would expect pupils to take holidays during the school holidays whenever possible. Holiday forms for parents to complete are available from the school office.



## School Security



Security of pupils during the school day is of paramount importance.

At 9.00am each morning the school doors and gates (front and back) will be "locked" and entry for visitors is only possible through the main entrance. The main school door will also be "locked" with entry gained only by an electronically operated system and visitors are expected to remain in the holding area until access is granted. There is a separate entrance to the Nursery, but everyone is directed to sign in at the main school first. All classrooms have telephones to summon help immediately if needed.



There are always two members of teaching staff and all teaching assistants on duty at breaktime. At lunchtime, midday supervisors are responsible for the well-being of the children and teaching assistants are rotated for duty where required. The Headteacher and Deputy Headteacher carry out lunchtime supervision whenever required.

For fire safety reasons all doors can be opened easily from the inside. Fire drills take place each term.

Risk assessment procedures concerning health and safety matters are undertaken regularly and align with the guidance in the health and safety and local authority policies. The school keeps an accident book, and all accidents are investigated. Staff are regularly trained in first aid and relevant health and safety procedures. The school has a Health and Safety Officer – Mrs Lynette Payne, who works on the school site one day a month.



## Discipline



We are sure that all parents will share our expectations of children always behaving well, including on their way to and from school. Discipline is firm and fair, and rules are kept to a minimum. Whether in the classroom, on the playground or in the dining hall pupils are required to show the kind of behaviour that would be expected by a responsible parent. The school expects all pupils to: -

- Address members of staff and visitors courteously and respectfully and follow instructions.
- Show consideration for the needs and feelings of other pupils; keep hands, feet, objects, and hurtful comments to themselves.
- Take a pride in the appearance of the school building and grounds.

Pupils who do not respond to directives stipulated by the class teachers or lunchtime supervisors follow the 3-step behaviour plan within the school. All school staff have been trained in behaviour management techniques and all follow the 3-step behaviour plan. Copies of the plan and behaviour policy are available from the parents' information stand in the main reception area. It is the policy of the school to involve parents in disciplinary procedures at a very early stage when a child is not conforming to an acceptable pattern of work or behaviour. If your child receives three red cards within one month, you will be called to a meeting with their class teacher. The school believes in praising all aspects of a child's development through the behaviour policy and an incentive award system is in operation to support this. Nearly all children behave sensibly and responsibly, and staff make a point of using praise and encouragement throughout the day.



## Values



As a school we have identified 6 values that are important to us. Each half-term a different value such as respect or honesty is chosen for endorsement through whole school assemblies.

### Values

1. Honesty
2. Curiosity
3. Positivity
4. Respect
5. Friendship
6. Individuality

## Section 2: The Curriculum

### The School Curriculum

Nant-y-Parc curriculum is referred to as the ROADMAP curriculum. ROADMAP. We have designed a curriculum that ensures a progressive approach to teaching and learning from Nursery to Year 6. Themes are interchangeable every year with the curriculum being learner influenced and with teachers identifying 'drivers' for their lines of enquiry. This ensures that within enquiry-based learning, there is a variety of disciplines driving learning across the school. For example, three classes may have an 'Expressive Arts' driven enquiry topic, however discipline-specific drivers would ensure learning was varied across these classes and not all enquiry learning is driven by art. These drivers have been mapped out within progression steps and can change on a yearly basis following a progression step review. We try to ensure that each year there is coverage of all AoLEs, with at least one enquiry topic driven by Science & Technology, one by Expressive Arts and one by Humanities.



### Skills across the Curriculum



In Nant-y-Parc children are provided with opportunities to acquire, develop, practise, apply and refine their skills through group and individual tasks in a variety of contexts across the curriculum. Progression in tasks moves from the concrete to abstract, from simple to complex, from personal to global, from the familiar to the unfamiliar. Children progress from needing support to more independent working. They move from listening and interacting with others in a general way to a situation where they choose to work with others as a deliberate strategy for reaching understanding. In these ways they become both independent and interdependent learners.

#### Literacy, Numeracy and Digital Competency Framework

The LNF describes in detail the skills that we expect children and young people to acquire and master across each progression step. It has two components – literacy and numeracy.

Within literacy we expect children to become accomplished in:

- translinguaging across the curriculum (PS2 upwards)
- reading across the curriculum
- listening across the curriculum
- speaking across the curriculum
- writing across the curriculum.

Within numeracy we expect children to become accomplished in:

- developing mathematical proficiency
- understanding the number system
- learning about geometry, shape, space and measurement
- learning that statistics represent data and probabilities

Within their DCF experiences we expect children to become accomplished in

- citizenship
- interacting and collaborating
- producing

- data and computational thinking

# Curriculum for Wales

Curriculum for Wales has been statutory Wales from September 2022. Our curriculum is referred to as the 'ROADMAP' curriculum, with this being an acronym for 'Realising Our Ambitions and Dreams Making Anything Possible.' Our pedagogical approaches to delivering the curriculum align with the pedagogical principles.

## Progression Steps

Progression Step 1: Nursery – Reception

Progression Step 2: Year 1 – Year 3

Progression Step 3: Year 4 – Year 6

Progression steps will be referred to as lower, middle, and upper school.

Learning across the school is organised across six Areas of Learning and Experiences (AoLEs) with staff taking responsibility for working in teams and leading these AoLEs. Pupils will receive a broad range of learning experiences across these six areas. Curriculum for Wales stipulates that a school curriculum should be driven by the four purposes, with schools focusing on the type of pupil they produce at the end of their primary school experience. We strongly believe that Nant-y-Parc develops skills and qualities within pupils in order for all to achieve their full potential in the 'now', for future learning and beyond. Our curriculum is designed with pupils' wellbeing and pupils' personal development at its heart.

Our curriculum has learners at the heart of all learning choices and pupils have been involved in all decision making in relation to curriculum change at our school. A pupil 'curriculum team' continue to work closely with staff to support the development of the ROADMAP curriculum.

## Six AoLEs

- Language, Literacy and Communication (LLC)
- Mathematics and Numeracy
- Science and Technology
- Health and Well-being
- Expressive Arts
- Humanities



## RSE



The school's programme for RSE, as agreed by the Governing Body aligns with the guidance set out by Welsh Government. The Jigsaw programme supports the delivery for RSE and ensures that the provision is age and stage appropriate for learners. The school health nurse delivers a session with Year 6 pupils in the summer term. Care is taken that sensitivity is used in delivering RSE lessons. Parents may view the RSE policy and discuss the teaching materials used.



## Assessment



Your child will be assessed throughout their school life in all aspects of his/her development, personal and social and academic.

The first assessments that we carry out are the on entry initial assessments when a child starts nursery. These assessments arise from teacher observation and are then written up as a learning journey to inform staff of children's current ability which supports the holistic development of the child. They also provide clear direction for future assessments and arrangements, including processes such as communicating and engaging with parents, developing a shared understanding of progressions, and transition along the continuum.

Rec-Y6 pupils are assessed in line with our assessment cycle. This includes a range of formative and summative assessment. Assessment results are record within class assessment trackers and are used to inform teaching and intervention groups. Please note that class teachers also make assessments daily during normal teaching situations, where a variety of evidence is gathered about the child's progress and achievements in specific areas of learning. The purpose of assessment is to monitor progress, assess what each child has learned and plan the next stage in his/her learning.

Our assessment arrangements include:

- National Tests
- GL Assessments
- Cold Write
- PM Benchmarking
- PASS Survey
- CATS Test (Y4+)
- Maths Diagnostic Test

The school's assessment cycle gives further details.



## Additional Educational Needs



At Nant-y-Parc we understand that **ALL** children share the right to a broad, balanced, relevant, and differentiated curriculum. We also acknowledge that all teachers are teachers of children with additional needs. Some children have additional learning needs that prevent, hinder, or delay the learning process at school. The problem may be the result of learning, physical, social, behavioural, speech, language, communication, emotional or a medical condition. Under the ALN Code, a framework for identifying children with Additional Learning Needs is in place within the school.

It is usually the class teacher or parent who initially identifies a child with additional needs. The class teacher then assesses the needs of the child and informs the Additional Learning Needs Co-ordinator, who, following further assessment and in full consultation with parents/guardians, starts a graduated response. Depending on the needs of the children, they will receive intervention in line with the school's provision. This may be at a universal, targeted, or specific level.

A One Page Profile, or a One Page Profile with targets may be developed if this is felt necessary and strategies to support the child will be developed by the class teacher with the support of the school ALNCo. Together they monitor the progress made by the child and involve/update parents at appropriate points. This may be in the form of a PCP meeting. If it is felt that a child's needs are not necessarily being met in lines with the school's universal and targeted provision, an IDP (Individual Development Plan) may be devised in consultation with relevant stakeholders.

If a child needs more support than the school can provide, the school, with parental consent, will seek advice and support from the appropriate outside agencies.

Additional Learning Needs also includes those pupils who are recognised as being more able or talented in certain areas of the curriculum. The school must ensure that these children fulfil their potential. Therefore, individual planning may be needed for these pupils in the form of an IAP.

The school has a range of ALN information leaflets, and a dedicated website page with relevant information for parents with children with Additional Learning Needs. Copies can be obtained from the main office if required.

The school has adopted the LA's ALN Policy, and this is also accessible for parents on the school website, or a copy can be obtained from the main office.

The governor with responsibility for oversight of the schools ALN policy and procedures is Mrs M. Blundell.



## Pupils with Disabilities



*The Disability Discrimination Act (DDA) 1995 defines a disabled person as one who has a 'physical or mental impairment which has substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.' This would include sensory impairments, affecting sight and hearing, learning disabilities, severe disfigurements, and progressive conditions where impairments are likely to become substantial.*

The additional needs provision within the school includes pupils with disabilities who are integrated into mainstream classes with the appropriate support according to their disability. These pupils are encouraged to take a full part in the Curriculum and all the other activities provided within the school environment. The school accommodation is furnished with accessible facilities. The school has a Disability Equality Scheme and access plan which is reviewed annually. Parents of disabled pupils are invited to discuss the scheme and contribute to its review.



## Equal Opportunity



The school is committed to equal opportunity; facilities in school are available to all pupils regardless of gender, race, or ability. Every pupil is equally important and equally valued. The school tries to help young people to gain the knowledge, skills, self-confidence, and awareness to contribute fully to society. The school's ethos is shaped by working towards care, consideration and respect being shown between pupils, staff, and the community.

## Section 3: Additional Information about the School



## Dress and Jewellery



The school has a uniform that consists of:

White / Red / Black blouse / polo shirt  
Grey / Black pinafore/skirt/trousers  
Red / Black / Grey Cardigan/Sweatshirt  
White / Grey/Red/Black socks or tights  
Black shoes

#### **Optional summer wear**

Cingham dress in red and white  
Grey shorts

#### **PE kits**

##### ***Clothing for educational gymnastics and dance:***

Red t-shirt with black shorts/leggings/ joggers

All work in the hall will be carried out in bare feet except where parents request otherwise, perhaps because of a foot infection. Should this be the case, trainers should be worn.

##### ***Clothing – games and skills lessons***

T shirt / school polo shirt, shorts

Tracksuits for cold days

Trainers / football boots, where appropriate

Nant-y-Parc branded wear can be purchased from TTS, in Caerphilly, or they are available **to order** from the school clerk, Mrs J Watkins. Book bags with the school logo can also be purchased.

Please bear in mind that footwear not suitable for school, e.g., heeled shoes and strappy sandals, which are potential safety hazards, will be discouraged.

As you can appreciate, uniform is worn by nearly all children and therefore, it is essential that you label **all your child's clothing and equipment**. Bags should be of a **sensible** size because of the limited space available in the cloakrooms / lockers.

**Jewellery of any type is discouraged** because of the danger to the wearer, their friends and because of its security. If children must wear earrings to school, they must be restricted to one pair of the 'stud' type earring. These must be removed prior to PE to minimise the risks to themselves and to others. Children whose ears are in the healing period following piercing, will need to provide medical tape to cover the ear lobe during PE. This is school policy.

Toys should not be brought to school as they are a distraction to the child and will prove problematical to the staff if they become lost or broken.

We believe good standards of dress will help support good standards of behaviour.



## **Physical Education**



Games and PE are compulsory for all children, except those permanently excluded on health grounds. These children must have a note from their GP to this effect. Those suffering from minor ailments will only be excused if supported by a brief note from the parents. Each class has PE sessions every week.

Suitable clothing for PE is essential. No child will be allowed to participate in gymnastics and games unless appropriate clothing and footwear is worn (see above).

There are a wide range of sports activities undertaken during the year where children represent the school. These include Rugby, football, and Athletics. Any child taking part represents the school and this is recognised as a privilege and an achievement. It also fosters team spirit and the development of skills. We aim to give children of all abilities the opportunity to participate in competitive events.

Swimming lessons are for Y4 pupils, and they will need a swimming costume and towel. This tends to be in the Summer Term and it is an intensive three-week course.



## Mini Senedd / Leadership Teams



Children elect representatives from Reception to Y6 to join the Mini Senedd each year. The Mini Senedd members meet regularly and discuss a range of issues and develop initiatives to help others and to improve our school. Additionally, we also have an Eco-Committee of pupils who take a lead in helping us to act sustainably. All these initiatives are designed to enable pupils to contribute to decisions taken on their behalf and to help them to learn more about responsibility and citizenship. The Mini Senedd hold one of their spring meetings in the Welsh Government building and one of their summer meetings in the Houses of Parliament. The staff members responsible for Mini Senedd are Miss Hannah Cotton and Mrs Claire Rosser. The Senedd organise charity events.

Additionally, we also have an Eco-Committee, a Curriculum Team, Digital Leaders, Librarians, Heddlu Bach, and Criw Cymraeg. Most of these groups are made up on pupils from Y3-6 (PS3) with the exception of Criw Cymraeg who have representatives from Y2-Y6 and Eco who have representatives from Y1-Y6.

Each of these teams are expected to meet at least once per half term.



## School Meals



Cooked meals and sandwich lunches are served in the school hall each lunchtime and children wishing to bring a packed lunch from home may do so, even though all pupils are entitled to a free school meal.

We ask for your help in sending a sensible packed lunch for your child, so promoting our healthy eating policy. Please include a piece of fruit (remember to label lunchboxes as many other children may have an identical box!). No bottles containing fizzy drinks or cans are allowed at lunch time, or on any other occasion for safety reasons however, squash can be consumed at lunchtime. Children are supervised at lunchtime by the Midday Supervisors.



## Snacks at Breaktime



All parents are aware of the need for children to eat healthily, benefiting their mind and body. Please help us to make Nant-y-Parc a 'Healthy Eating School', encouraging children to eat fruit not sweets or crisps and drink water instead of fizzy drinks. PS3 children run the snack shop selling fruit on a daily basis with the addition of cereal bars on a Friday.



## Milk



During the school day all pupils from Reception-Year 2 are given a carton of free milk.



## Water



It is recommended that children drink at least two pints of still water a day. Research shows that dehydration is common amongst children, and it impacts on their attention span, mood, and health.

Children in all classes may bring a sports bottle of still water to school. It can only be a sports bottle because they have a pull up / push down top, and the water will not spill if it is knocked over. No metal water bottles are allowed. ONLY STILL WATER is permitted – nothing else. Children who do not like still water are not permitted to bring anything else. It is still water that medics recommend NOT flavoured water, fizzy drinks, squash, or carbonated water.

Bottles should be labelled with children's full names, with a label that will not come off, as it is not acceptable for children to share bottles.

There is easy access to water at almost any time during the school day and therefore they will be refilled if required. Bottles must be taken home every night and refilled with tap water or filtered water, depending on which is preferred.



## Acts of Collective Worship



The School Act of Worship is an important part of the school day when all the children and staff come together as a family. This provides the opportunity to promote thoughtful attitudes regarding their relationship with each other, with others in their families and communities and with the world community. Parents may ask for their children to be excused from religious education and the daily act of worship. However, we would ask that they first visit the school to discuss their decision and alternative arrangements to be made for their children at these times. The school enjoys established links with representatives from other religious denominations in the local area.

### Friday Assembly

Every Friday, a celebration assembly is held to celebrate 'Pupil of the Week/Welsh Pupil of the Week' as well as attendance. Each class teacher nominates these pupils based on a success from the week. Miss Nelson nominates a 'values' pupil of the week, choosing someone who has demonstrated the half termly value in a successful way, and Mrs Davies nominates a pupil to receive her 'Headteachers Certificate of Excellence' too. Each class also competes for the weekly 'Attendance Cup' which is awarded to the class with the highest attendance. There is also an opportunity for pupils to share awards they have received externally to show how they are succeeding in their personal lives. Pen licenses are given out when appropriate.



## Educational Visits





Teaching our ROADMAP curriculum effectively is certainly the most important aspect of our work. To allow our pupils to develop holistically, activities and events outside the school environment are provided. Prior to any visit outside the confines of the school, a parental consent form should be filled in. This **must** be returned to school prior to the visit, otherwise it will be assumed that consent is refused.

The letter of consent will ask for contributions to be made towards the cost of the visit. Parents should please note that **unless the full amount is paid by all parents**, then the visit will need to be cancelled, as the school does not have the financial resources to support these events. Parents who have difficulty in making the payment should contact the school, as we would not wish any child to be disadvantaged in any way.

At the start of each academic year, your child will be provided with a local trips consent letter. This is to be completed by parents so that we can engage in activities in our local community e.g., visiting the memorial garden, the village, or the local rugby club. This has been devised so that pupils can attend these trips, without parents having the pressure of returning a permission slip each time. Please note that you will be notified via text message if a local trip is due to take place. You can withdraw permission by responding to this message.



## Additional School Activities



During the year, we hold various concerts and services. The Community Police Liaison Officer visits the school regularly to speak to pupils on various topics such as: Road Safety, Stranger Danger, and Drug Awareness. Year 6 pupils attend the very popular 'Crucial Crew,' (Personal safety) and 'Wings to Fly,' (A production about drug awareness).

The children are encouraged to participate in activities and competitions arranged by the local community. We also welcome visitors into the school to talk to the children and share their expertise.



## Transfer to the Secondary School



At the end of the Summer Term, Year 6 pupils generally transfer to St. Cenydd Community School unless parents have applied for their child to receive secondary education elsewhere, or they reside outside the catchment area. Parents of pupils from out-of-catchment areas must apply to Caerphilly Borough Council for permission for their child to attend St. Cenydd School. Being a pupil at a feeder primary does not guarantee placement.

To ease transfer, St. Cenydd organises for Y6 pupils to attend a full day visit during the month of July. They also conduct visits to school to meet the pupils and share examples of uniform, timetables, expectations etc. In addition, the school also offers an enhanced transition programme for vulnerable learners, particularly those which may struggle with this change.



## Extra-Curricular Activities



The school offers a considerable range of extra-curricular activities that benefit those pupils taking part. These clubs are arranged for the end of the school day and require permission from parents for those pupils who wish to attend. These 'clubs' take place due to the care and commitment of the staff. Children of various age groups are able to participate in a range of clubs including:

Cardiff City - Football

Multisport

Film Club

Playsports

Craft Club

Clwb Cymreig

Lego Club

Clubs are timetabled on a termly basis and letters are sent out prior to a club starting.



## Music – Peripatetic Tuition



Peripatetic teachers currently give support to the teaching of music through guitars, ukulele, recorders and j-sax. The school also has its own set of ukuleles to enable more learners to have access to peripatetic tuition. Tuition is offered to selected children at the beginning of the school year and this runs for the duration of the year. There is no charge made for the lessons at present. All children also receive Upbeat music sessions.



## Parental Complaints and Concerns



The Governing Body of Nant-y-Parc Primary School take all complaints very seriously as we are committed to providing high-quality education. We aim to make the school's complaints procedure easy to follow with three easy steps. A leaflet on Parental Complaints and Concerns is circulated to parents and copies can be obtained from the parent information area in the school entrance hall.

### **Step 1 – Informal Stage**

You must contact the [Headteacher](#) of the school first as the vast majority of complaints are resolved at this stage.

### **Step 2 – Formal stage**

All complaints will need to be addressed to [the Chair of the Governing Body](#) at the school in writing where they will be thoroughly investigated, and a response made in writing.

### **Step 3 – School Complaints Committee**

If you are unhappy with the investigation, you must write to the school and request the Clerk to the Governing Body convene the Complaints Committee of the Governing Body to review your complaint.

There are other statutory processes for complaints and appeals relating to the curriculum, Additional Learning Needs (ALN), religious worship, admissions, exclusions, staff grievance, teacher capability and staff disciplinary.

The full version of the complaints policy is available from the school.



## Child Protection



We all have a responsibility for ensuring that children are protected from harm. School staff have been trained to recognise the possible signs of child abuse and how to make referrals to Children and Family (Social work) Services. Please

note that the school follows the 'All Wales Child Protection Procedures.' These procedures can be downloaded by visiting the website: <https://safeguarding.wales/en/> . Alternatively, please call into the school office if you would like to view the document.

The school's Designated Senior Person with responsibility for child protection is Mrs. N. Davies. In her absence, the Deputy Senior Person Miss. K. Nelson.

The governors with responsibility for child protection is Mrs. M Blundell & Mrs. C. James



## Looked After Children



The Governing Body of Nant-y-Parc Primary School is committed to providing quality education for all our pupils. We recognise that, nationally, pupils in public care have significantly underachieved compared to their peers. We intend, through our school 'Looked After Children Policy' to promote the inclusion, well-being, and achievement of Looked after Children (LAC) in the school. The Governing Body is committed to implementing the joint guidance from the Department of Health on the education of young people in public care and Circular 2/2001 from the Welsh Assembly Government.

The school's designated LAC Officer is Mrs. N. Davies. In her absence, the officer is Miss. K. Nelson.



## Safety Education



Through liaison with the police, fire brigade and other such bodies, the children are made aware of dangers around them. You will be notified of these visits through the fortnightly newsletter. In addition, RSE branch of the curriculum will discuss issues pertinent to your child's safety.



## Bullying



Bullying is neither condoned nor tolerated and parents are encouraged to report any incidents which are felt to be hindering the pupil's well-being. Every member of staff is aware of our school policy which clearly defines the way in which the matter should be dealt with. The school has an anti-bullying policy and leaflet for parents that can be found in the parent information area in the school reception area.



## School Closure



On 5 days of the academic year, the school will close for staff training. For the academic year 2023-24 there is an additional INSET day allocated to cluster working. See the termly Diary of Events for the dates as well as the fortnightly newsletter.



## Severe Weather



Should there be a heavy fall of snow overnight, parents can obtain information on the condition of the school through *the school website or Caerphilly Council website*. Should a heavy fall of snow happen during the day, please ensure that the school has up-dated emergency numbers where you or your representative are easily contactable via our text

messaging service. Distance learning will take place in the case of inclement weather, with pupils having work set on online platforms. The online platform used in each year group is:

- SeeSaw – Nursery – Year 4
- Google Classroom – Year 5 and 6



## Dogs



School is not an appropriate place for dogs. We must, therefore, insist that you leave dogs at home when escorting your children to and from school. The Governing Body has banned dogs from the school site.



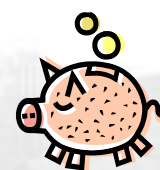
## Head Lice



Each year we have cases of head lice in school. These can be minimised by tying back long hair and regularly using a nit comb/treatment. The school nurse no longer visits school to inspect children's hair; parents are asked to do this at home on a regular basis. Head lice is regarded as a community problem, generally when a child has head lice, other family members will also be infected. Advice can be sought from the local pharmacist on methods of treatment. **An information leaflet is attached to the fortnightly newsletter.**



## Charging and Remissions Policy



It is the policy of the Governing Body to make no charge for education provided during school hours, including the provision of books and apparatus. It has been agreed that there will be a charge made for lost, misplaced, or damaged reading/library books.

Each year activities such as educational school trips are organised for which no charge can be made but a voluntary contribution may be asked for. No child would be excluded from such an activity because their parents cannot make a contribution, but these activities will only be provided if there are sufficient voluntary contributions.



## Lost or Damaged Property



Children's lost property is kept in a box in school. Cloakrooms must be cleared at the end of each half term/term to allow free access for cleaning. Articles of clothing left behind are removed from pegs and placed in the lost property box. It is advisable for a parent or parent representative to search for lost property as children, particularly young children, cannot always identify their own property. To help us identify your child's property, please mark all items with your child's full name.

# Section 4a: Working in Partnership with Parents



## Contact Numbers and Change of Address



When your child/children enter Nant-y-Parc, we ask you to complete a pupil information form detailing contact numbers, addresses, medical needs etc. It is most important that you notify us, in writing, of any change of address, telephone number or change of emergency contact arrangements, immediately they occur.



## Home School Agreement



A copy of the Home / School Agreement is circulated to all new parents. The Governing Body anticipates that all parents will agree with the principles laid down in the agreement, therefore you are not required to sign it and return it to school. Nevertheless, should there be issues, you would wish to discuss, please contact the school.

### Home School Partnership

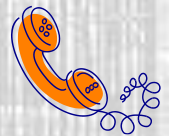
The partnership between the school and the home is of great benefit to the children. We always endeavour to welcome our parents into school, but we would ask that you co-operate with these simple requests:

- Please report to the secretary or Headteacher on arrival;
- Do not visit the classrooms without a prior appointment. Staff are very busy people and find it difficult to supervise a class whilst dealing with a parent;
- If transporting your child to and from school by car, please use the road outside the school sensibly;
- Please do not collect your child from inside the school at the end of the day unless prior arrangement with the class teacher has been made. As you can appreciate, staff are very busy organising children into their various dismissal areas and a child who goes missing causes great concern and problems;
- There may be times when you may be visiting to complain or would wish to discuss problems. Where this is the case, parents must report only to the headteacher, or in her absence, the deputy headteacher. Please endeavour to observe this request. Thank you.

## Section 4b: Communication between Home and School



## Telephone Calls and Visits



Most communication between home and school is by visits and telephone. All visitors will be treated with courtesy. We will always endeavour to answer any queries or concerns immediately. Where this is not possible, we will agree a time by which someone will respond.

Should you contact the school by telephone and there is no one in the office to receive your call, please leave your name and number on the answer machine. We will endeavour to return your call as soon as possible. There is an opportunity to report your child's absence via answerphone message.



## Policy Documents



Policy documents and leaflets on a wide range of subjects such as Attendance, Homework, Discipline, Complaints and Concerns are available for parents. Copies of each document can be found in the Parent Information Area in main reception. There are also some of these on the school website.



## Fortnightly Newsletters

A fortnightly newsletter is distributed to all parents every other *Friday* via our school website. The newsletter contains items of interest, news, school development and matters of concern. The current newsletter was designed by the pupil leadership team following consultation with parents. Sometimes, an educational newsletter will be circulated which offers you up-dated information on current trends.



## School Website / Twitter



Our school website ([www.nantyparcprimaryschool.co.uk](http://www.nantyparcprimaryschool.co.uk)) contains up-to-date information, plus all the documentation outlining policies and procedures. Staff use the HWB+ platform, Seesaw and Google Classroom.

The school has a secure X (formally known as Twitter) page, which gives parents the opportunity to receive notifications from school. Individual staff also have X pages that link directly to specific class activities.

## Text Messages

Parents have access to our text messaging service to receive up to date information about school / their child via a text.



## Diary of Events



A Diary of Events is circulated to all parents at the end of each term for next terms dates. It also contains information on training days, parent assemblies, sports, concert dates, etc. Any changes to the dates will be placed in the fortnightly newsletter and communicated via letter/text.



## Letters



Sometimes your child will come home with a letter. These may act as reminders, give an overview of an event, or provide information on educational visits / seek permission. Please check your child's bag daily and ensure permission slips are returned wherever possible. Some letters may be shared via the text messaging service.



## Parent Overview



When your child commences the study of a new theme, he/she will bring home information on the areas they will be studying in all Areas of Learning. This will be sent home on a termly basis, and displayed in the class notice board.



## Parent Helpers



If you feel that you can offer your services on a regular basis to help in your child's classroom or in the school or have a skill which you feel would be of use, please speak to the Headteacher.



## Parent / Teacher Consultations



Parents are allocated an appointment to meet staff twice times a year for a parent consultation (autumn and spring terms) however, summer term parents can request a consultation should they feel it necessary after receiving their child's End-of-Year report. Each appointment is of 10 minutes duration. Should you at any time have concerns about your child's progress, please do not wait for these occasions but contact the school and make an appointment to meet with your child's class teacher or the Headteacher as the concern arises. Each term parents will receive a progress report for their child in relation to their attitudes to learning, level of understanding, and progress.

Additionally, parents will have the opportunity to 'Meet the Teacher' in the early part of the Autumn term.



## Opportunities Visiting the School



Parents are invited to school on a regular basis to join us for activities, for example: Class Assemblies, Sports day, WOW day events, Parent Panel meetings, Parents Masterclasses, Parent Drop-In Clinics, Curriculum Coffee Afternoons, Family Learning sessions, Family Engagement sessions and concerts.



## Homework



Your help is vital to your child's progress. Please help us to help your child by committing yourself to helping with any "homework" which we may send home. Do not hesitate to speak to the teacher if you have ANY concerns as she will be able to suggest alternative activities for children experiencing temporary difficulties. The parent information leaflet on Homework, which can be obtained from the main reception area, offers you an insight into expectations. Homework will be set electronically using your child's learning platform. If you do not have access to a suitable device to access the online learning platform, please request a paper copy.



## Breakfast Club



Breakfast Club runs every morning from 8:20 a.m. until 8:50 a.m. This is a free club, open to all children attending the school. Breakfast has long been recognised as the most important meal of the day and evidence suggests that children who have the opportunity to eat a healthy and nutritious breakfast prior to the start of the school day are more likely to achieve their full educational potential. Further information and registration forms for children to attend the club can be obtained from the school office.



## Leaving School Early / Changes of Destination



There will always be occasions when parents request their children leave school early. We are always willing to co-operate on this matter but in the interest of safety, we would ask that parents inform us of the time, date and reasons by letter or verbal to make DH/HT. Always sure that you tell us the name of the person collecting your child if it is not you. You will also be asked to sign your child out of school if leaving early.

Parents are also asked to inform us if pupils are returning home in a different way or being collected by different adults. **Requests made verbally by the children will always be refused and parents will be contacted. No child under the age of 13 years will be allowed to pick up another child.**



### Medical



If your child suffers from a medical condition that is likely to affect his / her education, we would be grateful if you would inform us in writing.

Should your child require medicine during the day, please be aware that you will have a responsibility to administer it, either by visiting the school or taking your child home to do so.

If your child is asthmatic and requires frequent use of an inhaler, please ensure that they have access to one in their school bag and know how to use it. Our teaching assistants has agreed to assist children in FP with their inhalers, but parents must give written details of the name of the child, the dose and timing of the medicine and their contact number. Staff have access to a list of children with asthma.

At various stages through your child's stay in school, they will be reviewed by the School Nurse and the School Dentist. Parents will be informed of these visits and will be able to refuse the review.

Please note that because of the increase in the number of food allergies, the school is no longer able to distribute birthday cake or holiday sweets. Also, **please do not send peanuts or peanut butter sandwiches for your child's lunch.** They may choose to share them with someone else.

The school health nurse can help with a variety of problems and is willing to support pupils and families in any health-related issues such as head lice, weight management, asthma, allergies, behaviour issues etc.

Please ensure all non-urgent medical appointments are made outside school time or during school holidays. Your help and co-operation in this matter will ensure your child's attendance is not affected.

### Operation Encompass

We participate in a jointly run operation between Caerphilly County Council, South Wales police and our school, which is called 'Operation Encompass'. 'Encompass' has been set up to help schools and colleges provide support to children who have been present at incidents of domestic abuse and violence. We know that children can be significantly physically or emotionally harmed when they are involved in, present at or are a witness to domestic abuse.



The school will receive a confidential, secure email from Caerphilly's Education Safeguarding Team, before 9 a.m. or as soon as possible on the morning of any domestic incident which South Wales Police have attended where a child at their school has been involved in, present at or witness to domestic abuse.

Our Designated Safeguarding Leads have received training from the Education Safeguarding Team to allow them to use the information that has been shared to ensure that the right support is available for children and their families who have been involved in or have witnessed such incidents.

We are keen to offer the best support possible to our pupils and we believe participation in Operation Encompass to be extremely beneficial for all those involved.

