

Pentrepoeth Primary School



School Prospectus 2019-20



Pentrepoeth Primary School

Cwm Cwddy Drive, Rhiwderin Heights, Bassaleg, Newport NP10 8JN

Tel: 01633 896101

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E Mail: Pentrepoeth.primary@newport.gov.uk

Website: www.pentrepoethprimary.co.uk

Headteacher: Dean Taylor B.A.(Hons), P.G.C.E., L.P.S.H.

Deputy Headteacher: Nick Penn B.A. (Hons) P.G.C.E.

Dear Parents

On behalf of the Governing Body and Staff I am delighted to welcome you and your child to the family of our school. We hope your child will be very happy during his/her time here and we recognise the importance of a good working relationship between home and school.

Full time schooling is an important step forward and most children settle quickly. If your child does not, please use patience and understanding, always informing the school of any problem or worry.

Our school values all its children and we strive to help them build on their strengths and overcome their limitations. All members of staff wish to help the children in their care to become well balanced, happy and socially well-adjusted with responsible and caring attitudes towards their peers and adults in the world in which they live. Alongside this we aim for every child to reach their full potential in all aspects of their education.

We hope that the information will prove helpful and will answer any questions you may have about our school. However if there is anything else you wish to know please do not hesitate to contact school and we will be pleased to help you.

We trust that your family's association with Pentrepoeth will be a long and happy one.

Yours sincerely

Mr Dean Taylor
Headteacher



SCHOOL MISSION STATEMENT

CROESO

To create a **C**aring, **R**espectful, **O**pen **E**nvironment, in which **S**uccess and **O**pportunity flourish

School Information

School: Pentrepoeth Primary
Bryn Hedydd
Cwm Cwddy Drive
Rhiwderin Heights
NEWPORT
NP10 8JN

Tel: 01633 896101
Fax: 01633 896367
Email: pentrepoeth.primary@newport.gov.uk
Website: www.pentrepoethprimary.co.uk

Headteacher: Mr D Taylor
Chairman of Governors: Mr J Griffiths
Local Education Authority: Newport City Council
Chief Education Officer: Mrs S Morgan

School Staff

Mr D Taylor	Head Teacher
Mrs C Jenkins:	Acting Deputy Head Teacher

Senior Leadership Team

Mrs S Batrouni
Mrs R Davies
Mr J Willmore

Foundation Phase

Mrs S Williams	Nursery
Mrs L Starke	Reception
Miss L Ellis	Reception
Mrs S Batrouni	Year 1
Mrs A Drummond	Year 1
Mr L Nocivelli	Year 2
Mrs J Beard	Year 2

Key Stage Two

Mrs R Davies	Year 3
Mrs J Baxter	Year 3
Mrs E Jones	Year 4
Mrs T Gooding	Year 4

Mr T Merriman	Year 5
Mr J Willmore	Year 5
Mr R Cleaves	Year 6
Mrs G Symes	Year 6

Mrs S Ahern, Mrs C Clissold

PPA

Support Staff

Mrs J Boulton	Teaching Assistant
Mrs A Burridge	Teaching Assistant
Mrs J Pask	Teaching Assistant
Mrs S Brown	Teaching Assistant
Mrs S Webb	Teaching Assistant
Mrs A Price	Teaching Assistant
Mrs M Bell	Teaching Assistant
Mrs L Gage	Teaching Assistant
Mrs S Waite	Teaching Assistant
Mrs T James	Teaching Assistant
Mrs F Jones	Teaching Assistant
Mr J Brewer	Teaching Assistant
Mr L Rees	Teaching Assistant
Mrs L Rowe	Teaching Assistant
Mrs C Roe	Teaching Assistant
Mrs L Hill	Teaching Assistant
Mr H Woodham	Teaching Assistant
Mrs S Jenkins	Teaching Assistant
Miss A Manship	Teaching Assistant

Mrs F Harman:	Business Manager
Mrs M Beynon:	School Resources Officer (part time)
MS A Norton	School Resource Officer
Ms L Peebles :	Site Supervisor

Governors

Mr J H Griffiths:	Chair. Co-opted Governor
Mr J S Barrowman:	Co-opted Governor
Mr P Jenkins	Co-opted Governor
Mr J Moody	Co-opted Governor
Councillor Mrs M Cornelious:	LEA Rep
Councillor Mr D Williams:	LEA Rep
Mr D Walsh	LEA Rep
Mr P Gregory	LEA Rep
Mrs T Appleton	Community Council
Mr D Taylor	Headteacher
Mrs R Davies	Teacher Rep
Mrs S Batrouni	Teacher Rep
Mrs L Rowe:	Support Staff Rep

Mr D Coles	:	Parent Governor
Mrs K Prendergast		Parent Governor
Mrs R Davies		Parent Governor
Mrs J Cueto		Parent Governor
Mrs G Brace		Parent Governor

Parent Teacher Association

Mr D Taylor:
Mrs R McCann: Chair

Holiday Dates 2018-19

Term	Start	Half-term starts	Half-term ends	Term ends
Autumn	2 Sept 2019	28 Oct 2019	1 Nov 2019	20 Dec 2019
Spring	6 Jan 2020	17 Feb 2020	21 Feb 2020	3 April 2020
Summer	20 April 2020	25 May 2020	29 May 2020	20 July 2020

May Day: Friday 8 May 2020 – Change to commemorate 75th Anniversary of VE Day
There will be 5 school closure days for staff training.

Parents will be informed of dates in September 2019



PIC•COLLAGE

Aims of the School

The school has adopted the four purposes as our aims.

The four purposes are that all children and young people will be:

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



The School Accommodation

Pentrepoeth is a primary school designed for a maximum roll of 420 children aged between four and eleven. The school opened in September 1986, replacing two older local primary schools.

The site comprises large and well maintained hard and grassed play areas and car parking space arranged in tiers upon the attractively landscaped hillside. The elevated site lies to the south of the village of Rhiwderin. The busy village of Bassaleg together with its large comprehensive school lies to the east. The school enjoys an open aspect with breathtaking views across the lower Ebbw Valley towards the Iron Age fort known locally as Twm Barlwm or “The Twmp”.

The building is of unusual design and construction. The single storey building has fourteen classrooms and a recently opened Nursery. The Foundation Phase occupies six classrooms to the east of the central hall and the junior department, eight classrooms to the west of the same hall. Each department has direct access to its own practical area. The central hall is used for assembly, PE, indoor games and school meals. In addition there is a Special Needs room, library and Music room. It is anticipated that construction of a Nursery will commence during the 2016/2017 academic year.

School Grounds

The school grounds are the property of Newport City Council. There is no public right of way through the grounds and it is the Council’s policy not to allow unauthorised use, which constitutes trespass. These rules are intended for the safety of your children.

School Security

Security of pupils during the school day is of paramount importance. Governors and staff of the school have discussed improvements to school security designed to enhance pupil safety. Please refer to school website or the school office for a copy of the Child Protection and Safeguarding Policy.

After 9.10 am each morning the school will be “locked” and entry for visitors only possible through the main entrance. The main school door will also be “locked” with entrance gained only by an electronically operated system. All doors are opened at lunchtime and at 3.10 pm each day, just before school finishes.

For fire safety reasons all doors can be opened easily from the inside.

Internet security – as part of our Internet Access policy on responsible use of the internet children are taught the rules for safe internet use. The school assumes parent/guardian consent for their child’s access to the Internet unless we are informed in writing otherwise.

Admission of Pupils

Pupils are admitted at the beginning of the Autumn Term provided they have reached their fourth birthday by August 31st. All admissions are dealt with by the Authority’s Admissions team not the school. Parents of pupils of appropriate age, who are resident in the school’s catchment area, must express a preference to attend Pentrepoeth and make application to the school, which is then considered by the Chief Education Officer.

The Government class size limit of thirty pupils per class has determined that our intake should not exceed sixty children. In the light of this some requests for admission may sometimes be refused. This will happen if the school has reached its designated total admission number and the result would

produce classes of more than thirty children in the preferred school – even if it is the catchment school.

Applications for the admission of children should be made in writing to Newport City Council or contact Pupil Support Services

Tel. 01633 656656

Decisions regarding the allocation of places are made on the basis of Newport City Council's admission policy. The policy is available from Pupil Support Services, Newport City Council. **Tel: 01633 656656**

Times of School Sessions

Morning Session

Foundation Phase	9.00am – 12.00 noon
Key Stage 2	9.00am - 12.15pm

Afternoon session

Foundation Phase	1.15pm - 3.15pm
Key Stage 2	1.15pm - 3.30pm

The Foundation Phase and Junior doors are opened at 8.50 am and children filter into the classrooms. The school day begins at 9.00am. Parents should not make a habit of entering classrooms where teachers are already well into the day. There will, of course, be occasions when parents need to see the teacher, so enquiries should be kept to an acceptable minimum between 8.50 and 9.00 am. If a serious problem occurs an appointment should be made to see the class teacher at a mutually convenient time.

If children are brought to school by car, parents are requested to drive away promptly to avoid congestion, or park in the large car parks at the front of the school. Children should not arrive before 8.50 am.

Junior children assemble on the playground, not in the school. They should be in school by 9.00 am which means that the bell will ring at 8.55 am. Children should not arrive in school before 8.50 am.

Attendance and Punctuality

Attendance at school is compulsory and absences should be for genuine reasons only. The importance of good attendance and punctuality cannot be too strongly emphasised. The attendance figures for Pentrepoeth last year were 96.1%.

If absence or lateness is unavoidable, because of illness or for some other reasonable cause, parents are requested to send a brief note of explanation or to telephone the school. Unexplained absences for which there are no acceptable reasons are recorded as unauthorised. Also, annual holidays in school time are not authorised which falls in line with Welsh Government guidance, Bassaleg School and all the Bassaleg partner primary schools.

Pupils who have to leave school for any reason, before the end of school sessions must be collected by parents. Whenever possible, written information of this intention should be sent to school beforehand. Members of staff cannot be responsible for dismissing children, except at normal school hours. Please inform school if anyone else will be collecting your child at the end of the day, and make staff aware of the person's name and relation to the child.

The school operates a 'Callio' termly reporting system – we will write to you termly reporting your child's attendance.



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Change of Address

It is important that you notify us, in writing, of any change of address, telephone number or change of emergency contact arrangements, immediately as they occur.

Welfare Agencies

The Educational Welfare Officers visit regularly and can advise families with educational welfare problems. They may also be used by the school to check on persistent, unexplained absences, or to support families that we are concerned about.

Accessibility and Strategic Equality Plans

The school is aware of its obligations under the Disability Equality Scheme to ensure that pupils with disabilities are treated no less favourably than other pupils.

The school building is situated on a level site with ramp access. Disabled toilet facilities are available and wide internal doors permit wheelchair access throughout.

Pupils with statements of special educational need, some of whom may have physical or learning disabilities are integrated into mainstream classes. These pupils join in classroom activities with other pupils including assemblies and physical education lessons. They have full access to the curriculum.

Pupils with statements of special educational need also receive additional specialist support from our special needs support staff. Occasionally there is a need to enlist external support agencies to help with particular pupils.

Statemented pupils follow individual educational programmes within the context of mainstream classes.

The school aims to provide as much support as possible for pupils with disabilities.

The Strategic Equality Plan is available on our website.

School Organisation

The school is divided into fourteen classes, and a Nursery class. As a result of varying pupil numbers, it may sometimes be necessary to organise mixed age classes. However, all classes are currently composed of single age groups of pupils.

Transfer

At the end of their fourth year in the junior department (Year 6) the children transfer to a secondary school. Pupils are normally expected to attend the secondary school in whose catchment area they live – Bassaleg is the designated secondary school for Pentrepoeth. Application forms for secondary school are distributed and must be sent to the Pupil Support Services, Newport City Council. Various activities, both formal and informal, are organised for the pupils to ensure a smooth transition into their next stage of education.

Foundation Phase

At Pentrepoeth Primary School our intention is that the new reception child's entry into school life should be a happy and exciting experience.

Throughout the summer term prior to the child's September entry a number of activities are undertaken to make the transition to formal schooling as smooth as possible.

Reception teachers visit the main feeder playgroups and nurseries and acquaint themselves with the children and liaise with staff. Also, new pupils visit for a half day session to meet reception teachers and "discover" their new classroom and school environment. A New Parents Evening is held in the summer term when arrangements and procedures for the child's entry into school are fully discussed.

Within the Foundation Phase children have the opportunity to work in groups, individually and as time progresses as a whole class.

Good quality early year's educational provision at Pentrepoeth:

- contributes to the all round growth and development of every child;
- provides a springboard for learning;
- ensures active involvement and relevant first hand experiences;
- encourages a working partnership with parents and values the contribution they make to the child's education;
- ensures that equal opportunities are offered to girls and boys, to children with special learning needs, to those from different cultures and to those with disabilities;
- provides experiences and opportunities for young children to become aware of the distinctiveness of Wales, its languages and culture.

Areas of learning, within the Foundation Phase (4-7yearolds) in reception, Year 1 and Year 2 classes include:

i) Language, Literacy and Communication Skills

Children are provided with a range of language experiences involving speaking and listening, reading and writing. Great emphasis is placed on the development of these fundamental skills.

ii) Personal and Social Development, Wellbeing and Cultural Diversity

Children will be learning about themselves and their relationships with other children and with adults. They will be learning about the world outside the family, about how people live and work, about the past and about people and places outside their direct experience. They will be learning about standard of good behaviour and the development of appropriate attitudes.

iii) Mathematical Development

Children will begin to understand mathematical processes and concepts. Mathematics will be reinforced in visual, concrete and practical ways and provided in the context of specific activities.

iv) Knowledge and Understanding of the World

Children will have experiences of other cultures, of past events, of the work people do, of the use of money, of the environment, of animals and other living things. They will find out how things work by experimenting, building, etc and these experiences will form firm foundations for confidence in science and technology.

v) Physical Development

Pupils will be helped to understand the concepts of health, hygiene and safety. They will find out about the importance of diet, rest and sleep.

They will be developing physical control, mobility, awareness of space and a range of manipulative skills. They will undertake a range of experiences with access to physical education lessons, games and sports.

vi) Creative Development

Children will be encouraged to develop their imagination and creativity. The ability to communicate and express that imagination will also be developed.

vii) Welsh Language Development

Children will learn to use and communicate in Welsh to the best of their ability. Children will listen to Welsh being spoken and respond appropriately in familiar situations. They will also be encouraged to use the language incidentally.

Record Keeping, progress recording and reporting to parents

Our aim is to keep in close contact with parents regarding the progress of children in school.

Teachers assess pupil progress in many formal and informal ways helping to provide them with a detailed picture of strengths and weaknesses enabling them to provide appropriate learning experiences.

All pupils in the first few weeks of school will undertake a “baseline assessment” (known now as The Foundation Phase profile) in the key areas of speaking and listening, reading, writing, using and applying mathematics, number, shape, space and measures. These results will be retained by reception teachers and used to measure future progress.

Ongoing assessment includes thorough marking of pupil work, the collection of annotated samples of work, detailed records of progress and frequent observations during classroom activities.

Feedback to parents is frequent and currently includes two formal consultations during the school year in October and March.

Most children, at some time, will have particular needs, which teachers will need to recognise, consider, understand and cater for appropriately.

Children in their early years can have special educational needs which will, in many cases, be temporary. With planned intervention by our trained staff these needs can be addressed. Other needs may involve long-term intervention from our special needs support staff. Reception teachers will ensure early identification of children’s particular needs with appropriate referral and support sought from trained staff, external agencies and parents.

Premises and equipment

There are two reception classes, which are linked by a small teaching area. Classrooms have access to a shared work area where a range of practical activities are undertaken. Pupils have the use of a large well resourced hall for physical education and a school playing field and an outdoor classroom is now well developed.

As well as language, mathematical and scientific activities reception pupils will experience:

- structured play
- construction activities
- painting/drawing activities
- cooking activities
- physical education
- use of listening centres
- a range of information sources including books, television, library, information technology
- musical activities with a range of instruments
- role play and imaginative drama



Key Stage 2 (7 – 11 year olds)

Work within classes is arranged to cater for the age and ability of the child. Every child works to his/her own level and is encouraged to achieve their potential.

A variety of teaching methods are used within classes ranging from whole class lessons to individual tuition. Many lessons are taught to the whole class but there are other opportunities when group work is considered more appropriate. Each teacher will also spend time with individuals, especially when they are in need of extra support or help.

Procedures for identifying and providing for pupils with special educational needs are clearly defined in the school's Special Needs Policy.

Provision is made for the differentiation of work within the normal classroom organisation for all pupils. Pupils identified as needing extra help may attend small group sessions with a NNEB or work with our special needs support staff.

Work is organised in subject specific blocks and in cross-curricular projects or themes, which link together the various elements of the National Curriculum.

The National Curriculum consists of three CORE subjects – English, mathematics and science, and eight FOUNDATION subjects – history, geography, music, art, physical education, information technology, design technology and Welsh second language. In addition religious education is also taught as a part of the curriculum.

Policies for all the above subjects are produced by the school and are available for parents to see if they so wish.

Within all classes Welsh, as a second language, is taught with extra support for the teaching provided by advisory staff of the Local Education Authority.

A policy for sex education has been produced by the Governors and it is dealt with as and when necessary, during the course of normal lessons.

Teachers assess all pupils in an on-going way and progress is tracked termly. Teacher assessment covers the range and scope of the curriculum, and takes account of evidence of achievement from a range of contexts, including discussion and observation. Pupil strengths and weaknesses are therefore identified, with teachers planning work based on these, and with pupil progress in mind.

All teachers attend in-service training courses during the year in order that they can keep up to date with changes in the curriculum and meet the demands of the National Curriculum. The school will be closed for five in-service training days each year. Parents will be notified of these days as soon as information is available.

Relationships and Sex Education

In accordance with the 1986 Education Act, Governors have agreed a policy on sex education.

Sex education in Pentrepoeth is integrated into a cross-curricular programme of personal, social and health education.

A sequence for the teaching of Relationships and Sex Education is planned and many aspects are dealt with in health education and science lessons. All policies are available on our school website.

Welsh

Welsh as a second language is taught in all classes throughout the school.

Most teachers have attended in-service training courses to enable them to deliver this area of the curriculum. The training of teachers in Welsh is ongoing.

Formal Welsh teaching is undertaken in school and the incidental use of spoken Welsh encouraged and emphasised.

In addition, opportunities to explore Welsh aspects of the curriculum are provided wherever appropriate. Through a "Curriculum Cymreig" pupils are given opportunities to develop and apply their knowledge and understanding of cultural, economic, environmental, historical and linguistic characteristics of Wales.

Physical Education and Sport

The school makes a large commitment to all aspects of physical education and healthy living and this was recognised recently when the school was awarded the Active Mark Cymru.

All pupils are expected to take part in physical education and games, unless they suffer from a disability that prevents participation – a written request for exclusion must be sent to the Headteacher.

A variety of sporting activities take place in school during the year. All pupils undertake physical education within the context of the formal curriculum.

Many traditional team sports are played at the school with pupils encouraged to join football, rugby, cricket and netball teams. Most of the time allocated to these sports occurs after school when training and practice sessions are held. Competitive and "friendly" matches are arranged between schools.

The school has good sporting facilities with a large hall, large flat yard marked with a netball court, and a school field used for both rugby and football for years.

Years 4 and 5 pupils attend Newport International Sports Village for swimming tuition. At various stages they are entered for recognised swimming awards.

School Sports are held each summer for both Foundation Phase and Key Stage Two pupils. These are run competitively on a "house" basis. Health and Fitness Days are also held each summer term which encourage fitness and a healthy lifestyle.

Religious Education and Assembly

Religious Education is based on the National Curriculum and the County Agreed Syllabus. It is taught in a non-denominational way.

School Assemblies are held daily. Assemblies are held for worship where religious and moral instruction is given. Parents who wish their children to be exempted from such activities are invited to contact the Headteacher.

Special Educational Needs

Within the National Curriculum framework 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 special needs.

Our aims for special educational needs at Pentrepoeth Primary School are:

- to employ clear procedures to identify those children with learning/behaviour/physical difficulties as early as possible and to offer a support system which will help to meet their needs and to ensure optimum development. This will include working in partnership with the parents and other outside agencies.
- to plan into our curriculum, issues raised in connection with those children identified as having special educational needs. The planning of relevant provision to meet such need will also enable us, as a staff, to review our teaching methods and the learning process for children of all abilities;
- to create a “Positive” environment for those children who may have behavioural and emotional difficulties.

The school identifies pupils in need of extra support to enable them to progress effectively in line with the statutory Code of Practice.

According to the level of pupil need, resources are allocated to provide extra support from within the school’s budget.

The school’s Additional Educational Needs Co-ordinator, Mrs R Davies, ensure that close liaison is established between parents, class teachers, the support staff and Newport Inclusion Service. This ensures that defined programmes continue to provide the best possible education for children with special needs who attend Pentrepoeth Primary School.

Specialist support from external agencies is an important aspect of the provision available for certain categories of pupils. We are fortunate in having support from special needs support staff from Newport Inclusion Service.

In addition school staff attend in-service training in aspects of special needs and the statutory Code of Practice in order to continually update and enhance their expertise.

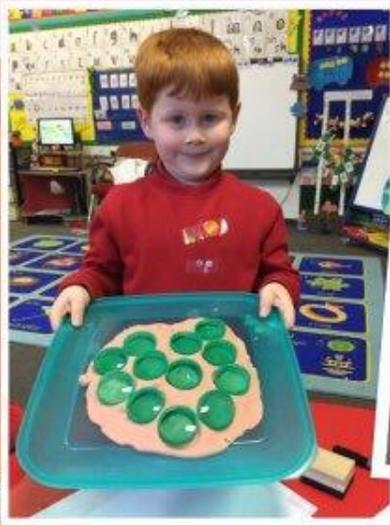
Extra Curricular Activities

The benefits of extra-curricular provision are not confined to the most able or the most motivated; they provide access to, extend, enlarge, enhance and enrich the in-school curriculum for children of all abilities.

Extra curricular activities are central to the ethos and objectives of Pentrepoeth School.

Within the school year the following activities are offered on a regular basis:

- | | | |
|------------------|---|--|
| ➤ Choir | - | Mrs J. Baxter |
| ➤ Rugby/Football | - | Mr T Merriman, Mr Cleaves & Mr Woodham |
| ➤ Cricket/ Golf | - | Mr R Cleaves |
| ➤ Netball | - | Mrs S Ahern |
| ➤ Dance Club | - | Mrs L Starke |
| | - | Mrs S Batrouni |
| ➤ Eco | - | Mr J Willmore |
| ➤ Running Club | - | Mr J Brewer |
| ➤ SHOOT | - | Football and Sporting skills |



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The School and Its Community

Formal home-school links are strong: there is an introductory evening for new parents, and parents have the opportunity to attend two consultative evenings per year thereafter. In addition a number of parents regularly assist in classrooms.

A number of activities involve the wider community. There are frequent visitors to the school including local church leaders, governors, police, local authority advisory staff and music tutors.

Visits are arranged for pupils to places of interest which support curriculum work including museums and churches.

There are termly meetings between senior staff of the secondary school to which the pupils transfer, and members of Pentrepoeth Primary staff.

Pastoral Care

Pastoral care is continuous throughout Pentrepoeth Primary School and the school works in close conjunction with educational welfare officers, health visitors, social and medical services.

In caring for the children, the staff of the school also try to encourage self-discipline. All disciplinary measures are designed to promote an environment in which each child can feel happy and secure and in which consideration is shown to others. This is supported by the SEAL project which permeates right through school (Social and Emotional Aspects of Learning).

We believe in sound discipline; children should not conduct themselves in a way which will hinder themselves or others. In particular this means that a child will be expected to co-operate with teachers and other children, to work diligently, to cause no danger or discomfort to others and to have a proper respect for books, equipment, the building and other people's property. The virtues of honesty, courtesy and punctuality are of prime importance.

Whenever an incident of misconduct becomes a serious issue, parents will be informed in order to obtain their support in dealing with the matter.

The school focuses on a programme of Values Based Education. A different value is the focus of Collective Worship and Year Group Assemblies.

Our school is also a Rights Respecting School.

The school also supports children's emotional difficulties through the ELSA programme.

Contact With School

It is school policy to keep in close contact with parents concerning all matters relating to their children's progress and welfare.

Parents receive communications on a regular basis from the school. Weekly newsletters (every Tuesday) outline school activities that pupils have been engaged in and give notice of forthcoming events. The school website:

www.pentrepoethprimary.co.uk

is there to assist communication. These keep parents up to date with all matters concerning school

life. In addition to this we also have a texting service for parents.

Parents' Evenings

Parents' evenings are held at least twice a year. On these occasions parents are able to discuss their children's progress with the class teachers. Great importance is placed on co-operation between parents and the school. Therefore parents wishing to discuss pupils' progress, or matters of general concern, at other times during the year, may contact the Headteacher so that arrangements can be made for a mutually convenient appointment. In addition, we host an Open Day session for parents to come into school during the day and share their child's learning together. This takes place in the summer term.

Official reports, which identify pupil progress, are sent to all parents during the Summer Term each year. Parents are invited to discuss the report with their class teacher.

If you are worried, please do not hesitate to contact us. Children will not make progress if they are unhappy or anxious.

Home/School Links

Our Home/School links encourage parents, children and teachers to work closely together. We have a monthly newsletter which is sent home every Tuesday. Notices are displayed on the 2 outside notice boards and we are able to contact parents by text.

All pupils are encouraged to work at home to find out information for projects, learn tables, spellings and read regularly. Pupils are expected to take home a reading book and we ask you to spend 5-10 minutes reading and discussing the book together in a close, happy and relaxed atmosphere.

Eco Schools Green Flag Award

Pentrepoeth Primary has achieved 4 Eco Schools Green Flag Awards and holds Platinum status which is a great achievement. The school has been given the awards "to recognise the school's achievement in working towards a sustainable lifestyle".

Healthy School Scheme

Pentrepoeth has received the Newport Schools Healthy Schools Scheme Phase 5th Award. We encourage children to have a healthy snack and water throughout the day in line with Welsh Government guidelines.

School Documentation

We provide parents with a range of information on the life and work of the school including:

- School Handbook
- School Development Plan - a summary outlining targets for development is included once a term in newsletters
- Pupil Achievement – Teacher Assessments at the end of Year 2 and Year 6
- Governors Annual Report - a record of school activities during the past academic year
- Regular newsletters and website information - providing information on school matters.

School Governors

The Governing Body of the school is essential to its continued success. Governors work together with the Headteacher and staff to:

- agree the aims and values of the school;
- make decisions on the school's budget and approve School Development Plans;
- ensure the National Curriculum is taught;
- monitor and review the school's progress;
- ensure individual pupils' needs are met, including special needs;
- interview and recruit staff;
- provide information about the school for parents;
- produce action plans following school inspection;
- establish and maintain positive links with the local community.

The size and composition of the Governing Body is statutory and Governors are appointed or elected by specific bodies or groups, but Governors are not delegates who must vote according to the wishes of those groups. The groups are as follows:

- Parent Governors;
- Teacher and staff Governors;
- Local Education Authority Governors;
- Co-opted Governors.

Parent Teachers Association

The school has an active PTA whose chief aims are:

- to further co-operation between home, school and the community;
- to engage in activities, which support the school and
- advance the education of the pupils, by providing facilities not normally provided by the Local Education Authority.

This interaction between home and school is regarded as being of paramount importance and it is hoped that as many parents as possible will become actively involved with the Association.

The Association arranges a programme of activities throughout the year to give invaluable practical and financial help to the school. Further details may be obtained by contacting the PTA Chairperson or Secretary.

We are extremely grateful for the support of the PTA and strongly urge all parents to take an active part in arranged activities.

School Meals – Chartwells Catering

School meals are provided by Chartwells Catering. The menus are interesting and varied. The emphasis is on healthy eating.

Chartwells Catering request payment at the beginning of each week. All dinner money payments are now made on line through a Parent Pay system so office staff are not able to handle any money linked to school dinners. Credit is given for meals paid for but not taken. No distinction is made between those who pay and those who have free meals.

Children may bring a packed lunch or purchase a school meal.



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Free School Meals

These are available where family incomes fall within the agreed scale. Applications should be made on the appropriate form available from school.

Medicine

If a child is being treated with medication or drugs having known side effects which will affect them in school, it is vital to make these facts known to us.

It is normally unnecessary for children to continue with medication during school time with the exception of asthma inhalers.

If however, it is absolutely essential, then medication must be administered to the child by the parent or an adult delegated by the parent.

Charity Fund Raising

We believe that by encouraging our pupils to collect for local and national charities we make them aware of the needs of those who are less fortunate than ourselves.

The school usually supports one major charity with a sponsored event held to raise monies.

The school council helps to identify the chosen charity based on a number of criteria:

- a charity that has not been supported within the school for some time;
- a charity to which pupils will be able to relate

By supporting one major charity we are able to:

- avoid being petitioned by other charity appeals;
- confirm to parents that the appeal will be the only major one the school is making;
- enlist substantial support from pupils and parents thereby raising a substantial sum of money.

Some smaller charity events are also supported through the year within the context of curriculum delivery (e.g. Children in Need).

Complaints Procedure

It is the policy of the school and its Governors that any grievance or complaint is taken seriously and dealt with in an appropriate manner. A copy of the policy is available on the school website and a summary is included in this pack.

Most can be dealt with by an informal discussion with the child's teacher or if necessary, the Headteacher.

In the first instance a parent should make an appointment to see the class teacher. This will provide the parent with "quality time" in private and avoids interruptions. It also prevents disruption to the teacher's class. If further discussion is needed, parents should make an appointment to see the Headteacher.

If the complaint is still not resolved, then the Headteacher will inform the parents of other ways to make the complaint formally. This may involve Governors of the school or the Local Education Authority.

Fire / Evacuation Drills

These are held at appropriate times so that staff and pupils are used to evacuating the building in a safe but speedy manner.

Pupils are required to line up at assembly points well away from the building where they are checked by their teachers.

Fire alarms in the school are checked on a regular basis and all fire equipment serviced annually.

Equal Opportunities

All children are treated equally in Pentrepoeth irrespective of gender, race, creed or disability. Every child and teacher will endeavour to further this objective by personally contributing towards a happy and caring environment and by showing respect for and appreciation of each other as individuals.

A school equal opportunities policy and Strategic Equality Plan identifies school aims and practical applications.

Health and Safety

The school has a Health and Safety policy which aids staff and Governors in providing a safe environment at Pentrepoeth Primary School.

The policy is supplemented by details of procedures to be followed within the school in relation to accidents, reportable diseases, first aid provision, fire safety, electrical appliances, school visits, work experience arrangements, letting of school premises, smoking, medicines and manual handling.

School Uniform

All articles of clothing worn to school must be clearly marked with the child's name.

The range of uniform available to all pupils is specified below:

- Grey pinafore dress/skirt/trousers
- White blouse or white / red polo shirt
- School tie (if with a blouse)
- Red pullover, cardigan or sweatshirt
- White socks / Black or Red Tights
- Sensible black shoes (not trainers)
- Red and white striped dress for summer
- Plain sports shorts and suitable t-shirt for PE or
- Black leotard (joggers and appropriate jumper for outside sessions)
- Trainers or daps (plimsolls) for PE

- White shirt
- Polo shirt white/red
- School tie (with shirt)
- Red pullover or sweatshirt
- Grey trousers **not** jeans
- Black shoes (not trainers)
- Dark socks
- White or black shorts and appropriate t-shirt for PE (joggers and appropriate jumper for outside sessions)
- Trainers or daps (plimsolls) for PE

T-shirts for PE can be purchased in their house colours

The school appreciates that it is not always financially possible for parents to buy a full school uniform, but we would be glad if parents take note of the above colours when buying new clothing.

Sweatshirts, polo shirts, summer dress, gym bags, PE kit, wet weather gear and reading bags may be purchased from the PTA. Order forms are available from the school office.

The Uniform Shop, run by the PTA, is open from 3pm on a Wednesday.

Jewellery and Valuables

Jewellery is not an accepted part of school uniform and can cause unnecessary hazards to school life. Children will be strongly encouraged not to wear jewellery to school (plain stud earrings only). Please adhere to a sensible code of dress and hairstyle. Toys and inappropriate belongings should not be brought to school because the staff cannot accept responsibility for them and they could prove hazardous.



SCHOOL ATTENDANCE

Year 2017/18	% Compulsory School Age
Attendance	96.1%
Authorised Absence	2.4%
Unauthorised Absence	1.5%

School Development Plan 2019-20 is available on the school website.