**Welcome to PenPych Community Primary School**



**Croeso I YsgolGynradd**

**Gymunedol**

**PenPych**

**September 2017**

**To be reviewed September 2018**

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**Contact us on:**

**Telephone: 01443 771434**

**E-mail: June.Todd-Jones@rctcbc.gov.uk**

**PenPych Community Primary school**

**Blaenrhondda Road Tynewydd RCT**

**CF42-5SD**

**PenPych Community Primary School/ Ysgol Gynradd PenPych**

**Head teacher/Prifathrawes – Miss Patricia .C. Price**

Dear Parents and Carers,

Welcome to our school, especially new children joining us again this year .

We aim to make our school a happy and caring place where all our children can thrive and feel safe and secure.

This may be your child’s first experience of school and we hope to make the transition from home to school as easy as possible, for both you and your child.

In our School Prospectus you will find some useful information about the school, but if you would like to speak to me in person, please do not hesitate to call and make an appointment.

Our Family Engagement Officer – Mrs Clare Eddy is also available to answer any of your questions or queries and to make the transition from home to school – or from school to school a happy one.

All our staff look forward to developing a positive partnership with you as parents/carers and us as your chosen school .We hope that you and your children will enjoy every moment of their school life – but if there are any issues please feel free and confident to contact us and we as a team will answer all your questions.

Yours sincerely,

Patricia .C. Price

**Our School Address**

**PenPych Community Primary School** [](https://www.google.co.uk/url?q=https://www.theatrclwyd.com/en/telephone-problems/&sa=U&ved=0ahUKEwjQoKnW1JvPAhXILcAKHRHUA2oQwW4ILDAL&usg=AFQjCNHrCP9VGDTVXMVFPJAL_iLjsD)

**Blaenrhondda Road, Tynewydd,Treherbert**

**RCT,**

**Cf42 5SD**

**Telephone: (01443) 771434**

[](https://www.google.co.uk/url?q=http://www.bromptonhall.n-yorks.sch.uk/units/bransdale/gaming-computers/&sa=U&ved=0ahUKEwjL74qw1ZvPAhWBIcAKHQAlAIsQwW4IJjAI&usg=AFQjCNEXiYIMv6Ps2aLGxXkYDgxIB1)

**E-mail:** [**June.Todd-Jones@rctcbc.gov.uk**](mailto:June.Todd-Jones@rctcbc.gov.uk)

[**Patricia.C.Price@rctcbc.gov.uk**](mailto:Patricia.C.Price@rctcbc.gov.uk)

**Address of Group Director**

**Education & Children’s Services**

Ty Trevithick

Abercynon

Mountain Ash, CF45 4UQ

Tel: (01443) 744000

**PenPych Community Primary School**

**Mission Statement**

**“We are united in work and play. Learning, loving, smiling**

**together in a special way”**

[](https://www.google.co.uk/url?q=http://www.treherbert.info/Education/Education.htm&sa=U&ved=0ahUKEwib1ceOzqXPAhWGOsAKHQD6ALgQwW4INjAQ&usg=AFQjCNGj5fubP9jdV6HXgV916o4Pte)

**“Rydym wedi uno trwy hwyl a gwaith. Trwy dysu, canu a gwenu**

**Mewn ffordd arbennig.**

**The Staff of the School**



Miss P.C. Price – Headteacher



Mrs S Connolly - Teacher S.M.T.



Mrs A.J. Morgan – SMT Teacher



Mr N. Evans – Teacher



Mr T Lewis - Deputy Head Teacher



Miss E. Heath – Teacher S.M.T



Mr L Williams - Teacher



Mrs C. Eddy – F.E.O



Mrs L. Preece – PPA-Elsa



Mrs R. Mitchinson - L.S.A



Mrs T. Bassett - H.L.T.A



Mrs K. Shepherd - L.S.A



Mrs S. Duggan – L.S.A

Mrs T. Sidoli - L.S.A Mrs T. Bryant - L.S.A

Miss D. Evans - L.S.A Miss K. Knowles - Supervisory Assistant

Mrs J. Todd-Jones - School Clerk Mr A. Chick – Caretaker

PC. N. Foster - Community Police Officer Mrs K. Lewis - Cook



Mrs J. Roderick - Assistant Cook

**The School Governors**

Local Authority Reps

Community Reps

Headteacher Rep

Teachers Rep

Support Staff Rep

Mr David Scott Emanuel

Mr Lee Foster

Mrs Irene Pearce

Mr Graham Thomas

Mrs Natasha Foster

Mr William Jones

Ms Catherine Millard

Mrs Wendy Pearson

Miss Patricia Price

Mrs Sandra Connolly

Mr Teifion Lewis

Mrs Tina Bassett

**Our School Vision Statement**

Our school’s curriculum is all the planned activities that we organise in order to promote learning, and personal growth and development. It includes not only the formal requirements of the National Curriculum, but also the various extra-curricular activities that the school organises in order to enrich the children’s experience.

It also includes the ‘hidden curriculum’ – what the children learn from the way they are treated and expected to behave. We want children to grow into positive, responsible people, who can work and cooperate with others while at the same time developing their knowledge and skills, in order to achieve their true potential.

**Values**

Our school curriculum is underpinned by the values that we hold dear to our school. The curriculum is the means by which the school achieves its objective of educating children in the knowledge, skills and understanding that they need in order to lead fulfilling lives.

We value children’s uniqueness, we listen to the views of individual children, and we promote respect for diverse cultures.

We value the spiritual and moral development of each person, as well as their intellectual and physical growth.

We value the importance of each person in our community, and we organise our curriculum to promote inclusion, cooperation and understanding among all members of our community.

We value the rights enjoyed by each person in our society. We respect each child in our school for who they are, and we treat them with fairness and honesty. We want to enable each person to be successful, and we provide equal opportunities for all our pupils.

We will strive to meet the needs of all our children, and to ensure that we meet all statutory requirements regarding inclusion.

We value our environment, and we want to teach our pupils, through our curriculum, how we should take care of the world, not only for ourselves, but also for future generations.

**An Introduction to our School**

[Image result for Penpych primary school](https://www.google.co.uk/url?q=http://www.penpych.50megs.com/&sa=U&ved=0ahUKEwiYuv2vnK3PAhVpJ8AKHawJBBcQwW4IGDAA&usg=AFQjCNF7s0ubpf_PCvIsdQO8_IgHOnR) [](https://www.google.co.uk/url?q=http://penycymoedd.vattenfall.co.uk/yurts-and-stones-for-a-local-school/&sa=U&ved=0ahUKEwiysbSbna3PAhWlJsAKHXEiCdkQwW4IKDAI&usg=AFQjCNGdAkGVj4tYaT32o2DWxC4maZQ)

PenPych Community Primary School caters for the needs of pupils from three to eleven years of age. There are approximately 200 pupils in the school. We look forward to welcoming new and old families in to our school.

The school is maintained by Rhondda Cynon Taf Authority and the Director of Education, Mr Chris Bradshaw(on secondment ). Acting – Mrs Ester Thomas

The Governing Body has control of the school and is comprised of representatives from Local council representatives, plus parents, teachers and local co-opted members. They have the responsibility for all decisions concerning the school.

Miss Price has been the Headteacher 

of the school since May 2015

**Start of the School Session and Lesson Time**

All Pupils are required to arrive at school at 8.50 am. For our afternoon sessions Foundation Phase 12.45 pm and KS2 starts at 1 pm.

The times set aside for teaching during the school day are as follows:

Morning session 8.55 am to 12.15 pm

Foundation Phase 8.55 am to 12 am

KS2 8.55 am to 12.15 pm

Afternoon session 1.00 pm to 3.15 pm

Foundation Phase 12.45 pm to 3.15 pm (Nursery Class 12:45pm to 3.00 pm Reception 12:45 to 3.05pm Yrs. 1 and 2- 12:45 to 3.15pm)

KS2 1.00 pm to 3.15 pm

At present we are still able to offer full time nursery provision.

We request that no Foundation Phase child be brought or picked up from school by anyone under the age of **sixteen**.

**Attendance**

In order for your child to gain the best possible education he/she must attend school regular basis.

We expect children to attend school daily unless they are unwell or attending a medical appointment, which a medical note will be required.

If your child can not attend school, we request that you notify us by 9 am on the morning of their absence so the absence can be noted and logged, on every morning after if the illness continues. If not the school will text and ring you to find out the reason for their absence.

We work very closely with the Attendance and Wellbeing Officer (AWO) to ensure pupils attend school on a regular basis. If a child fails to attend school regularly you will receive a letter from the school and then be referred to the AWO.

From January 2017 the school will start issuing a fixed penalty notice of £60 for poor attendance and holidays in term time, if your child’s attendance is below 95%.

Term Times 2016 – 2018

You will be notified for any scheduled INSET days.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | **2017 / 2018** | **First day of term** | **Last day of term** | | --- | --- | --- | | Autumn Term | Monday 4th of September 2017 | Friday 27th of October 2017 | | Autumn Term | Monday 6th of November 2017 | Friday 22nd of December 2017 | | Spring Term | Monday 8th of January 2018 | Friday 16th of February 2018 | | Spring Term | Monday 26th of February 2018 | Thursday 29th of March 2018 | | Summer Term | Monday 16th of April 2018 | Friday 25th of May 2018 | | Summer Term | Monday 4th of June 2018 | Tuesday 24th of July 2018 | |  |  |
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**Parental Involvement**

At PenPych primary we recognise the importance of an active parental involvement between home and school. We encourage parents to help their children with activities that are sent home by the class teacher e.g. reading practice, home tasks. Any homework set by teachers will be uploaded onto our Hwb website.

Parents are welcome to speak to Miss Price, the class teacher or Mrs Eddy FEO if they have any concerns regarding their child, although it is recommended you make an appointment first.

Through our Family Engagement Officer, Mrs Claire Eddy, parents and carers have been involved in Project Parents and a Level 3 Paediatric First Aid Course, who will be run by the Community First Team. We are always looking for projects to help our parents engage with our school.

We are looking for parents, carers and aunties and uncles to join our PCTA to help fund raise money for our school. New members are always welcomed.

When a child enters our school for the first time parents will be asked to sign a Home/School Agreement.



**Pastoral Care**

At PenPych Primary School the children’s safety and welfare is of paramount importance to the Headteacher and staff throughout the school at all times. During school hours, teachers are responsible for all children in their class.

The Headteacher has overall responsibility for the pastoral care, and matters of concern are always passed to her.



**Health and Safety**

The health and safety of the children in our school are of utmost importance to all who work here.

We encourage children to become safety conscious from the early years and en-courage them straight away to walk and not run through the school, not to touch electric sockets and to play sensibly in the playground. We insist that older pupils adhere to these rules.

Therefore, we ask parents to assist us by ensuring that children only wear **stud earrings** and **no platform type shoes**, in order to avoid unnecessary accidents occurring in school. All jewellery must be removed for PE sessions. We actively discourage any form of body piercing.

The local fire station and police also visit the school to talk about dangers in the home and

outside.

We request that parents and carers park considerately when bringing and collecting your child as inconsiderate parking may jeopardise our children’s safety. No parking on school grounds or entrance please.

**Equal Opportunities**

PenPych Primary School is committed to equality of opportunity for all its pupils, regardless of sex, race, religion or social class. We want all our pupils to achieve their full potential during their time with us.

We believe that all pupils are of equal worth and we place equal value on the abilities, talents and skills of every individual in our charge.

We actively attempt to make all aspects of the school curriculum equally attractive to boys and girls.

*(Equal Opportunities Policy available from Headteacher)*

**The Curriculum**

It is through the curriculum that we at PenPych Primary School attempt to fulfil our aims. The curriculum encompasses all the teaching and learning which takes place both in and out of the classroom.

We offer a curriculum which is broad and balanced, and we acknowledge that not all children develop at the same rate. Therefore we actively attempt to match the tasks given to each child with his/her stage of development. From September 2013 all school in Wales had to follow the Literacy and Numeracy Framework and we incorporate this into our daily teaching and learning.

For Literacy we use the “Success for All” scheme which helps our pupils to learn phonics, spell, learn to read and understand what they are reading.

Our school is constantly reviewing and adapting our curriculum to accommodate new

Government developments and in September 2014 we introduced Little Maths and Big Maths schemes.

We currently follow a themed curriculum called “Corner stones” which ensures all skills are covered progressively throughout the school.

The Curriculum in all schools in Wales is currently divided as follows but the content of the National Curriculum is due to change very shortly due to the Donaldson Report.

**Nursery, Reception, Year 1 and 2 are known as the Foundation Phase**

**Years 3 to 6 are known as Key Stage 2 and follow the National Curriculum for Wales**

**Extra-Curricular Activities**

At our school there is a full programme of extra-curricular activities and pupils are encouraged to participate in this important part of school life. The following clubs are available at our school throughout the year: *rugby, football, girls club*. Swimming instruction takes place in the summer term at Ystrad Sports centre for KS 2. Our sports teams regularly take part in matches against other local schools and further afield and have gained much success.

**The Foundation Phase**

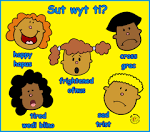
The Foundation Phase is a curriculum for 3 to 7 year olds which was gradually introduced to all schools in Wales over the recent years.



**What will children learn?**

The curriculum for the Foundation Phase is under seven Areas of Learning.

* Personal and Social Development and Well-being
* Language, Literacy and Communication Skills
* Mathematical Development
* Bi-lingualism and Multi-cultural Understanding
* Knowledge and Understanding of the World
* Physical Development
* Creative Development

**Literacy and Numeracy Framework**

The National Literacy and Numeracy Framework (LNF) became statutory for all schools in Wales in September 2013 and it was developed to help children in Wales to develop a range of literacy and numeracy skills during their time at school.

It was developed as a curriculum planning tool for schools that will provide a continuum of development, clearly setting out annual expected outcomes in Literacy and

Numeracy.

**Structure of the LNF**

The LNF describes in detail the skills that we expect children and young people to acquire and master from ages 5 to 14. It has two components – literacy and numeracy. These are divided into the following strands.

Within **literacy** we expect children and young people to become accomplished in:

Oracy across the curriculum

Reading across the curriculum

Writing across the curriculum.

Within **numeracy** we expect children and young people to become accomplished in:

Developing numerical reasoning

Using number skills

Using measuring skills

Using data skills

Further information: [**www.learning.wales.gov.uk**](http://www.learning.wales.gov.uk)

**The National Curriculum in Wales**

This is a Government framework that sets out what must be taught to children in school, and at what age. It is designed to provide a good grounding in language, mathematics and science. However, the curriculum will be more flexible in the near future after the recommendations of the Donaldson Report.

The National Curriculum is for Key Stage 2 pupils- Years 3 - 6 at all schools in Wales.

**What is the Curriculum Cymreig?** The Curriculum Cymreig is a part of the curriculum that is special to Wales. It is de-signed to reflect the history, geography and culture of Wales and your locality.

The Curriculum Cymreig helps develop:

* a sense of belonging
* a sense of place and heritage
* an awareness of the importance of language and literature in the history and life of Wales and an understanding of the creative and expressive arts in Wales.

**What does the National Curriculum cover?**

The current National Curriculum covers a broad range of subjects, divided into core and foundation subjects.

Particular emphasis is given to the **Core Subjects:**

* **English**
* **Welsh (as a first or second language)**
* **Mathematics**
* **Science**

**Foundation subjects are:**

* design and technology · information technology
* history · geography
* music · art
* physical education.

Children must also study religious education according to the syllabus laid down by our local authority. Our school also provides personal and social education.

**Standards**

Each subject in the National Curriculum is divided into a series of levels on a national scale from 1 to 8. The level shows what standard a child has achieved. Levels are like the rungs of a ladder and children move up them from year to year. At the end of Key Stage 2, most children will be working within levels 2 to 5. The majority will reach Level 4.

**The Use and Teaching of Welsh**

Welsh is taught throughout the school as a second language, emphasising oral skills in the early years and developing these skills to the writing and reading of Welsh by the end of Key Stage 2.

Recent years have seen an enthusiastic increase in the amount of incidental Welsh used throughout the school, the school healthy tuckshop is also through the medium of welsh where pupils must ask and answer in welsh ,also the daily use of Helpwr Heddiw promotes welsh throughout the school

Years 5 and 6 receive weekly Welsh lessons from a peripatetic Welsh teacher. Seren yr Wythnos (Star of the week) certificates are awarded weekly. For pupils making most effort to communicate in Welsh.

A Welsh assembly is carried out weekly in both Foundation Phase and Key Stage 2 Departments and the school is well stocked in Welsh resources.

**How is your child assessed?**

Assessment in PenPych Primary School takes a variety of forms. Both assessment of learning and assessment for learning.

Assessment of learning includes baseline assessments, standardised tests and end of Foundation Phase and Key Stage 2 assessments. These results are used to plan further learning and any gaps in teaching.

Assessment for learning is the continuous process of finding out where children are in their learning, where they need to go and how best to get there.

Assessment is carried out termly and recorded in their books – also a new ‘learning Journey’ has been set up to show progress through the school

**Early Years Assessments**

Teachers assess pupils throughout the time they are in our school. In the Early Years these are known as Baseline Assessments and they monitor how our pupils are doing in basic Literacy, Numeracy and Personal and Social skills and Physical development.

**Foundation Phase and Key Stage 2 Teacher Assessment**

Teacher assessment is a continuous process. Teachers informally assess children when-ever they teach a class, as well as when they mark a child's work, listen to them read or discuss their work with them.

The electronic system that we use in our school is called INCERTS and teachers assess all pupils in all subjects on a continuous basis and they update this system regularly. Each teacher then looks more closely at how your child is doing in English, Maths and Science (Personal and Social Development in the Foundation Phase) and decides which level of the National Curriculum or Outcome of Foundation Phase best suits their performance in each and works out the level for the whole subject.

All children in Wales from Year 2 to 6 are now required to sit Literacy and Numeracy

National standardised tests.

Records of these results are kept to enable teachers to ensure pupils are making progress, and results will be communicated to parents and carers.

Year 6 pupils also undertake an extra test called a CAT test. This is to ascertain pupils’ potential. The results of this test are considered by Treorchy Comprehensive when placing children in classes there.

Annual Reports are sent home at the end of every school year and arrangements are made for parents to discuss these with the teachers.

Parents of all pupils are invited to “Meet the Teacher” early in the Autumn Term and again to parents meetings later in the Autumn Term and again in the Spring Term.

However parents have the right to see records kept concerning their child's progress throughout the year.

**Breakfast Club and After School Clubs**

Everyone is welcome to attend our free breakfast club that runs from 8 am until the start of the school day at 8.50 am to be in class for 8.55am . Breakfast is given and activities are provided by qualified staff.

We have a Flying Start provision based at PenPych. If you require any information regarding the setting, please contact the Leader Nicola Owen on 07969649309.

**School Discipline**

We believe that children should behave in the way you, as responsible parents, would wish them to behave - showing honesty, courtesy and consideration for others at all times.

* We actively encourage children to display good manners and to care for others.
* Children move quietly and sensibly around the school.
* No drinks to be brought in glass containers or metal cans.
* We discourage children from bringing sweets to school and no chewing gum is allowed in school. We encourage fruit for snacks only.
* Pupils must not bring in any sharp implements such as penknives, compasses or scissors that could endanger other children.
* We believe in ‘fair but firm’ and our approach is positive discipline – rewarding the good we see.
* We use the dojo and ‘good to be green’ reward systems – which are followed up in Praise assemblies

If a child displays unacceptable behaviour, parents are notified. If this behaviour continues to be problematic in school, then there may be cause to involve outside agencies, such as the Educational Psychologist or Behaviour Support Teacher, who may suggest a Behaviour Modification Plan.

However, if the unacceptable behaviour still persists, the onus to exclude is now the absolute responsibility of the Headteacher and Governing Body - conducted in a procedure determined by the Local Education Authority.

A copy of the School's Behaviour Policies can be obtained from the Headteacher.

**Complaints Procedure**

The Governing Body has approved the document setting out the arrangements for Rhondda Cynon Taff in respect of the above. The complaints procedure is summarised as follows:-

1. Informal complaint to Headteacher and staff of school;

2. Formal complaint via District Education manager to the Governing body;

3. Further formal complaint via (Clerk to the Governors) to Director of Education;

4. Formal complaint via Director of Education to County Members' panel;

5. Only after all stages of approved local arrangements have been exhausted can the Secretary of State entertain any such complaint

**School Uniform**

At PenPych Primary School we feel that it is very important to maintain the standard of dress as this reflects attitudes to school in general. Therefore we request your co-operation in this matter.

**Girls: Summer Uniform:**

Navy skirt/pinafore dress/trousers Navy skirt or Jade polo shirt

Navy jumper / cardigan Blue check /striped dress

Jade polo shirt Navy cardigan / jumper

Black Shoes

**Boys: Summer Uniform:**

Grey trousers Jade polo shirt

Navy jumper Grey shorts

Jade polo shirt Navy jumper

Black Shoes

**Children also need to wear suitable clothing for PE:**

Plain white T shirt

Black sports shorts

Trainers for games

**We request that ALL clothing be marked with your child’s name.**

**We also request that pupils attend school with a reasonable style haircut and actively discourage coloured, “carved”, “Mohegan” or “cult” style.**

**We discourage the wearing of Charity elastic bands – for health and safety reasons**

**Special Needs**

Mrs Alison Morgan has the responsibility of being the Additional Learning Needs Co-ordinator in the school, and works in collaboration with class teachers and Headteacher to identify any children whom it is felt have particular educational, social or behavioural needs. For example, if a child needs extra support or to the contrary, if a child is particularly bright and needs to receive extension work.

These children are monitored by class teachers and the Headteacher, and then

Individual Education Plans (IEP's) are written in collaboration with the child to suit his/her needs, in line with the Code of Practice.

Children’s progress is then monitored regularly, and outside agencies may consequently be called in to assess the child's needs.

Annual reviews are carried out with our Additional Learning Needs Co-ordinator and other specialists along with parents and carers of pupils on the Special Needs register.

Every effort is made to accommodate children with Special Educational Needs, and excellent relations are held with local Health Visitors, the LEA Special Needs Dept. and the Educational Psychological Service, who can so often assist the school greatly in such matters.

Mrs Preece is our school ELSA (**E**motional**L**iteracy**S**upport **A**ssistant), this consist of working with children who are having trouble with, Social skills, emotions, bereavement, social stories and therapeutic stories also anger management and self-esteem. She offers counselling skills such as solution focused and friendship.

ELSAs are emotional literacy support assistants. They are teaching assistants who have had special training from educational psychologists to support the emotional development of children and young people in school. ELSAs have regular professional supervision from educational psychologists to help them in their work.

ELSAs help children and young people learn to understand their emotions and respect the feelings of those around them. They provide the time and space for pupils to think about their personal circumstances and how they manage them.

Over recent years there has been increased recognition of the impact of social and emotional aspects of learning on academic attainment in schools. The Children Act 2004 (Every Child Matters) recognised that schools need to be concerned with the all-round development of children.

**Religious Worship and Education**

An assembly is held every day for a short religious service . A special celebration assembly is held every week to celebrate pupil’s achievement. A variety of people regularly visit our school to take assembly. These include our local clergy, Father Ralph Upton. Charity workers etc.

Religious education is provided for every pupil in the school. The teaching of religious education is subject to the statuary regulation of the 1944 and 1988 Acts. These state that all pupils should receive religious education and take part in collective worship except when withdrawn by a parental request. The teaching will take place in a variety of forms which will reflect the ethos of the whole application of the cross-curricular themes as well as to work specifically in religious education.

In this context the teaching of religious education in our school:

* develops from pupils' own perceptions and experiences;
* places religion in context which pupils can relate to their own experience;
* promotes links with other areas of the curriculum;
* has specific objectives when taught within integrated topic work.

**Sex Education**

The School Governors have decided that "Sex Education" should not be emphasised until pupils reach Year 6, but will be discreetly incorporated into our cross curricular programme.

Pupils in Year 6 receive a talk from the school nurse on this subject.

**School Meals**

Cooked school dinners are provided in our canteen and is made fresh daily. Diner money is collected on **a Monday morning at reception**. Pupils who bring dinner money into school should put it in a sealed envelope with the child’s name and amount clearly marked.

Applications for free meals are made on special application forms, available from the school clerk. Parents need to be in receipt of Income Support, Income Based Job Seeker’s Allowance or Child Tax Credit.

**Charges**

The Governing Body has the right to charge parents in the following circumstances:-for breakages of windows, doors or fittings if a pupil is responsible. A charge will be made to an individual's parents or a proportional cost if more than one pupil is involved.

Parents are allowed a right of appeal to the Governing Body Sub-Committee which deals with staff disciplinary matters. The Governing Body has agreed that the Head-teacher may seek voluntary contributions from parents, so that activities during school hours such as educational trips, can continue.

**Milk**

Milk is provided for each Foundation Phase aged child who re- quests it daily. In extreme cases where children have a dislike or allergy to milk, etc., a child may bring a small plastic bottled drink, which must be clearly labelled with the child's name. This drink will be used for the afternoon break only. The milk ordered for these children will then be cancelled.

**Security**

At PenPych Primary School we feel it is vital to create a secure and safe environment for all children and adults in the school.

To prevent unauthorised or unknown visitors entering the school, they must report to the reception office. Visitors are requested to sign in our visitor’s book and wear visitor badges.

All children are well supervised during playtimes and lunchtimes and staff ensure that security gates are closed and locked.

Children are asked to report any strangers to the nearest member of staff, who will report any incident to the Headteacher.

*NB. Please can parents avoid parking directly outside the main school gate or on the bridge, for the safety of the children.*

**Disability Access**

At PenPych Primary School we are committed to ensuring equality of education and opportunity for disabled pupils, staff and all those receiving services from the school. We aim to develop a culture of inclusion and diversity in which people feel free to disclose their disability and to participate fully in school life.

Everyone is welcome in our school, and there is good wheelchair access to our school.

Disabled toilet facilities are also available in reception.

We will endeavour to cater for the needs of disabled parents/carers at all times.

At PenPych Primary School we aim to ensure that the learning needs of disabled pupils are fully met within the classroom and outside.

(Disability Access plan– Disability Equality Scheme)

**Child Protection/Safeguarding**

PenPych Primary School has the protection and wellbeing of all pupils as its priority. In our school the Headteacher, Miss Price has overall responsibility for child protection matters and acts as a source of advice and support to other staff. Our Deputy Mr Lewis deputies in her absence. Both are Level 3 trained and the FEO is also Level 3 trained and is now our third member of our safeguarding team.

Our school has a nominated child protection governor, Mrs Natasha Foster, who has to ensure that the school has a child protection policy in place which is consistent with the new All Wales Child Protection Procedures (2008) that all staff in the school must follow where there are concerns or suspicions of child abuse.

If we receive information about a child which suggests that he/she has been abused or at risk of being abused, we have a duty to refer these concerns to the Social Services Department or the police without delay (– within 2 working days – following Cwm Taff Safeguarding Procedures) . We have no discretion in this matter.

Our first concern as a school is your child’s welfare. Where we have general concerns these will be raised with you and we would want to work with you to remedy the situation. However, there may be concerns, as listed above, where we have to talk to other agencies before we contact you.

The school Safeguarding – Child Protection Policy is available for all parents on the school website

**School Council**

We have an active School Council at PenPych Primary School made up Children from Year 2 to Year 6. They meet on a termly basis to speak to the governors and hold regular meetings with teachers. They are elected by their classmates and meet regularly under the Supervision of Mr Evans and Mrs Morgan .

They discuss a variety of issues about how they can make our school a better place. The School Council makes regular presentations to the Governing Body.

**ECO Council**

An ECO council is well established at the school and is now supervised by Mr Evans.

This council meets regularly and discusses issues such as recycling, caring for our local environment and sustainable development. We have visited Bryn Pica recycling Plant this year.

We encourage all our pupils to conserve energy, recycle and reuse.

**Medical and Accidents**

Please will you ensure that we are informed about any medical condition relating to your child that is likely to affect your child’s education or general wellbeing in school. School especially needs to be informed if your child would require any emergency medication e.g. epipen. (All school staff receive annual epipen training).

Also please ensure that if your child requires an asthma pump, the school is informed of this and brings their pump into school clearly labelled with their name and class.

At various stages through the school years, children will have their eyesight and hearing tested and a routine dental check is usually carried out. Any concerns raised during these routine checks will result in the offer of an appointment to the relative health department.

If your child becomes ill or has an accident at school it may become necessary to contact you. Please ensure that emergency contact numbers are up to date. Children who have minor accidents at school, usually when falling over at playtime or lunchtime, are tended to by one of the school’s qualified first aiders. These accidents are recorded in the accident book and parents are informed of any significant incident either by means of a note or telephone.

Children will need to bring a note to school to be excused from P.E. lessons and are expected to be well enough to play outside at playtimes and lunchtime.

**Dogs**

School is not an appropriate place for dogs. We often have to clean up the mess which they leave behind. 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.

**Smoking in School**

Governors at this school have agreed a **NO SMOKING POLICY**, which means that smoking is not allowed in school at all. We would appreciate your co-operation in this matter and ask that you do not smoke either in school or when waiting in the school grounds.

**Head Lice**

Each year we have cases of head lice in school. The school nurse no longer visits school to inspect children’s hair so parents are asked to do this at home on a regular basis.

**Percentage Record of Absence**

Listed below are the pupils’ attendance figures for the last two completed school terms.

Target set by Local Authority for school 16/17 is **94.4%.** The school prides itself on trying to raise attendance percentages.

|  |  |  |  |
| --- | --- | --- | --- |
| Term | % Authorised  Absences | % Unauthorised  Absences | Attendance |
| Summer 2016 | 4.7% | 0.2% | 95% |
| Autumn 2016 | 5% | 1% | 95% |
| Spring 2017  Summer 2017 | 4.1%  6.1% | 0.2%  0.2% | 95.7%  93.7% |

Target set by Local Authority for school 16/17 is 94.4%

As a school we strive to achieve a higher attendance.

**Assessment Results for**

**Foundation Phase and Key Stage 2 Pupils 2016-2017**

**2016/2017 outcomes for FPOI at 95.45% above RCT 86.9% and CSC 88.6%**

**Foundation phase**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **O 5+** | **2013** | **2014** | **2015** | **2016** | **2017** | **O 6+** | **2013** | **2014** | **2015** | **2016** | **2017** |
| **PSD** | 86.67 | 86.67 | 100.0 | 93.75 | 95.45 | **PSD** | 20.00 | 20.00 | 36.84 | 25.00 | 54.55 |
| **LLC** | 80.00 | 86.67 | 89.47 | 90.63 | 95.45 | **LLC** | 0.00 | 20.00 | 21.05 | 25.00 | 40.91 |
| **MD** | 80.00 | 86.67 | 94.74 | 90.63 | 95.45 | **MD** | 0.00 | 33.33 | 26.32 | 25.00 | 31.82 |
| **FPOI** | 80.00 | 86.67 | 89.47 | 90.63 | 95.45 |  |  |  |  |  |  |

**Ks2**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Level 4+** | **2013** | **2014** | **2015** | **2016** | **2017** | **Level 5+** | **2013** | **2014** | **2015** | **2016** | **2017** |  |  |  |  |  |  |  |  |  |  |  |  |
| **English** | 88.89 | 86.67 | 86.67 | 91.30 | 90.91 | **English** | 33.33 | 40.00 | 20.00 | 47.83 | 45.45 |  |  |  |  |  |  |  |  |  |  |  |  |
| **Maths** | 88.89 | 93.33 | 86.67 | 91.30 | 90.91 | **Maths** | 22.22 | 26.67 | 20.00 | 43.48 | 45.45 |  |  |  |  |  |  |  |  |  |  |  |  |
| **Science** | 88.89 | 93.33 | 86.67 | 91.30 | 90.91 | **Science** | 0.00 | 33.33 | 20.00 | 43.48 | 45.45 |  |  |  |  |  |  |  |  |  |  |  |  |
| **CSI** | 88.89 | 86.67 | 80.00 | 91.30 | 90.91 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |