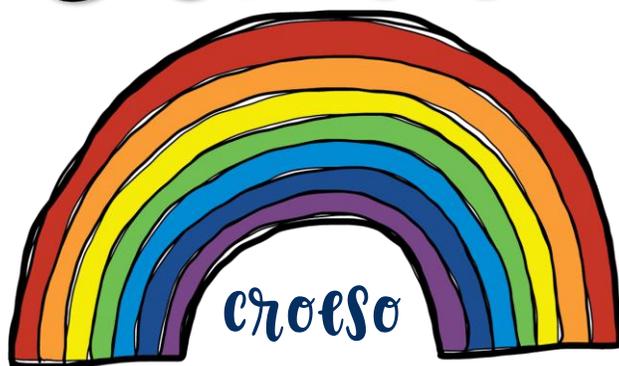


Milton Primary School



Hendre Farm Drive,

Ringland,

Newport

NP19 9HB

01633 273505

www.miltonprimaryschool.co.uk



MILTON PRIMARY SCHOOL

HEADTEACHER'S WELCOME

Dear Parent/Carer,

Choosing the right school for your child is vitally important. Most parents want an excellent education for their children but they also want them to be happy and to feel safe and secure. At Milton Primary we believe we can offer all these things. We pride ourselves on the broad, balanced and full education we can offer in our school. The very high standards of learning and teaching are a credit to the hard work of both the staff and pupils. We are equally proud of the atmosphere in our school, it is one of friendliness, caring and cooperation and this is always evident. Many visitors to the school comment on the warm welcome they receive and the politeness and good behaviour of our pupils.

We value all children in our care and believe that their time in our school should be fun, rewarding and fulfilling.

I look forward to meeting you and if you have any questions or concerns please contact me in school at any time.

Yours Sincerely

Mrs. C Burke

Head Teacher

LEARNING
TOGETHER.
ACHIEVING
FOREVER

Milton Primary School is an English medium school that currently has the capacity for 88 children per year group, three class intake. It also has a nursery with the capacity for 68 children per session. The nursery runs two sessions (morning/afternoon).

Welsh Language is taught throughout the school and nursery. The children enjoy this area of learning and are often heard speaking incidental Welsh around the school.

The school is well maintained internally with bright and inviting classrooms and learning areas. The toilet facilities are modern and clean.

ADMISSION

All children must fill out an application form for school whether they are in our school catchment area or not. Application forms are available on the Newport city council website; they should be completed and returned to the Civic Centre with the relevant paperwork. The admissions policy is in the annual parent's information book provided by the local authority.

If you would like support to fill out your form or any information linked to your application photocopied, please contact the school office. We will also return your form to the Civic Centre if you drop it off at the school office.

Parents receive notification from Newport City Council to inform them if their application has been successful. Parent meetings take place in the summer term for Nursery and Reception parents.

NURSERY

Children are admitted to our Nursery the term after their 3rd birthday. If your child is three by August 31st they can start Nursery in September. There are intakes of rising threes in both the spring and summer terms.

Parent meetings take place before children start in nursery along with transition visits for the children.

RECEPTION

Children aged 4+ will enter the school in the September of the school year in which they have their 5th birthday.

Parent meetings/information sharing take place before children start in reception along with transition activities for the children.

Prospective parents at other times of the year are invited to arrange a visit to the school, not only to see the headteacher and staff, but also to sample the atmosphere of the school. The school number is 01633 273505. We will accommodate this whenever we are able to.

EQUAL OPPORTUNITIES

At Milton Primary School we accept that we are responsible for providing education that is broad, balanced and accessible to all pupils. We recognise that Equality of Opportunity for all regardless of class, disability, gender, language, religion or race is fundamental in an education system in which all children and adults can achieve their potential as learners and citizens. Our policy is available on request and will be on the new school website by autumn half term.

Equality of opportunity at Milton Primary School is about providing equality and excellence for all in order to promote the highest standards of achievement. This applies to all members of the school community – pupils, staff, governors, parents and community members.

Please note: we can arrange for important parent information to be available in other languages and formats. Please speak to the school office if you need further assistance in this area.

DISABILITY EQUALITY DUTY INCLUDING ACCESS

Milton Primary is an equal opportunity school, all children are supported whatever their disability or special need. The school has a DED policy which is reviewed regularly in consultation with the LA support officer.

The school has a ramp to the side of the school and a ramp into the school hall. A disabled toilet is available in school for adults or children; in Nursery the disabled toilet is for children only (the school toilet is available for adults).



OUR SCHOOL MOTTO

Our school motto sums up the mission statement

“Learning Together, Achieving Forever”



THE SCHOOL'S AIMS

As a team we have shared our vision and values and agreed on the following aims for our curriculum at Milton Primary:

- To provide a safe, nurturing and stimulating environment for learning which creates happy, confident citizens of the future.
- Teach children how to become independent, lifelong learners so that they are able to realise their full potential.
- To ensure a relevant, inspiring, authentic and inclusive curriculum which reflects the needs and interests of our school community and the wider world.

Through our school aims we try to ensure that everyone's needs are met taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances.



GOVERNORS

School Governors, as members of the Governing Body, are responsible for the strategic development and direction of a school. An effective Governing body is a 'critical friend' and works closely in a supportive way with the Headteacher and school staff, whilst at the same time ensuring that an appropriate level of challenge is maintained.

The Governing Body sets the strategic direction of the school, sets out school policies which are implemented by the Headteacher and staff and oversees the management of the school budget.

The Governing Body is responsible for setting targets for pupil achievements at specific key stages, and monitors the progress of the school in meeting these targets.

Governors fall into a number of categories:

- Parent Governors, who are parents of children in school, and who are elected by the current parents
- Teacher/Staff Governors, members of staff, elected by the teaching and support staff
- LA Governors, appointed by the Local Authority (LA)
- Community Governors, members of the local community, appointed by the Governing Body
- Associate Governors, appointed by the Governing Body, but with limited voting rights
- Headteacher – the Headteacher is normally a member of the Governing Body, and reports to the Governing Body about the school's activities and performance

MILTON' S GOVERNING BODY CURRENTLY CONSISTS OF:

Name	Role	Contact
Rev Stephen Blewett	Chair of Governors / Community Governor	milton.primary@newport.gov.uk
Mrs P Powell	Vice Chair / Community Governor	milton.primary@newport.gov.uk
Mrs A Morrissey	Parent Governor	milton.primary@newport.gov.uk
Mrs J Trueman	Parent Governor	milton.primary@newport.gov.uk
Ms R Hodgson	Parent Governor	milton.primary@newport.gov.uk
Ms L Gilbert	Parent Governor	milton.primary@newport.gov.uk
Mrs S Arthur	Parent Governor	milton.primary@newport.gov.uk
Ms A Culverwell	LA Governor	milton.primary@newport.gov.uk
Cllr M Linton	LA Governor	milton.primary@newport.gov.uk
Cllr R Hayat	LA Governor	milton.primary@newport.gov.uk
Ms U Ahmed	LA Governor	milton.primary@newport.gov.uk
Miss S Thomas/ Mrs J Hodge	Teacher Governor	milton.primary@newport.gov.uk
Miss B Instone	Teacher Governor	milton.primary@newport.gov.uk
Miss G Lowe/ Mrs S Clifford	Staff Governor	milton.primary@newport.gov.uk
Ms J Bayley	Community Governor	milton.primary@newport.gov.uk
Ms E Lewis	Community Governor	milton.primary@newport.gov.uk
Mrs C Burke	Headteacher	milton.primary@newport.gov.uk

SCHOOL ORGANISATION

The school is currently staffed as follows –

SENIOR LEADERSHIP TEAM

Headteacher	Mrs C Burke
Deputy Headteacher	Mrs S Morton
Assistant Headteacher	Mrs J Hodge
Inclusion and Well-Being Leader	Mrs E Lee
Key Skills Leader	Mrs R Wells (50%)
School Business Manager	Mrs K Dudley

ADMINISTRATION

School Support Officer	Miss L Jones
School Support Officer	Mrs S Clifford

FOUNDATION PHASE TEACHERS

Teacher – Nursery	Mrs RM Wells
Teacher - Reception	Miss L Phillips
Teacher - Reception	Miss H McClymont/Mrs H Clarke4
Teacher – Year 1	Miss B Instone
Teacher – Year 1	Miss L Jones
Teacher - Year 2	Mrs R Wells/ Mrs S Clarke
Teacher – Year 2	Miss L Allen
Teacher – Class LD	Mrs E Lee/ Mrs H Dack

KEY STAGE TWO TEACHERS

Teacher – Year 3	Miss K Cornwall
Teacher – Year 3	Miss S Choo
Teacher – Year 4	Mrs S Roche
Teacher – Year 4	Mrs C Birchmore
Teacher – Year 5	Mr A Oram
Teacher – Year 5	Mrs L Ryan/ Mr C Miles
Teacher – Year 6	Miss M Cahill
Teacher – Year 6	Miss Young
Class LB	Mrs E Lee/Mrs G Ralph

PPA COVER

PPA	Mrs S Morton
PPA	Mrs L Boone
PPA	Mrs J Hodge

FOUNDATION PHASE LEARNING SUPPORT ASSISTANTS

LSA – Nursery	Mrs S Jones
LSA – Nursery	Mrs E Riley
LSA – Reception	Miss C Oak
LSA – Reception	Miss C Fedeli
LSA – Year 1	Mrs M Mills
LSA – Year 1	Miss J Morrone
LSA – Year 2	Miss S Caddick
LSA – Year 2	Miss A Benning
LSA - LD	Mrs R Davies
LSA - LD	Mrs J Cook

LSA - LD	Mrs S Leeson
HLTA	Mrs J Hudson

KEY STAGE TWO LEARNING SUPPORT ASSISTANTS

LSA	Mrs I Longrais
LSA	Mr P Sullivan
LSA	Mrs C Bennetts
LSA - LB	Mrs E Baker
LSA - LB	Mrs S Arthur
HLTA	Mrs J Hudson

SITE MANAGEMENT

Caretaker	Mr P Paske
Caretaker	Mr P Davies

THE CURRICULUM, EDUCATIONAL ORGANISATION AND TEACHING METHODS



It is our aim to provide a caring, interesting and stimulating environment in which the social, intellectual and physical development of each child can take place.

We value children whatever their needs and endeavour to stimulate and teach them to become lifelong learners. We believe children who are skilled learners and achieve in school have happy lives as they are able to make informed choices and succeed.

The school aims to provide a curriculum that is broad, balanced and contributes to the development of the whole child.

Class organisation is reviewed before the start of each school year when pupil numbers are finalised. Sometimes it is necessary to organise classes into mixed year groups to keep class sizes to a reasonable level.

The classes are organised primarily in mixed ability groups but organisation is flexible, to reflect the wide number of activities that might be undertaken. Children are taught using a variety of teaching methods – individual, small group and whole class.

The school has a 128 place nursery. Foundation Phase is generally organised into 3 year groups – Reception, Year 1 and Year 2. Key Stage 2 is generally organised into 4 year groups – Year 3, Year 4, Year 5 and Year 6.

CHARITY SUPPORT

The school generally support local charities. In the autumn term we support Raven House, a charity that provides food for Newport's homeless and those in need. In the spring term we support small local charities, usually to do with children and in the summer term the children decide on the focus which is often connected to their topic.

ADDITIONAL LEARNING NEEDS

The “Special Educational Needs Code of Practice for Wales” was introduced in April 2002. It is intended for children who need additional support at some time during their education. Those pupils with Additional Educational Learning Needs are identified in a variety of ways, usually during teacher assessment and observations, however, information from outside agencies e.g. health visitors, paediatricians, speech and language therapist etc are also used. teacher assessment and observations.

At Milton Primary we are committed to working with all children and their parents to ensure that the best provision is provided for them to cope with or overcome their difficulties. If a teacher is concerned about a child a meeting will take place with the parents before any action takes place and consent sought to add the child to our ALN register. Once a child is added to the ALN register, school follow the ‘graduated response’ to support the child’s needs:

School Action – is when the teacher and the ALNCO (Additional Learning Needs Coordinator) identify that a child has additional educational needs, they provide interventions that are additional to or different from those provided as part of the school’s usual differentiated curriculum. An IDP (Individual Pupil Profile and Action Plan) will usually be devised.

If the child continues to make little or no progress in specific areas or is working substantially behind their peers, the child will be moved to “School Action Plus”.

School Action Plus – when the class teacher and ALNCO are provided with advice or support from outside specialists so that alternative interventions, additional or different strategies to those provided for the pupil through school action can be put into place. A new Action Plan will be devised.

Statement – when a child has been supported at school action + but need a higher level or support or specialist learning provision, school will apply for a ‘Statement of Educational Needs’ from Newport City Council. A Statement remains with a child and follows them throughout their education. School will hold annual reviews of the statement every 6 months – 1 year.

The Action Plan is created by the class teacher and ALNCO; parents are invited whenever necessary to reviews during the year.

Children who are More Able and Talented also have additional needs and the school has a register to identify these children as well.

The school’s ALN policy, More Able and Talented policy and the “Code of Practice” are available for all parents to view on request.

In September 2021 the new ALN code for Wales will start to be implemented across Wales over a two year period. We keep parents up to date on changes as they happen from September 2021.

CHILD PROTECTION / SAFEGUARDING THE CHILDREN IN OUR CARE

As a school we fully recognise our responsibilities for protecting and safeguarding the children in our care. All adults in our school have undergone the DBS check.

It is also a requirement that every school has a Safeguarding policy. Milton's policy follows National and Local guidance and takes into account the All Wales Child Protection Procedures 2008. The aim of the policy is to ensure that Milton Primary has effective and robust measures in place to safeguard your children from the potential risk of harm and that the safety and wellbeing of the children are of the highest priority.

Where concerns have been identified or disclosed by a child, the school has a duty to make a referral to formal agencies so these concerns can be investigated. The two main agencies responsible for investigations are Social Services and the Police.

The school has a Designated Person with responsibility for Safeguarding/Child Protection within the school. The Designated Person is Mrs Lee. The Deputy Designated People are Mrs Burke, Mrs Morton and Mrs Hodge.

Please see the safeguarding policy on the school's website for further information.

Social Services can be contacted by phone:- 01633 656656

Further information can be found on the South East Wales Safeguarding Children Board's website:

<http://www.sewsc.org.uk>

If you have any concerns regarding the Safeguarding and Wellbeing of your child, please contact the school and we will endeavour to answer your concerns.

HOME LEARNING

Any learning activity that pupils are asked to do outside of school time can be regarded as home learning.

For young children home learning is about linking learning that occurs in school with learning at home. It also helps promote partnership between school and home.

Good attitudes to learning need to be established early in young children's lives.

Home learning therefore is an important part of a child's education; in a Primary school, homework can take many forms.

- Early home learning will take the form of playing with children as well as singing nursery/ number rhymes together.
- Jolly Phonics sounds will be sent home on a daily basis at the beginning of Reception.
- Children will bring a reading book home (when they are developmentally ready), the daily practice and support with reading will help raise standards. Sharing and talking about books daily will help all children.
- Word boxes may be sent home – children need to develop the skill of sounding out and blending these words.
- Spelling tests will also take place on a weekly basis, words will be sent home for children to learn to read and write.
- Maths home learning will also be set throughout the year.
- Milton offer the opportunity to loan devices from school on a half termly basis to assist with home learning. If you would like to take part in this scheme then please ask your child's class teacher for more details.

READING BOOKS

When children take reading books home they do so in a schoolbook bag.

If you have an accident with your child's reading book e.g. it is torn or written on, we will expect you to cover the cost of the book which is £3.00.

Please teach your child to respect and care for books. Parent help at home to support what has been taught in school is vital and much appreciated.

HOME SCHOOL AGREEMENT

At Milton Primary we strongly believe that the responsibility for the education and general development of children should be shared by both home and school. With an understanding of each other's role and cooperation between parents and teachers the children have a tremendous advantage. A partnership between home and school is therefore vital. All parents are asked to agree to a "Home School Agreement" to show their commitment. A copy of this can be found in this handbook (below) for your own reference.



MILTON PRIMARY SCHOOL

HOME SCHOOL AGREEMENT

School

The school will...

- Ensure your child's physical and social wellbeing at all times and to foster feelings of confidence, self-worth and belonging.
- Ensure the highest of standards and expectations.
- Deliver a balanced and carefully planned curriculum which meets the needs of the individual child.
- Provide a range of school extra-curricular activities designed to enrich your child's experiences.
- Ensure that all homework tasks reflect your child's learning needs.
- Actively welcome parents/carers into the life of the school and to ensure that teaching staff are always available by mutual agreement to discuss any concerns you might have about your child's progress or general welfare.
- Keep you fully informed about your child's progress and invite parents into school three times a year.
- Keep you informed about the schools' policies and guidelines on behaviour and equal opportunities and other general school matters.
- Ensure that all teaching staff keep up to date on important educational developments and initiatives which might affect your child and to inform you of these where appropriate.

Parent/Carers

I/we will...

- Ensure that my child attends school regularly and that absences are properly notified by phone call or letter.
- Ensure that my child arrives and is collected promptly at the beginning and end of the school day.
- Support the school policies and guidelines on behaviour and equal opportunities.
- Support my child with his/her homework and wherever possible promote opportunities for home learning.
- Attend parents evenings and discussions about my child's progress at school.
- Talk to the school if my child is worried about attending school or if something happens to affect my child's learning.

We ask **pupils** to agree to...

- ✓ Always try their best in everything they do
- ✓ Always try to follow the school rules.
- ✓ Be polite and thoughtful towards others and help other children to do the same.

BEHAVIOUR

We encourage children to share, care and work and play together in harmony. All members of staff discourage any anti-social behaviour and 'hitting back' is strongly discouraged. We expect children while they are in school to get on together and treat everyone with respect.

Bullying of any sort will not be tolerated and will be dealt with very firmly. Please inform us immediately if you are worried about your child so that the problem can be dealt with swiftly.

The school policy was put together with help from a group of parents, so you know that your voice as a parent has been heard.

PARENT CONSULTATIONS, MEETINGS AND REPORTS

The school runs an open door policy and we are always available to discuss any queries that you may have regarding your child's education.

If you wish to talk to your child's teacher please arrange to do so before 8.50am or after 3.20pm. Once the school day has begun (8.50am), the teacher's attention and commitment is focused on teaching the children in their care. A member of the Senior Leadership Team will be available at any time as long as they are not in a meeting or teaching groups of children.

During the year, there are numerous opportunities to discuss your child's progress outside school hours. You will also have an opportunity to discuss with the teacher, targets which can be set for your child's improvement.

At the end of the summer term you will receive a school report relating to all areas of the curriculum.



SECURITY

The security of pupils, parents and staff is of high priority. The school is surrounded by a high metal fence and gates. The gates are locked as soon as parents leave the play areas, so no one can get in or out.

The school doors are locked and entry through the main door is by a fob system or admission by an adult.

The school has CCTV cameras and security lighting on the school and pathways are well lit so entering or leaving school in the winter months should not be an issue.

The school has a very strict protocol when releasing children from school; they are only allowed to leave with adults that have been named by parents on their forms. If we have not received notification from the parent the child will not be allowed to leave until we can contact the parent or the emergency contact for the family. In Years 5 and Year 6 children are allowed to walk home alone if we have written permission from the parent.

SCHOOL HEALTH AND SAFETY/ SECURITY

- All the outside doors of the school are locked during the day and children only go outside under the supervision of an adult.
- Children can only be collected from school by an adult known to us unless prior arrangements have been made.
- **Fire Drills** are held termly.
- Parents must not to bring **dogs** onto the school site even if they are on a lead. If you bring a dog onto the school site you will be asked to remove it immediately.
- All parents are asked to provide **emergency telephone numbers** in case a child is unwell or has an accident in school.
- The school has five members of staff fully trained in **first aid** at work; most of the other members of staff have undergone emergency first aid training.
- Children are not allowed to bring/ride **bikes or scooters** onto the school site.
- Milton Primary is a **no smoking** site, smoking or vaping is not allowed in the buildings, the school grounds or outside the school gates.



OPEN DOOR POLICY

Parent partnership is very important at Milton Primary. We aim to always work together with the home and parents. When there is good partnership between the home and school, children are happier and more successful.

CURRICULUM

CURRICULUM FOR WALES

The school community are preparing for the transition to the new curriculum. We will ask for your views as a parent to help us build our curriculum here at Milton. Parents will be kept informed of our progress through our usual school communication channels.

WELSH

Children study both Cwricwlwm Cymreig and Cymraeg; that is children are taught the Welsh language and learn about Welsh culture and heritage. Incidental Welsh is taught in most areas of the curriculum. Children pick up greetings and Welsh phrases very quickly.

RELIGIOUS EDUCATION

The guidelines for Religious Education are laid down in the agreed syllabus, which is determined by the Local Education Authority.

All children receive lessons in Religious Education. Much of the religious education taught at this school is based on Christian principles but other religions are explored and children are introduced to stories and ideas that have foundation in other cultures and beliefs.

COLLECTIVE WORSHIP

Collective worship/ Assembly is held regularly for the whole school. We believe this is an important part of the day when children and staff come together as a “family” it also helps create a sense of belonging and team spirit.

Over the year we have a variety of visiting speakers.

Assemblies follow common selected themes and provide the children with opportunities to promote thoughtful attitudes to their relationships with others. We aim to help our children become aware of

the different beliefs and customs of others and to develop a sensitivity and understanding towards people of all races and cultures. Throughout the year, specific religious festivals are celebrated. Space in our hall is limited when the whole school is gathered but under normal circumstances parents will be invited to attend an assembly at least once a year.

Parents have the right to withdraw their children from the daily act of worship or RE on religious grounds. Children who are withdrawn will have the opportunity to sit and read in a quiet space.



SEX EDUCATION

The school's programme of sex education as agreed by the governing body is linked with areas of the Foundation Phase and Curriculum 2008 and also a broad based social education. Children will acquire knowledge that will help them understand the many factors that affect their health and the development of the whole child within a secure environment and which has due regard for family life.

A full policy may be seen on request. Children's questions will be answered as they arise and explanations will take into account the age and ability of the children. Parents have a right to withdraw their children from all or part of the sex education provided.

SPORT

All children take part in games and physical education. We have a large school hall with a sprung wooden floor, which is ideal for gymnastics and dance. We also have a number of outdoor areas for games.

EXTRA-CURRICULAR ACTIVITIES/ AFTER SCHOOL CLUBS

At Milton Primary we believe that extra curricular clubs are very important. We offer a broad range of activities, which help raise self esteem, broaden knowledge and provide experiences where success is shared.

Under normal circumstances, our children are able to participate in a large variety of after school clubs. These are both bought in from outside providers and run by volunteers on the staff at Milton Primary.

We will let you know when we are in a position to run extra-curricular clubs again. When this is the case you will need to enquire in the school office for a list of the clubs running or see our school website or newsletter.

PLAY

At Milton Primary we are lucky to have lots of outdoor areas. The school has invested to improve the quality of outside play and we continue to invest when we are able. We have timber trails, forest school areas, creative play areas, sitting areas, living willows, and an outside classroom, to name a few of our improvements.

Early years, Years One and Two and Key Stage Two have separate play areas with different age appropriate activities. Each play area is supervised by a minimum of two adults, usually a teacher and a teaching assistant. All staff actively discourage boisterous and rough play. During morning play time children are permitted to eat **fruit** (without stones in). **NO** sweets, biscuits, crisps or drinks are allowed.

Foundation Phase children also have a drink of milk at break time and all children have access to water throughout the day.



SESSION TIMES



FOR THE SCHOOL – FOUNDATION PHASE (R-Y2)

Morning Session 8.50am – 12.00pm

Afternoon Session 1.10pm – 3.15pm

FOR THE SCHOOL – KEY STAGE TWO (Y3-Y6)

Morning Session 8.50am – 12.15pm

Afternoon Session 1.15pm – 3.20pm

FOR THE NURSERY

Morning Session 9.00am – 11.30am

Afternoon Session 12.40pm – 3.10pm

STARTING THE DAY

Our school starts at 8.50am when the doors open. Children must be in their classrooms and settled by 8.55am when the register is taken and the school doors are closed.

Once the school doors are shut your child must enter through the front entrance and their names entered into the late book. Please ensure that your child is in school on time! Children who arrive late will miss important information. It is also very unsettling for your child and the other children in the class.

Punctuality also applies for both sessions of the nursery as well as school.

Please note that these are our arrangements under normal circumstances. We have adapted our start times, finish times and session times to ensure that our school community is safe in the current Covid-19 circumstances. We will communicate with each class separately to let you know the arrangements for your child.

PUNCTUALITY AND ATTENDANCE

If you are late several times during the week you will receive a leaflet on attendance from the school, if you continue to be late you will receive a letter asking you to improve your child's punctuality. If your child continues to be late after the school's warning letter, The Educational Welfare Officer (EWO) will be informed.

Children in the primary school cannot be responsible for getting themselves to school on time, they rely on you. Please don't let them down.

ABSENCE

If your child is absent from school or nursery for any reason, please phone the school on the first day of the child's absence before 10.00am informing the school of the reason for the absence.

ILLNESS IN SCHOOL

If your child is taken ill in school you will be contacted immediately. Please ensure you keep the school up to date with any new telephone numbers you may have. If your child is taken ill or has to be taken to hospital it is vital that we are able to get in touch immediately.

MEDICAL

Children undergo several examinations during their first year at school according to the Health Authority Selective Medical Procedure. These include a hearing and vision test and a dental examination.

MEDICATION

Staff will not be able to administer any medicines in school (even those prescribed by the doctor). If your child requires medicine in the middle of the day you are welcome to come and give your child the prescribed dose at lunchtime.

Inhalers for children suffering from asthma are kept in the classrooms (in Foundation Phase) in order that they are available as required for the children to administer the medication themselves. Children in Key Stage Two are responsible for their own inhalers. Parents who have children who need inhalers in school must fill out the appropriate forms from the school office.

If your child has a specific problem e.g. CF, diabetes, specific allergies, etc. this will be discussed with school and the school nurse prior to the child starting school. Systems will then be in place to support your child when they start school

DELIVERING CHILDREN AND PICKING UP

Children in Nursery and Reception must be taken to school and collected by a known adult or young person over the age of 16. Children in Foundation Phase and Key Stage 2 must be taken to school and collected by a known adult or a young person in comprehensive school or older. Year 5 and Year 6 children can work home alone if a parent has filled in a permission slip.

Please let the school or class teacher know if an adult other than you is to pick up your child from school.

We will **not allow** children to leave school with a child or an adult unknown to us

SCHOOL UNIFORM

Our school uniform helps endorse the team/ family ethos of our school. The uniform is kept as brief as possible to avoid undue expenditure. It consists of the following:

NURSERY TO YEAR 4

Navy skirt or tunic

Navy trousers (jogging bottoms are permitted for Nursery children)

Blue sweatshirt or cardigan with/ without school logo

Yellow polo shirt with/ without school logo

White/ navy socks or white/ navy tights

Sensible shoes (not trainers) that the child is able to take on and off and fasten without adult help

School book bag

YEAR 5 AND YEAR 6

Navy skirt or tunic

Navy trousers

Blue sweatshirt or cardigan with/ without school logo

Light blue shirt

Blue and Yellow striped tie

White/ navy socks or white/ navy tights

Sensible shoes (not trainers) that the child is able to take on and off and fasten without adult help

School book bag

During the summer children may wear navy shorts or a yellow checked summer dress.

Our School uniform is available from the “Uniform Shop” in Newport or AJP Embroidery on Leeway Industrial Estate. Supermarkets stock many elements of our uniform.

GAMES KIT

Navy jogging bottoms or leggings (navy shorts in warmer weather)

Navy hoodie or sweatshirt

Round neck T-shirt (blue/red/green or yellow depending on which house they are allocated to).

Trainers

Children should wear their kit in school on PE days.

PLEASE, PLEASE help us by marking **ALL** your children’s clothes and personal items using a permanent marker (biro washes away).



We also have a few rules regarding the suitability of certain items of “clothing” because they are a potential safety hazard.

- High heeled shoes/boots, peep toe shoes/ sandals, sling back or backless shoes, ‘jelly’ shoes and shoes with little side support are a health and safety risk and totally unsuitable for children during school time. Footwear of this type must not be worn to school.
- The wearing of jewellery is **strongly discouraged**. If earrings are worn they must be restricted to one small pair of studs (no hoop earrings will be allowed in school). In PE and games jewellery is a particular source of danger and must be removed before children can take part in the lessons. Children will not be allowed to take part in PE lessons unless they can remove the earrings without assistance from staff.
- Facial piercing will not be allowed.
- We also consider extremes of hairstyles to be inappropriate for school e.g. sprayed colours or patterns in the hair.

SCHOOL DINNERS

A three weekly menu is available; you can choose from the healthy dinner options on offer.

School meals are provided by Chartwells an outside agency. The children who pay for school dinner are required to pay via ParentPay. The menus can be viewed online: http://www.dineatschool.co.uk/doc-assets/docs/Main_Primary_Menu_final.pdf

Dinner costs **£2.15** per day. The School will provide you with a ParentPay login so that you are able to pay for your child’s meal online. Please note that the office is unable to accept any cash for school dinners.

PACKED LUNCH

Children may bring sandwiches to school for their lunch. We would prefer it if all free school meals children have their entitled school dinner.

- Sandwich boxes must be of a small size.
- Sandwich boxes must be clearly labelled with the child’s name.

- Packed lunches should not contain any type of sweets or fruit with stones in e.g. plums, as they can cause choking. If these items are put into your child's packed lunch they will be sent home.
- No glass bottles will be allowed in school.
- Try not to overload lunchboxes with food; too many crisps or chocolate bars are not healthy for your child. Please refer to our healthy lunch box grid to help you.

Our school has achieved Phase 3 of the Healthy Schools Award and we try to encourage all children to adopt a healthy lifestyle.



Healthy Lunchbox Advice

It is recommended that children have one item from each box in their lunchbox each day. Remember that yoghurts in a sachet (without a spoon) can be frozen to help keep your child's lunch cool and fresh.

Main Portion

- Sandwich
- Pitta bread/bagel/wrap
- Chicken chunks
- Pasta salad/ rice salad
- Green Salad
- Slice of quiche

Drink

- Water
- Milk
- Pure orange juice

Fruit / Veg Product

- Apple, banana, tangerine
- Grape, strawberries
- Rasin/ dried fruits
- Fruit Salad (in natural juice)
- Carrot sticks

Calcium rich snacks

- Low fat yoghurt
- Low fat fromage frais
- Pro-biotic drink
- Cheese chunks

Optional box

- Slice of fruit cake
- Currant bun
- Cereal bar
- Scone
- Flapjack
- Packet of crisps
- Chocolate biscuit snack

You don't have to have an option from this box everyday!



HEALTH AND SAFETY

Please do not send your child to school with glass bottles, fruit with stones or boiled sweets.

TERM DATES

SCHOOL YEAR 2021/22

Term	Start	Half-term starts	Half-term ends	Term ends
Autumn	2 Sept 2021	25 Oct 2021	29 Oct 2021	17 Dec 2021
Spring	4 Jan 2022	21 Feb 2022	25 Feb 2022	8 Apr 2022
Summer	25 Apr 2022	30 May 2022	3 Jun 2022	22 Jul 2022

May Day – Monday 2nd May

SCHOOL YEAR 2022/23

Term	Start	Half-term starts	Half-term ends	Term ends
Autumn	2 Sept 2022	31 Oct 2022	4 Nov 2022	23 Dec 2022
Spring	9 Jan 2023	20 Feb 2023	24 Feb 2023	31 Mar 2023
Summer	17 Apr 2023	29 May 2023	2 Jun 2023	21 Jul 2023

May Day – Monday 1st May

SCHOOL TRAINING DAYS

Training days for school staff, also called INSET days, are held throughout the school year. You will be informed in good time of when these will be held.

COMPLAINTS PROCEDURE

We have an open door policy at our school. If you should have a complaint, please come in and discuss it with a member of the Senior Leadership Team. The matter will then be investigated and the findings will be discussed with you.

If the matter is not resolved the Governing body will investigate and respond to it.

The chair of governors is Mr Stephen Blewett and letters can be sent to him via the school office.

Finally, if you are not satisfied with the response from the governing body you will need to contact the Chief Education Officer who will investigate the complaint and inform you of their decision.

Letters to the Education Authority should be addressed to:

The Chief Education Officer

Civic Centre

Newport

S. Wales

NP20 4UR

Tel: 01633 232000