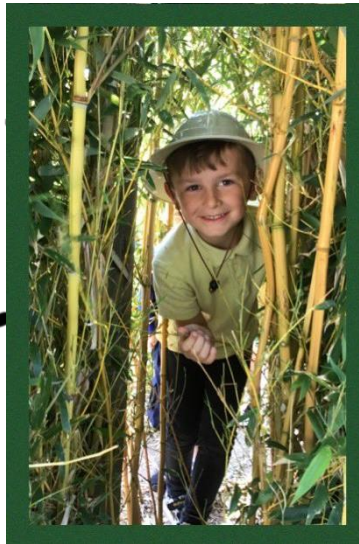


Hendre Farm Drive,  
Ringland,  
Newport  
NP19 9HB  
01633 273505  
[www.miltonprimaryschool.co.uk](http://www.miltonprimaryschool.co.uk)



# MILTON PRIMARY SCHOOL



*Croeso...*

# MILTON PRIMARY SCHOOL

## Headteacher's Welcome

Dear Families,

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 Bunke*

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 3<sup>rd</sup> birthday. If your child is three by August 31<sup>st</sup> 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 5<sup>th</sup> 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.

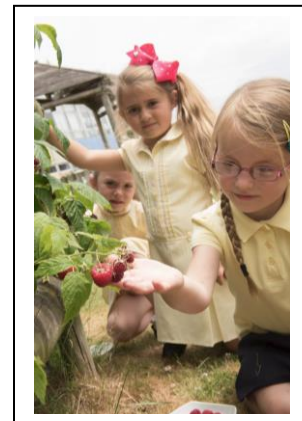
The school has a ramp to the side of the school and a ramp into the school hall. A disabled toilet is available in school for adults or children; in Nursery the disabled toilet is for children only (the school toilet is available for adults). We have a lift into the school hall to allow access from the corridor to the hall and there are plans to install a second lift in the opposite side of the hall.



# 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. They also monitor the progress of the school in meeting their 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 / LA Governor	<a href="mailto:milton.primary@newportschools.wales">milton.primary@newportschools.wales</a>
Mrs P Powell	Vice Chair / Community Governor	<a href="mailto:milton.primary@newportschools.wales">milton.primary@newportschools.wales</a>
Mr B Aris	Parent Governor	<a href="mailto:milton.primary@newportschools.wales">milton.primary@newportschools.wales</a>
Vacancy	Parent Governor	<a href="mailto:milton.primary@newportschools.wales">milton.primary@newportschools.wales</a>
Ms L Gilbert	Parent Governor	<a href="mailto:milton.primary@newportschools.wales">milton.primary@newportschools.wales</a>
Mr M Moore	LA Governor	<a href="mailto:milton.primary@newportschools.wales">milton.primary@newportschools.wales</a>
Ms E Stowell-Corten	LA Governor	<a href="mailto:milton.primary@newportschools.wales">milton.primary@newportschools.wales</a>
Mrs E Lee	Co-opted Governor (non voting)	<a href="mailto:milton.primary@newportschools.wales">milton.primary@newportschools.wales</a>
Mrs S Morton	Teacher Governor	<a href="mailto:milton.primary@newportschools.wales">milton.primary@newportschools.wales</a>
Mrs G Ralph	Staff Governor	<a href="mailto:milton.primary@newportschools.wales">milton.primary@newportschools.wales</a>
Mrs L Shaw	Observer	<a href="mailto:milton.primary@newportschools.wales">milton.primary@newportschools.wales</a>
Mrs J Hodge	Observer	<a href="mailto:milton.primary@newportschools.wales">milton.primary@newportschools.wales</a>
Ms J Bayley	Community Governor	<a href="mailto:milton.primary@newportschools.wales">milton.primary@newportschools.wales</a>
Ms E Lewis	Community Governor	<a href="mailto:milton.primary@newportschools.wales">milton.primary@newportschools.wales</a>
Mrs C Burke	Headteacher	<a href="mailto:milton.primary@newportschools.wales">milton.primary@newportschools.wales</a>

# 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
Assistant Headteacher	Mrs E Lee
Curriculum Leader	Mrs R Wells (60%)
School Business Manager	Mrs K Dudley

## ADMINISTRATION

School Support Officer	Miss L Jones
School Support Officer	TBC
Family and Community Engagement Officer	Mrs J Hayden

## TEACHERS

Miss L Allen
Mrs E Austin
Mrs C Birchmore
Mrs L Boone
Miss M Cahill
Miss S Choo
Mrs H Clarke
Mrs S Clarke



Miss K Cornwall
Miss H McClymont
Mr A Oram
Miss L Phillips
Mrs S Roche
Mrs L Shaw
Mrs V Stinton
Mrs RM Wells

### HLTAS

Mrs H Dack
Mrs J Hudson
Mrs G Ralph

### LEARNING SUPPORT ASSISTANTS

Mrs S Arthur
Mrs E Baker
Miss A Benning
Miss S Caddick
Miss L Cowell
Mrs R Davies
Miss M Flynn
Mrs S Leeson
Mrs M Mills
Miss J Morrone
Mrs A O'Dwyer
Mrs S Jones

## SITE MANAGEMENT

Caretaker	Mr P Pask
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.

## CURRICULUM FOR WALES

We will periodically ask for your views as a parent to help us continue to continue to build and adapt 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.

### RELIGION, VALUES AND ETHICS (RVE)

From September 2022 religious education was renamed '**Religion, values and ethics**' to more accurately reflect the broad scope of the subject's pluralistic requirement, and position within the Humanities Area of Learning and Experience.. Learners will have opportunities to explore all RVE concepts through a variety of lenses and will explore the importance of RVE's relationship with other aspects of life, society and the world.

Understanding the concept of religion will enable learners to build a well-rounded understanding of religion, and the significance of the different ways that it is defined. RVE in the curriculum is not about making learners religious or non-religious; its teaching therefore must promote openness, impartiality and respect for others through an objective, critical and pluralistic approach.

#### **The RVE curriculum at Milton Primary aims to engage in the learning journeys to nurture:**

- Search for meaning and purpose
- Identity and belonging.
- Authority and influence
- The natural world and living things
- Relationships and responsibility
- Values and ethics
- The journey of life

### 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. Every Wednesday assembly will be focused around RSE through a jigsaw assembly (details in the RSE section). 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 on religious grounds. Children who are withdrawn will have the opportunity to sit and read in a quiet space.



## **RELATONSHIPS AND SEXUALITY EDUCATION 2022**

At Milton Primary School we are committed to ensuring that all learners have the right to work and learn in an environment where they feel safe, supported and free from fear. RSE has a positive and empowering role in learners' education and plays a vital role in supporting them to be healthy and confident individuals

We want education to help our children to develop as healthy, confident individuals, ready for the next chapter in their life after school. The Curriculum for Wales will begin to be rolled out in schools from September 2022. It has a key role to play in helping children and young people navigate the world safely. 'Sex and Relationships Education' (SRE) will change to 'Relationships and Sexuality Education' (RSE) in the new curriculum. The change of title is deliberate – with a renewed focus on Relationships. Parents have a central role to play in supporting their children. There is also a crucial role for schools - especially in a world where there is so much inaccurate and misleading information and harmful materials, circulating online. RSE plays an important role for the safeguarding and protection of all learners in Wales. Relationships and Sexuality Education (RSE) will be a mandatory element of the Curriculum for Wales – so that every child has a right to access the full curriculum. It includes learning on anti-bullying, violence against woman and online safety as part of a whole school approach.

**Learners will engage in the Jigsaw programme – what is it?**



Jigsaw is a unique, spiral, progressive and effective scheme of work, aiming to prepare children/young people for life, helping them really know and value who they are and understand how they relate to other people in this ever-changing world."

### Aims of RSE

- Promoting awareness that there are different types of families and relationships – and everyone is unique.
- Developing empathy and kindness through interactions
- Learning how human beings change as they grow.
- Recognising the importance of looking after yourself and personal hygiene. • Learning the right words for all body parts.
- Knowing the benefits of asking for help and who to ask for help.
- Realising that everyone has a right to privacy and to understand the general idea of consent in everyday dealings with others.
- Being able to interact with others in a way that is fair and respectful to all

## **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.

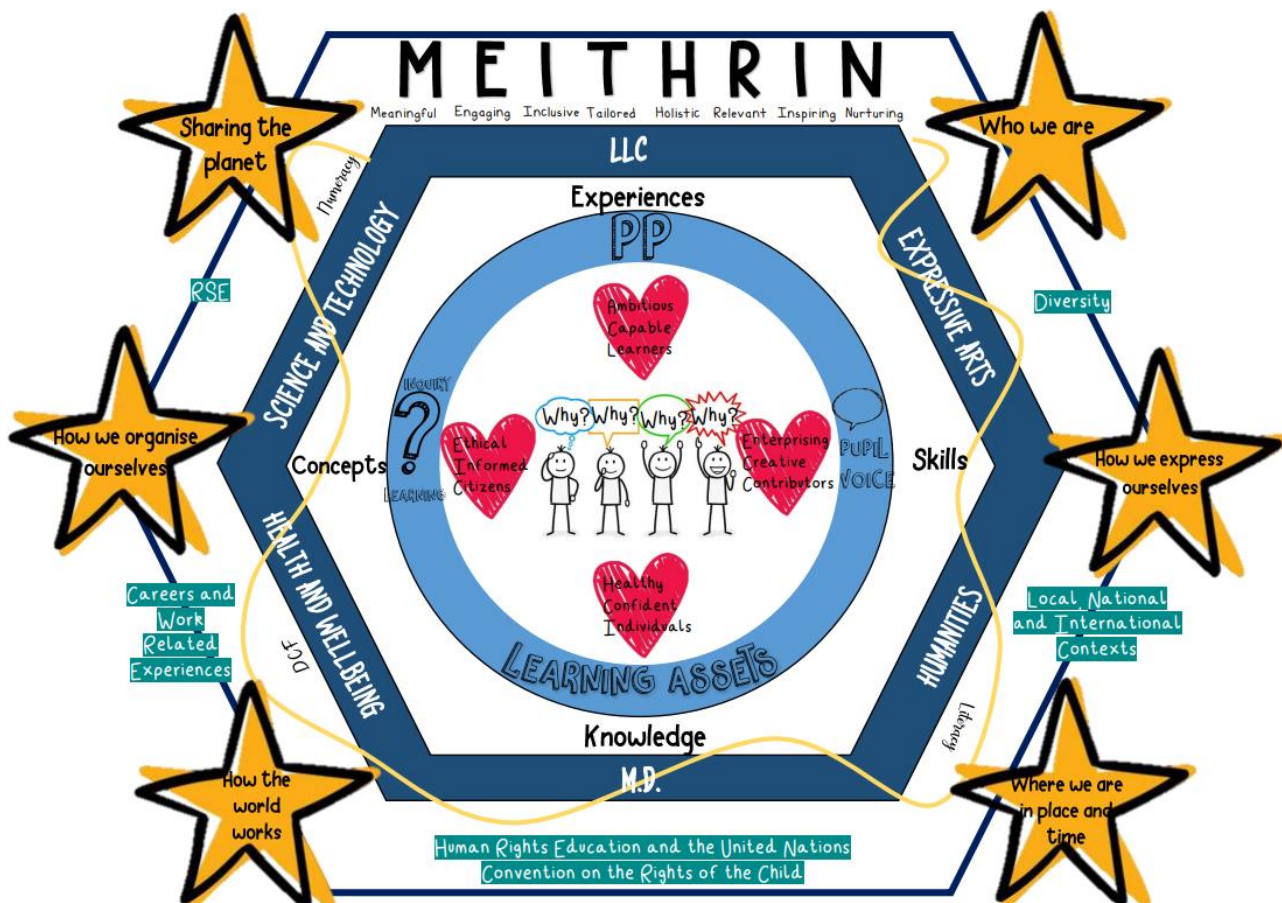
Our children are able to participate in a large variety of after school clubs. These are both bought in from outside providers and run by volunteers on the staff at Milton Primary.

We will let you know which clubs are on offer as this changes every year. You can also enquire in the school office for a list of the clubs running or see our school website or newsletter.

# OUR MEITHRIN CURRICULUM

It begins with our why. This is central to everything that we do! Starting with our aims as a school. to why we plan the learning experiences that we do, in order to enable our children to *lead happy, healthy and successful futures*. Alongside the four purposes, analysing the contextual information of our school community has been vital in ensuring that our curriculum design represents and serves their needs.

The stars represent our six transdisciplinary themes, which are used as our overarching whole school themes. In between the stars, you will notice highlighted words. These are our lead concepts, the big ideas that we want our children to develop a better conceptual understanding of as they progress throughout the school. Our curriculum can be delivered through an inquiry or a thematic approach.



# 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



**ALNCo: Mrs Emma Lee**



**Deputy ALNCo: Mrs Sarah Clarke**

At Milton Primary School all staff strive to provide a broad and balanced curriculum for all pupils. When planning, teachers set suitable learning challenges and respond to pupil's diverse learning needs. At Milton, our classrooms ensure all pupils have access to **Universal Provision** - learning aids and modifications which mean that as many barriers to learning have been removed as possible to ensure all pupils receive **equitable provision**. All pupils at Milton have a **Pupil Passport** which details their strengths, important things to know about them, and any reasonable adjustments needed to access learning effectively.

Some pupils need some **targeted support** to aid their progress in an area of learning. For these children, a **One Page Profile** is written, with intervention and support planned to improve the identified area of need.

For some pupils, they have barriers to learning that mean they have **Additional Learning Needs** that are additional to and different from their peers and require school to undertake an assessment to identify whether they have and ALN that requires an **Individual Development Plan** and **additional learning provision (ALP)**.

You may have been used to hearing about the terms **SEN (Special Educational Needs)** and **School Action (SA)**, **School Action Plus (SA+)** and **Statement**. These terms were part of the previous 'Code of Practice for Wales' and are currently being phased out as the New Code is being implemented. From 2022-2025 the old system will be phased out gradually and the new Code phased in until the new 'Additional Needs Code for Wales 2021' is fully implemented for all pupils across the school.

# CHILD PROTECTION / SAFEGUARDING THE CHILDREN IN OUR CARE

It is a requirement that every school has a Safeguarding policy. Milton's policy follows National and Local guidance and takes into account the Wales Child Protection Procedures. 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 Assistant Headteacher, Mrs Emma Lee. Deputy Designated People are Mrs Burke: Headteacher, Miss Thomas: Deputy Headteacher, Mrs Hodge: Assistant Headteacher.

The Authority's Child Protection Officer is:- Mrs Nicola Davies and can be contacted by:- Phone - 01633 656656 Email – [nicola.davies@newport.gov.uk](mailto:nicola.davies@newport.gov.uk)

Social Services can be contacted by phone:- 01633 656656



Further information can be found on the South East Wales Safeguarding Children Board's website: <https://www.safeguarding.wales/>

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.

## **We are an operation Encompass School**



What this means is that we work with the police and social services to support children living with domestic abuse in their home. If there is an incident involving domestic abuse, school are informed the morning following the incident so that we can support the children when they come into school.

If you are concerned that you may be experiencing domestic abuse, school is a safe place. Come to school or phone and ask to see someone from the leadership team or speak to your class teacher on drop off and we can support you.

## **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.
- Letter sounds may be sent home to practise to support early reading.
- 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 blending activities may be sent home – children need to develop the skill of sounding out and blending these sounds to read words.
- Spelling tests may also take place on a weekly basis, words may be sent home for children to learn to read and write.
- Maths home learning may 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 set for your child's improvement.

At the end of the summer term you will receive an annual summary relating to all areas of the curriculum.

Please see below for the different ways in which we communicate with our families.



# Communicating Progress to Families

## Autumn



- Meet the teacher event  
Come into the classroom, listen to a presentation about the experiences that the children will have during the year.
- Open evening  
Visit the classroom with your child, look at books, look at displays, chat informally with staff.
- Digital summary  
Receive a video of your child talking about their learning and a copy of their targets set to move their learning forward.

## Spring



- Parent, Teacher, Learner Reviews  
Join your child and their classteacher via video link to allow your child to discuss their learning journey with you, focusing on the best bits and their next steps!

## Summer



- Annual written summary  
Receive a written report which will focus on the progress that your child has made over the year.
- Open evening  
Visit the classroom with your child, look at books, look at displays, chat informally with staff.



*We are always available at the end of the day to catch up with you or alternatively you are welcome to make an appointment if you feel you need a longer time*

## 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.



# 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.

All visitors to the school must report to the school office, sign in, and wear an identification badge. All staff wear identification badges and are DBS checked.

## 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. All external doors are either lockable or they have fob access installed. The pedestrian gate is kept locked with the exception of start and end of session times.
- Children can only be collected from school by an adult known to us unless prior arrangements have been made.
- **Fire Drills** are held termly. Lockdown procedures are practised annually.
- 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; all of the other members of staff have undergone emergency first aid training.
- All staff have annual safeguarding training.
- Children are not allowed to 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.
- There is limited parking in the school car park and only blue badge holders are permitted to park in the disabled bays.



# 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. We are currently in a cycle of replacement and we have new outdoor equipment on order after some significant fundraising by our wonderful school community.



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 staff. 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 access to free milk 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 (11.45am – Reception)
Afternoon Session	1.00pm – 3.15pm (12.45pm – 3.15pm Reception)

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

Morning Session	8.50am – 12.00/12.30pm
Afternoon Session	1.00pm/1.30pm – 3.20pm

## FOR THE NURSERY

Morning Session	9.00am – 11.30am
Afternoon Session	12.30pm – 3.00pm

## STARTING THE DAY

Our school starts at 8.50am when the doors open. Children must be in their classrooms and settled by 9.00am 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 to be signed in late. 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.

## **PUNCTUALITY AND ATTENDANCE**

At Milton, we know that a child needs to attend school every day that they are well enough to be given the best chance to achieve to their full potential. We know that primary age pupils cannot be responsible for bringing themselves to school, they rely on their parents and carers to do so.

Attendance expectations and processes at Milton are:

- All children are expected to attend every day, on time (8.50am)
- If a child is unable to attend school as they are unwell, please phone school by 9am on the morning they are unable to attend to give a reason.
- If a child is unable to attend as they have a medical appointment, a copy of the appointment letter/screen shot of appointment text needs to be given to school as evidence of this.
- If we do not have a reason for the child's absence, this will be recorded as unauthorised.
- Where a child's attendance falls below satisfactory (92%) a warning letter 1 will be sent informing parents of their child's attendance, advising of the improvements needed and offering support. You may be called in for a meeting to discuss barriers to your child attending and help find ways to overcome them.
- If there is no improvement or repeated unauthorised absences are recorded, a warning letter 2 will be sent.
- If there is still no improvement, we will engage with support from the education welfare service to help to improve your child's attendance.
- On the very rare occasion, where attempts to support improve attendance have not been successful, we work under Welsh Government Guidelines to enforce a fixed penalty notice.

## **ATTENDANCE REWARDS:**

We support rewards for children who continue to be good attenders to school. We understand that sometimes we can't help but be absent, which is why we focus on 'Striving for 95%' attendance.



We will be rewarding attendance in the following ways:

- The class with the best attendance in a week will have an extra playtime they can take any time they like the following week.
- Each week, all children who have attended for 95% or more of the time will receive an attendance Dojo and will have their name added to the 'Attendance prize wheel'
- During Brilliant Book assembly at the end of the week, Mrs Burke will spin the attendance prize wheel and a child's name will be chosen at random to receive a £10 voucher of their choice. Vouchers include Claire's accessories, Game, Xbox, love to shop and much more!

## **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.

## **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 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**

**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**

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

**PLAIN 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](http://www.dineatschool.co.uk/doc-assets/docs/Main_Primary_Menu_final.pdf)

All Foundation Phase children are now entitled to a Free School Meal. These should be booked on ParentPay but you will not be charged. For all those not entitled to Free School Meals, 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
  - Raisin/ 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 2023-2024

Term	Start	Half Term starts	Half Term ends	Term ends
Autumn	Fri 1 September 2023	Mon 30 October 2023	Fri 3 November 2023	Fri 22 December 2023
Spring	Mon 8 January 2024	Mon 12 February 2024	Fri 16 February 2024	Fri 22 March 2024
Summer	Mon 8 April 2024	Mon 27 May 2024	Fri 31 May 2024	Fri 19 July 2024

*May day - Monday 6 May 2024*

## SCHOOL YEAR 2024-2025

Term	Start	Half Term starts	Half Term ends	Term ends
<b>Autumn</b>	Mon 2 September 2024	Mon 28 October 2024	Fri 1 November 2024	Fri 20 December 2024
<b>Spring</b>	Mon 6 January 2025	Mon 24 February 2025	Fri 28 February 2025	Fri 11 April 2025
<b>Summer</b>	Mon 28 April 2025	Mon 26 May 2025	Fri 30 May 2025	Mon 21 July 2025

*May Day - Monday 5 May 2025*

## SCHOOL TRAINING DAYS

Training days for school staff, also called INSET days, are held throughout the school year. You will always 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 Rev 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