

Milton Primary

School

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www.miltonprimaryschool.co.uk



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HANDBOOK FOR FAMILIES

Learning Together, Achieving Forever

Headteacher's Welcome

Dear Families,

Choosing the right school for your child is one of the most important decisions you'll make—and we understand how much it matters that your child not only receives an excellent education but also feels happy, safe, and supported every day.

At Milton Primary, we believe we offer the best of both worlds. Our dedicated staff work hard to provide a broad, balanced, and engaging education, and we're proud of the high standards of teaching and learning that our pupils achieve. Just as importantly, we're proud of the warm, welcoming atmosphere that fills our school. Visitors often comment on the friendly environment, the kindness of our staff, and the politeness and good behaviour of our pupils.

Every child in our care is valued as an individual. We believe school should be a place where children enjoy learning, build confidence, and create happy memories. We want their time with us to be fun, fulfilling, and full of opportunities to grow.

I'd love the chance to meet you and your child. If you have any questions or would like to find out more, please don't hesitate to get in touch—I'm always happy to help.

Warm regards,

Mrs. C Burke

Head teacher



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.



Section 1

School Overview

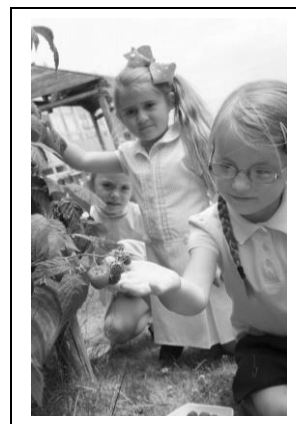


OUR SCHOOL

Ethos, Values and Vision

Our school motto sums up the mission statement

'Learning Together, Achieving Forever'



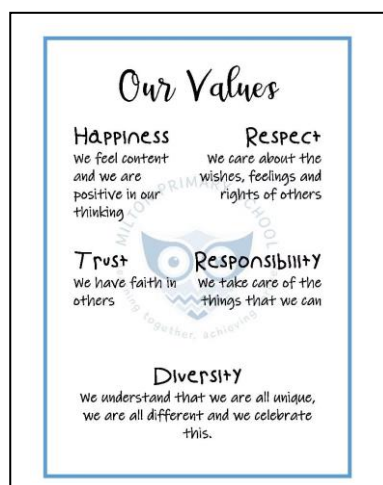
The School's Aims

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.

Together we are responsible for ensuring every young person in our school has an equal opportunity to reach their potential; providing them with the skills and knowledge needed to play a full and active role in communities and wider society and enabling them to live happy and successful futures



HOME SCHOOL AGREEMENT

At Milton Primary School, we firmly believe that a child's education and overall development are most successful when home and school work together in partnership. When parents and teachers understand and support each other's roles, children benefit greatly—both academically and personally.

To reflect our shared commitment, all parents are invited to agree to our **Home-School Agreement**. This outlines the responsibilities of the school, the family, and the pupil in supporting learning and wellbeing. A copy of the agreement is included in this handbook for your 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.

Section 2

Curriculum and Learning



THE CURRICULUM, EDUCATIONAL ORGANISATION AND TEACHING METHODS



At our school, we are committed to creating a caring, engaging, and stimulating environment where every child can thrive—socially, intellectually, and physically. We celebrate each child's individuality and are dedicated to nurturing a love of learning that lasts a lifetime.

We believe that when children feel confident in their learning and achieve success, they are empowered to make positive choices and lead happy, fulfilling lives.

Our curriculum is broad, balanced, and thoughtfully designed to support the development of the whole child. We aim to inspire curiosity, creativity, and a sense of achievement in every pupil.

Each year, we review our class organisation to reflect the number of pupils on roll. To maintain manageable class sizes, we may sometimes group children in mixed-age classes. These classes are primarily organised by mixed ability, but we remain flexible in our approach to meet the needs of different learning activities.

Children are taught using a variety of methods, including individual, small group, and whole-class teaching, to ensure that every child is supported and challenged appropriately.

Our school includes a 128-place nursery and is structured into three phases across the primary years:

- **Lower Phase:** Nursery, Reception, and Year 1
- **Middle Phase:** Years 2, 3, and 4
- **Upper Phase:** Years 5 and 6

Each phase is designed to support children's development at every stage of their primary journey.

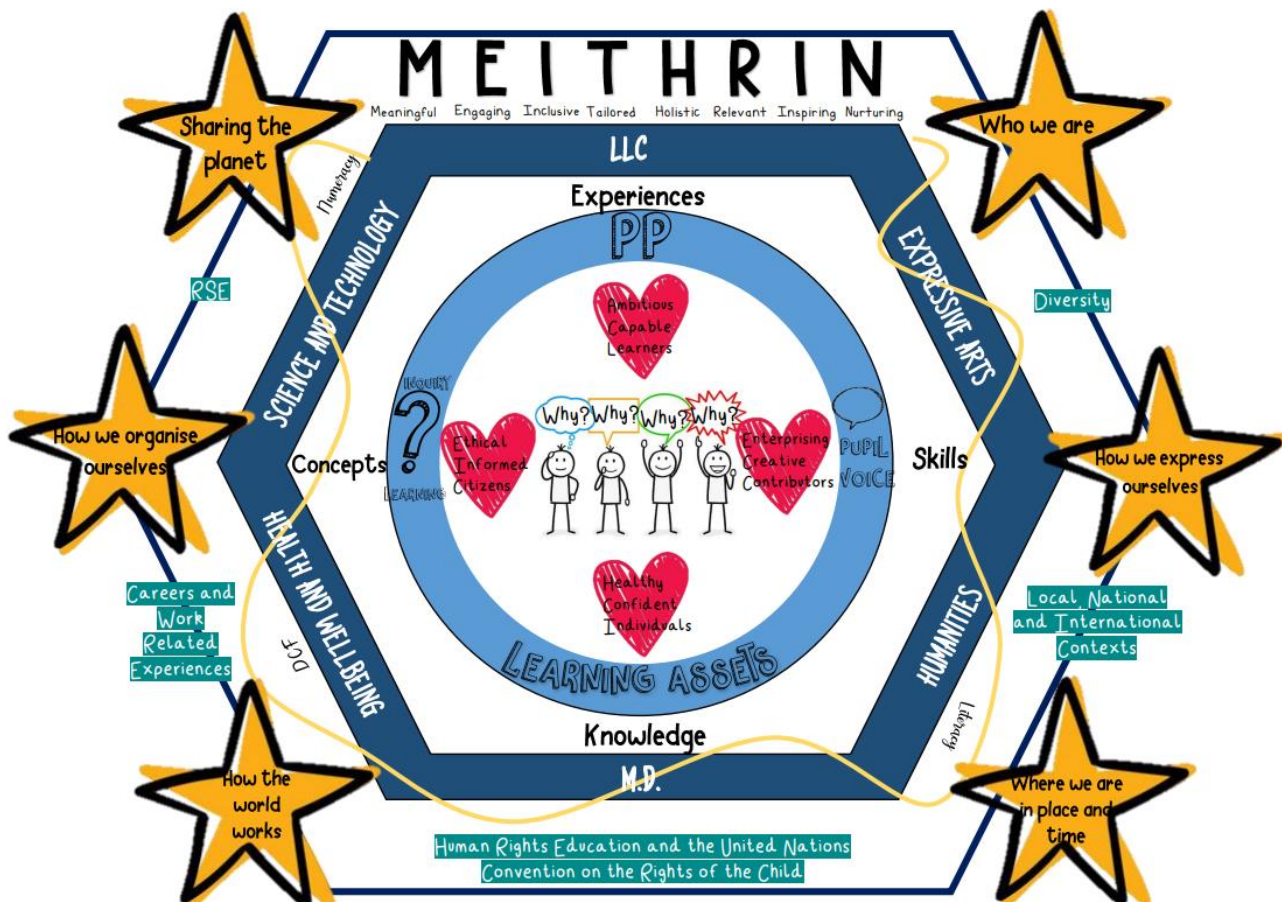
OUR MEITHRIN CURRICULUM

At Milton Primary, everything we do begins with our **“why”**—our core purpose. This underpins our school’s aims and guides the way we design learning experiences that help our children grow into happy, healthy, and successful individuals.

In shaping our curriculum, we've drawn on the **Four Purposes** of the Curriculum for Wales and carefully considered the unique context of our school community. This ensures that what we teach is meaningful, relevant, and responsive to the needs of our learners.

Our curriculum is built around six **transdisciplinary themes**, represented by stars. These whole-school themes provide a broad and connected framework for learning. Between the stars, you'll find our **lead concepts**—the big ideas we want our children to explore and deepen their understanding of as they move through the school.

Learning at Milton Primary is delivered through both **inquiry-based** and **thematic approaches**, encouraging curiosity, creativity, and a love of learning.



Curriculum for Wales – Working in Partnership with Families

At Milton Primary, we value the views of our parents and carers. Throughout the year, we will invite you to share your thoughts and feedback to help us continue shaping and refining our curriculum to best meet the needs of our children.

We'll keep you updated on our progress and developments through our regular communication channels, including newsletters, the school website, and parent updates.

Welsh

At our school, children enjoy learning both **Cymraeg** (the Welsh language) and about **Cwricwlwm Cymreig**, which celebrates the rich culture and heritage of Wales. Welsh is woven naturally into daily school life, with incidental Welsh used across many areas of the curriculum. Pupils quickly become familiar with greetings and everyday Welsh phrases, helping them to develop confidence and pride in using the language.

ICT and Digital Learning

At Milton Primary School, we recognise the importance of digital literacy in preparing pupils for the modern world. ICT is embedded across the curriculum, enabling children to develop essential skills in communication, creativity, problem-solving, and online safety. Pupils have regular access to a range of digital tools and platforms that enhance their learning experiences and support their progress. Our staff receive ongoing professional development to ensure they are confident in delivering high-quality digital learning. We are committed to equipping all learners with the skills they need to thrive in an increasingly digital society.

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.

At Milton Primary, our Religion, Values and Ethics (RVE) curriculum is designed to support children on a meaningful learning journey. Through thoughtful exploration and discussion, we aim to nurture their understanding of:

- The search for meaning and purpose in life
- A sense of identity and belonging
- The role of authority and influence in society
- The wonder of the natural world and living things
- Relationships and the responsibilities we have to one another
- Core values and ethical decision-making
- Life's journey and the experiences that shape us

Our approach encourages curiosity, reflection, and respect for different beliefs and perspectives, helping children grow into thoughtful, compassionate individuals.

Collective Worship

At Milton Primary, we hold regular whole-school assemblies, which we see as a special time for our school community to come together. These gatherings help foster a strong sense of belonging, unity, and shared values—like a school family.

Throughout the year, we welcome a variety of visiting speakers who enrich our assemblies with different perspectives and experiences. Assemblies follow carefully chosen themes that encourage children to reflect on their relationships with others and to develop thoughtful, respectful attitudes. We aim to help our pupils grow in understanding and appreciation of the diverse beliefs, customs, and cultures that make up our world. Special religious festivals are celebrated across the year, helping children learn about and respect different traditions.

While space in our hall is limited during whole-school gatherings, we warmly invite parents to attend at least one assembly each year when possible.

Parents have the right to withdraw their child from collective worship on religious grounds. In such cases, children will be given a quiet space where they can read or reflect peacefully.



Relationships and Sexuality Education

At Milton Primary, we are committed to creating a safe, supportive, and respectful environment where every child feels valued and confident to learn. As part of this commitment, **Relationships and Sexuality Education (RSE)** plays a vital role in helping our pupils grow into healthy, informed, and compassionate individuals.

RSE is now a **statutory part of the Curriculum for Wales** and is mandatory for all learners aged 3 to 16. It supports children in understanding themselves, their relationships, and the world around them—empowering them to make safe, respectful, and informed choices.

Our RSE curriculum is delivered through the **Jigsaw programme**, a carefully designed, age-appropriate scheme of work that builds year on year. Jigsaw helps children explore who they are, how they relate to others, and how to navigate an ever-changing world with empathy and confidence.

Through RSE, children will:

- Learn that families and relationships come in many forms, and that everyone is unique
- Develop empathy, kindness, and respect for others
- Understand how people grow and change over time
- Learn about personal hygiene and self-care
- Use the correct names for body parts
- Know how and when to ask for help
- Understand the importance of privacy and begin to explore the idea of consent
- Build respectful and fair relationships with others

RSE also supports wider safeguarding aims, including learning about **anti-bullying**, **online safety**, and **respectful relationships**. Parents and carers play a key role in supporting this learning, and we are committed to working in partnership with families to ensure children feel confident and supported

Enrichment Activities, Visits and Trips

At Milton Primary School, we are proud to offer a wide range of enrichment opportunities that enhance our curriculum and inspire a love of learning. Pupils benefit from a variety of clubs and activities, including sports, music, drama, coding, and creative arts. We also welcome a range of **visitors into school**, such as authors, artists, musicians, and community professionals, who bring learning to life and broaden pupils' horizons.

Educational **visits and trips** are an important part of our enrichment programme. These include local outings linked to curriculum topics, as well as exciting **residential experiences**. In **Year 5**, pupils enjoy a camping trip that builds independence and teamwork, while **Year 6** pupils take part in a longer residential stay, offering opportunities for outdoor adventure, personal growth, and lasting memories.

These experiences help children develop confidence, curiosity, and a deeper understanding of the world around them.

Physical Education, Sport and Active Play

At Milton Primary, all children take part in regular games and physical education activities as part of a healthy, active lifestyle. We are fortunate to have a spacious school hall with a sprung wooden floor—perfect for gymnastics, dance, and indoor PE lessons.

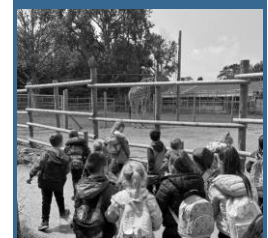
In addition to our indoor facilities, we have a variety of outdoor spaces that provide plenty of room for games, sports, and active play throughout the year. These areas support our commitment to developing physical skills, teamwork, and a love of movement in every child.

Details of current clubs are shared with families via our school newsletter, website, and notices from the school office. You're always welcome to get in touch with the office if you'd like to know more about what's on offer.

Outdoor Learning

At Milton Primary School, we believe that the outdoor environment offers rich opportunities for learning, exploration, and discovery. Outdoor learning is an integral part of our curriculum and supports the development of key skills such as problem-solving, teamwork, resilience, and curiosity. Whether it's using our school grounds for science investigations, storytelling in nature, or taking part in Forest School activities, pupils benefit from hands-on experiences that bring learning to life. We are committed to making the most of our outdoor spaces to inspire creativity, support wellbeing, and foster a deeper connection with the natural world.

HEALTHY
BODIES,
HEALTHY
MINDS



HOME LEARNING

At Milton Primary, we believe that learning doesn't stop at the school gates. Home learning refers to any activity pupils are encouraged to complete outside of school time, helping to strengthen the link between school and home and fostering a lifelong love of learning.

For younger children, home learning is about building positive learning habits early on and reinforcing the skills they are developing in school. It also supports a strong partnership between parents and teachers.

Home learning at Milton can take many forms, including:

- Play-based activities such as singing nursery rhymes and number songs together.
- Phonics practice, with letter sounds sent home to support early reading development.
- Reading books shared at home once children are developmentally ready—daily reading and discussion of books is strongly encouraged.
- Word blending activities to help children practise sounding out and blending sounds to read words.
- Spelling practice, with word lists to support reading and writing skills.
- Maths tasks, which may be set throughout the year to reinforce key concepts and number fluency.

We value the role of families in supporting children's learning and appreciate your involvement in helping your child succeed

READING BOOKS

When children bring reading books home, they will do so in a **school book bag** to help keep books safe and in good condition.

We kindly ask that books are treated with care and respect. If a book is accidentally damaged—for example, if it is torn or written on—we may request a **contribution of £3.00** to cover the cost of replacement.

Parental support at home is vital in helping children develop a love of reading and reinforcing the skills taught in school. Your involvement is greatly valued and appreciated.



Section 3

Pupil Support and Inclusion



EQUAL OPPORTUNITIES

At Milton Primary School, we are committed to providing a broad, balanced, and inclusive education that is accessible to all pupils. We believe that equality of opportunity—regardless of background, ability, gender, language, religion, or ethnicity—is essential in helping every child and adult within our community reach their full potential as learners and citizens.

Our approach to equality is about ensuring fairness and excellence for everyone in our school community, including pupils, staff, parents, governors, and local partners. We aim to foster an environment where high standards of achievement are promoted for all.

Our full Equality Policy is available upon request and on our school website.

If you require important school information in another language or format, please contact the school office—we are happy to help

Disability equality duty including access

Milton Primary School is proud to be an inclusive, equal opportunities school where every child is supported to achieve their full potential, regardless of disability or additional learning needs. We are committed to creating a learning environment that is accessible, welcoming, and supportive for all.

Our **Disability Equality Duty (DED) policy** is reviewed regularly in partnership with the Local Authority support officer to ensure it remains effective and responsive to the needs of our school community.

To support physical access:

- Ramps are available at the side of the school and into the school hall.
- A **disabled toilet** is available for both children and adults. In the Nursery, a child-specific disabled toilet is provided, with access to the main school toilet for adults.
- **Lifts** provide access from the corridors into the school hall.

If you require further information about accessibility or support, please contact the school office.



ADDITIONAL LEARNING NEEDS



ALNCo: Mrs Emma Lee



Deputy ALNCo: Mrs Sarah Clarke

Supporting All Learners at Milton Primary School

At Milton Primary School, we are committed to delivering a broad and balanced curriculum that is accessible to all pupils. Our teachers plan carefully to set appropriate learning challenges and respond to the diverse needs of every learner.

We ensure that all classrooms provide **Universal Provision**—a range of learning aids and adaptations designed to remove barriers and promote equitable access to learning for all pupils. Every child at Milton has a **Pupil Passport**, which outlines their strengths, key information about them, and any reasonable adjustments needed to support their learning effectively.

For pupils who require additional support in a specific area, we create a **One Page Profile**. This includes targeted interventions and strategies to help them make progress in their identified area of need.

Some pupils may have more significant barriers to learning that are **additional to and different from** those of their peers. In such cases, the school may carry out an assessment to determine whether the pupil has **Additional Learning Needs (ALN)** that require an **Individual Development Plan (IDP)** and **Additional Learning Provision (ALP)**.

You may be familiar with terms such as **SEN (Special Educational Needs)**, **School Action (SA)**, **School Action Plus (SA+)**, and **Statements**. These were part of the previous 'Code of Practice for Wales'. From 2022 to 2025,

these terms are being phased out as the new **Additional Learning Needs Code for Wales 2021** is gradually implemented across all schools

CHILD PROTECTION / SAFEGUARDING THE CHILDREN IN OUR CARE

At Milton Primary School, the safety and wellbeing of our pupils is our highest priority. We are fully committed to safeguarding all children and follow both **national and local guidance**, including the **Wales Child Protection Procedures**.

Our **Safeguarding Policy** outlines the robust measures we have in place to protect children from potential harm. This policy is reviewed regularly to ensure it remains effective and up to date.

If a concern is identified or a child discloses information that raises concern, the school has a legal duty to refer the matter to the appropriate external agencies. These include **Social Services** and the **Police**, who are responsible for conducting any necessary investigations.

Milton Primary has a dedicated safeguarding team:

- **Designated Safeguarding Lead (DSL):** Mrs Emma Lee (Assistant Headteacher)
- **Deputy DSLs:** Mrs Corinne Burke (Headteacher), Mrs Samantha Morton (Deputy Headteacher), and Miss Lucy Phillips (Assistant Headteacher), Mrs Jodie Hayden (Family and Community Engagement HLTA)

For further support, the Local Authority's Child Protection Officer is **Mrs Nicola Davies**, who can be contacted at:

☎ 01633 656656

✉ nicola.davies@newport.gov.uk

Social Services can also be contacted directly on **01633 656656**.

More information is available on the **South East Wales Safeguarding Children Board** website:

🌐 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



At Milton Primary School, we work closely with the **police and social services** to support children who may be living in homes where domestic abuse has occurred. Through this partnership, the school is notified the morning after any reported incident involving domestic abuse. This allows us to provide timely and sensitive support to affected children as soon as they arrive at school.

If you are experiencing domestic abuse, please know that **Milton Primary is a safe and supportive place**. You can speak in confidence to a member of the leadership team or your child's class teacher. Whether in person at drop-off or by calling the school office, we are here to listen and help you access the support you need

BEHAVIOUR AND ANTI-BULLYING POLICIES

Promoting Positive Relationships and Behaviour

At Milton Primary School, we actively promote a culture of kindness, cooperation, and mutual respect. Children are encouraged to share, care, and work and play together harmoniously. All staff consistently reinforce positive behaviour and strongly discourage any form of retaliation or anti-social conduct.

We expect all pupils to treat one another with respect and to contribute to a safe and supportive school environment.

Bullying in any form is not tolerated. Any concerns are taken seriously and addressed promptly and firmly. If you are ever worried about your child's wellbeing, please contact us immediately so we can work together to resolve the issue swiftly.

Our approach to behaviour and anti-bullying has been shaped in collaboration with parents, ensuring that your voice is reflected in our school policies.



Section 4

School Life



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 12.45pm – 3.15pm

PUNCTUALITY AND THE START OF THE SCHOOL DAY

The school day at Milton Primary begins at **8:50am**, when the doors open to welcome pupils. Children are expected to be in their classrooms and ready to learn by **9:00am**, when the register is taken and the doors are closed.

If your child arrives after this time, they must enter through the **main entrance** and be signed in as late. Being punctual is important—arriving on time ensures your child doesn't miss valuable learning and helps them start the day calmly and confidently. Late arrivals can be disruptive for both the child and the rest of the class.

This expectation also applies to both **morning and afternoon nursery sessions**. We appreciate your support in helping your child develop good habits for lifelong learning.

PUNCTUALITY AND ATTENDANCE

At Milton Primary School, we believe that regular attendance is essential for every child to reach their full potential. Children of primary school age rely on their parents and carers to ensure they attend school every day they are well enough to do so.

We have clear expectations and procedures in place to support good attendance:

- **All pupils are expected to attend school daily and arrive on time by 8:50am.**
- **If your child is unwell**, please contact the school by **9:00am** on the day of absence to inform us of the reason.
- **For medical appointments**, we ask that you provide a copy of the appointment letter or a screenshot of the confirmation text as evidence.
- **Unexplained absences** will be recorded as **unauthorised**.

To support families and monitor attendance:

- If your child's attendance falls below **92%**, you will receive a **Warning Letter 1**, outlining the concern and offering support. You may also be invited to a meeting to discuss any barriers to attendance.
- If there is no improvement or unauthorised absences continue, a **Warning Letter 2** will be issued.
- Continued concerns may lead to involvement from the **Education Welfare Service** to help improve attendance.
- In rare cases where attendance does not improve despite support, the school may issue a **Fixed Penalty Notice**, in line with **Welsh Government guidelines**.

We are here to work with you to ensure your child has every opportunity to succeed through regular and punctual attendance.



CELEBRATING GOOD ATTENDANCE

At Milton Primary School, we believe in recognising and celebrating pupils who make a consistent effort to attend school regularly. While we understand that occasional absences are sometimes unavoidable, we encourage all children to aim for at least 95% attendance—our goal is to support every child in Striving for 95.

To reward and motivate good attendance, we offer the following incentives:

- **Weekly Class Reward:** The class with the highest attendance each week earns an extra playtime, which they can enjoy at a time of their choosing the following week.
- **Individual Recognition:** Pupils who achieve 95% or higher attendance in a week receive a Dojo point and have their name added to our Attendance Prize Wheel.
- **Weekly Prize Draw:** During our Brilliant Book Assembly each week, Mrs Burke spins the prize wheel and one lucky pupil is selected at random to win a £10 voucher of their choice. Options include Claire's Accessories, Game, Xbox, Love2Shop, and more!

These rewards are designed to promote positive habits and celebrate the commitment of our pupils and families to regular school attendance.

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 becomes unwell during the school day, we will contact you immediately. It is essential that we have up-to-date contact information, including any changes to phone numbers, so we can reach you without delay. In the event of a medical emergency or if your child needs to be taken to hospital, being able to contact you quickly is vital for their safety and wellbeing.

MEDICAL

During their first year at Milton Primary School, children take part in routine health checks as part of the **Health Authority's Selective Medical Programme**. These screenings typically include **hearing and vision tests**, helping to identify any early concerns so that appropriate support can be provided if needed.

MEDICATION AND MEDICAL NEEDS IN SCHOOL

Please note that school staff are not permitted to administer any medication, including those prescribed by a doctor. If your child requires medication during the school day, you are welcome to come to school at lunchtime to administer the prescribed dose yourself.

For children with asthma, inhalers are kept in classrooms within the younger years to ensure they are readily accessible. Children are encouraged to self-administer their medication as needed. In the older years, pupils are responsible for managing their own inhalers. Parents of children who require inhalers in school must complete the relevant medical forms, available from the school office.

If your child has a specific medical condition—such as cystic fibrosis, diabetes, or severe allergies—this will be discussed with both the school and the school nurse prior to your child starting school. Appropriate support systems will be put in place to ensure your child's health and well-being during the school day.

DELIVERING CHILDREN AND PICKING UP

Children in Nursery and Reception must be brought to school and collected by a known adult or a responsible young person aged 16 or over. Pupils in all other years should be accompanied by a known adult or a young person who is currently attending high school or older.

Children in Years 5 and 6 may walk home independently, provided that a parent or guardian has completed and submitted the appropriate permission form.

If someone other than a parent or usual carer will be collecting your child, please inform the school or your child's class teacher in advance. For safeguarding reasons, we will not release children to anyone—adult or child—who is not known 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

Yellow polo shirt

White/ navy socks or white/ navy tights

Sensible shoes/black trainers that the child is able to take on and off and fasten without adult help



YEAR 5 AND YEAR 6

Navy skirt or tunic

Navy trousers

Blue sweatshirt or cardigan

Light blue shirt

Blue and Yellow striped tie

White/ navy socks or white/ navy tights

Sensible shoes/black trainers



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

We encourage families to choose plain, non-branded uniform items wherever possible, as these are widely available, affordable, and fully meet our school's uniform guidelines. Many supermarkets stock suitable options that are both practical and cost-effective.

PE KIT

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

PLAIN Navy hoodie or sweatshirt

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

Trainers



On PE days, children should come to school dressed in their PE kit, ready for their lesson.

DRESS CODE GUIDELINES

To help us keep track of belongings, we kindly ask all families to clearly label every item of clothing and personal belongings with a permanent marker.

For health and safety reasons, we have a few important guidelines regarding clothing and accessories:

- Footwear: High-heeled shoes or boots, peep-toe shoes, sandals, slingbacks, backless shoes, 'jelly' shoes, or any footwear lacking side support are not suitable for school and must not be worn.
- Jewellery: We strongly discourage the wearing of jewellery. If earrings are worn, they must be limited to one small pair of studs. Hoop earrings are not permitted. For PE and games, all jewellery must be removed. Children must be able to remove earrings themselves, as staff are not allowed to assist.
- Facial piercings are not allowed in school.
- Hairstyles: Extreme hairstyles, including brightly sprayed colours or shaved patterns, are considered inappropriate for school.

These guidelines are in place to ensure a safe, inclusive, and focused learning environment for all pupils.

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. All children in the Primary Phase are entitled to a free school lunch. **These should be booked on ParentPay but you will not be charged.** The menus can be viewed online.

PACKED LUNCH GUIDELINES

Children are welcome to bring a packed lunch to school. However, we strongly encourage all children who are eligible for free school meals to take advantage of their entitlement by enjoying a nutritious school dinner.

To ensure the safety and wellbeing of all pupils, please follow these guidelines:

- Lunch containers should be compact in size and clearly labelled with your child's full name.
 - Packed lunches must not include sweets or fruits with stones (e.g. plums), as these pose a choking hazard. Any such items will be returned home.
 - Glass bottles are not permitted under any circumstances.
 - Healthy choices are encouraged. Please avoid overfilling lunchboxes with items such as crisps or chocolate bars. For guidance, refer to our Healthy Lunchbox Grid.
- Nut-Free Policy
- To ensure the safety of all our pupils, we are a nut-free school. This means that no nuts or nut-based products, including chocolate spreads containing nuts, are permitted on the premises.
- Thank you for helping us maintain a safe environment for children with allergies.**

Thank you for supporting our efforts to promote healthy eating and a safe lunchtime environment

LUNCHTIME AT MILTON



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



HEALTH AND SAFETY

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

TERM DATES

Please follow the link below to Newport City Council website for term dates.

[TERM DATES | NEWPORT CITY COUNCIL](#)

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.

HEALTH, SAFETY & SECURITY

At Milton Primary, the safety and wellbeing of our pupils, staff, and families is a top priority. We have a range of robust measures in place to ensure a secure and supportive environment:

- The school site is enclosed by a high metal fence and secure gates, which are locked promptly after drop-off and pick-up times.
- All external doors are locked during the school day and are accessible only via a secure fob system. Entry through the main entrance is controlled and monitored.
- CCTV cameras and security lighting are installed around the school grounds, and pathways are well lit to ensure safe access during darker months.
- Children are only released to adults named on their collection forms. If no prior notification is received, we will contact parents or emergency contacts before releasing a child. Pupils in Years 5 and 6 may walk home independently with written parental consent.
- All visitors must report to the school office, sign in, and wear a visitor badge. All staff are DBS-checked and wear identification badges.
- Fire drills are held termly, and lockdown procedures are practised annually.
- Children are supervised at all times when outside during the school day.
- Dogs are not permitted on the school site, even if on a lead.
- Parents must provide up-to-date emergency contact details in case of illness or accidents.
- The school has five fully trained first aiders, and all other staff have received emergency first aid training.
- All staff receive annual safeguarding training.
- Children are not permitted to ride bikes or scooters on the school premises.
- Milton Primary is a smoke-free site. Smoking and vaping are not allowed anywhere on school grounds or directly outside the gates.

- Parking on site is for school staff only.

Section 5

Admissions and Transitions



ADMISSION

Applying for a Place at Milton Primary

All children, whether they live within our catchment area or not, must complete an application form to apply for a place at Milton Primary. Applications are managed by **Newport City Council** and can be completed either **online** or using a **paper form**, both available on the [Newport City Council website](#).

Completed paper applications, along with any required documents, should be returned to the **Civic Centre**.

The **admissions policy** is outlined in the annual **Parents' Information Handbook** provided by the local authority.

If you need help completing your application or would like us to photocopy any supporting documents, please don't hesitate to contact the school office—we're happy to help.

Parents will receive notification directly from Newport City Council regarding the outcome of their application. For families joining our **Nursery** or **Reception** classes, we hold welcome meetings during the **summer term** to help you and your child prepare for the exciting journey ahead.

Nursery

Children can join our Nursery the term after their third birthday. For example, if your child turns three by **August 31st**, they will be eligible to start Nursery in **September**. We also welcome **rising threes** with additional intakes in the **spring** and **summer** terms.

To help ensure a smooth and happy start, we invite parents to attend an **information meeting** before their child begins Nursery. Children are also offered **transition visits**, giving them the chance to explore their new environment and meet staff in a relaxed and welcoming setting.



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.

SUPPORTING SMOOTH TRANSITIONS

At our school, we understand that transitions—whether into Nursery, Reception, a new year group, or on to secondary school—are significant moments in a child’s educational journey. That’s why we have a carefully planned approach to ensure every child feels confident, secure, and ready for their next step.

Our transition support includes:

- **Home Visits and Intake Meetings:** Staff meet families in their home environment and host welcome meetings to share routines, expectations, and gather important information about each child.
- **Transition Leaflets and Videos:** These are shared via our website and Class Dojo to help children and families become familiar with new classrooms, staff, and daily routines.
- **Stay and Play Sessions:** Children and parents are invited into the setting to explore the environment together and begin building relationships with staff.
- **Staggered Start for Nursery and Reception:** Children begin with shorter sessions that gradually increase in length, helping them settle in at their own pace.
- **Transition Week Activities:** Pupils spend mornings in their new classrooms engaging in activities such as:
 - **Aspirations and goal-setting tasks**
 - **Emotional literacy games** to explore feelings and develop self-regulation
 - **Team-building challenges** to foster new friendships
 - **Creative projects** that reflect on their current year and look ahead to the next
- **Meet the Teacher Events:** Held at the start of term, these sessions allow families to meet staff, learn about the curriculum, and ask questions.
- **Open Afternoon Events:** Each term, families are invited into classrooms to celebrate their child’s learning and progress.

- **Handover Meetings Between Staff:** Teachers share detailed information about each child's academic, social, and emotional development to ensure continuity of support.
- **Enhanced Transition Support:** Tailored for pupils with additional needs or anxieties, including extra visits and personalised plans.

These carefully planned steps help reduce anxiety, build confidence, and ensure every child feels ready and supported as they move forward in their learning journey.

These strategies are designed to reduce anxiety, build confidence, and ensure a smooth, positive start at every stage of a child's school life

Preparing for the Move to High School

Transitioning to high school is a major milestone, and we are committed to making this step as smooth and supportive as possible for every pupil. Our transition programme is designed to build confidence, reduce anxiety, and ensure that children feel ready for the next stage of their education.

Key elements of our high school transition support include:

- **Transition Events Throughout the Year:** These are organised in collaboration with local secondary schools and may include taster days, workshops, and visits from high school staff.
- **Common Transition Day (usually in July):** Pupils spend a full day at their new school, meeting teachers, exploring the environment, and experiencing a typical school day.
- **Enhanced Transition Support:** For pupils who may need additional help, we offer extra visits, small group sessions, and personalised support plans.
- **Handover Meetings:** Our Year 6 teachers meet with secondary school staff to share detailed information about each pupil's academic progress, learning style, emotional wellbeing, and any additional needs.
- **Team-Building and Reflection Activities:** During Transition Week, Year 6 pupils take part in activities such as end-of-year concert rehearsals, outdoor games, and discussions about hopes and worries for the future.
- **Emotional Literacy Focus:** Pupils are supported in recognising and managing their feelings, developing resilience, and building a positive mindset for the changes ahead.

Our goal is to ensure that every child leaves us feeling prepared, supported, and excited about the opportunities that lie ahead in high school.

Section 6

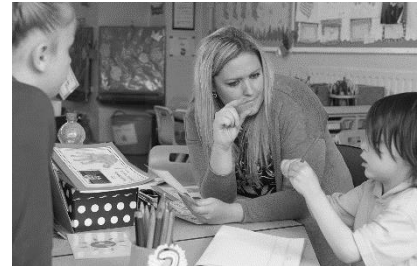
Communication and Engagement



PARENT CONSULTATIONS, MEETINGS AND REPORTS

Communication and Open Door Policy

At Milton Primary School, we value open and effective communication with our families. We operate an **open door policy** and are always happy to discuss any questions or concerns you may have about your child's education.



If you would like to speak with your child's class teacher, we kindly ask that you arrange a time **before 8:50am or after 3:20pm**, as teachers are fully focused on their pupils once the school day begins. A member of the **Senior Leadership Team** is usually available throughout the day, unless they are in a meeting or teaching.

Throughout the school year, there are several opportunities to meet with your child's teacher to discuss their progress and the targets set to support their development. At the end of the summer term, you will receive a report outlining your child's progress and achievements across 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 or face to face 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

MONITORING AND REPORTING PUPIL PROGRESS

At our school, we are committed to ensuring every child reaches their full potential. Pupil progress is carefully monitored through regular assessments, teacher observations, and ongoing classroom activities. This allows us to identify individual strengths and areas for development, enabling timely support and challenge where needed. Progress is shared with families through termly opportunities such as digital reports, learner/family/teacher reviews and an annual summary, ensuring a strong partnership between home and school. We also provide additional updates when necessary, so families remain fully informed and involved in their child's learning journey.

In the early years staff use observation-based assessment to monitor each child's progress across the areas of learning and experience. Practitioners use the Curriculum for Funded Non-Maintained Nursery Settings and its associated assessment arrangements to understand and support each child's development. Progress is tracked through ongoing observations, play-based activities, and professional dialogue among staff. We share this information with families regularly through learning journals, informal updates, and scheduled meetings, ensuring a collaborative approach to each child's learning journey

EVERY
MOMENT
MATTERS



MILTON PTFA: SUPPORTING OUR SCHOOL COMMUNITY

The Milton Parent Teacher Association (PTA) plays a vital role in enriching school life and strengthening our community. The PTA meets regularly to plan and organise a variety of events throughout the year, including school fairs, discos, seasonal celebrations, and fundraising activities. These events not only bring families together but also raise valuable funds that directly benefit our pupils—supporting the purchase of new resources, playground equipment, and special experiences. The PTA welcomes all parents and carers to get involved, whether by joining meetings, volunteering at events, or sharing ideas. It's a great way to make a difference and be part of our vibrant school community.



Y CWTCH CYMUNEDOL – our Milton 'pay as you feel' shop

The Milton Community Shop is a vital part of our school's commitment to supporting families and promoting sustainability. Its purpose is to help reduce poverty and food waste while offering hands-on learning opportunities for the whole community. Operating on a '**pay as you can**' basis, the shop provides access to essential items such as dry food, toiletries, sanitary products, and pet food. Families are encouraged to donate or swap school uniforms, costumes, and clothing, fostering a spirit of sharing and reuse. The shop also promotes healthy living by involving families in growing produce and cooking activities. It's a welcoming space where everyone can contribute, learn, and access support in a dignified and inclusive way.

Community Shop Opening Hours

The Milton Community Shop is open every **Wednesday and Thursday**, from **8:45–9:15am** and **3:00–3:30pm**, providing a welcoming space for families to access essential items and support.

WE'LL BE
THERE FOR
YOU



COMPLAINTS PROCEDURE

We operate an open-door policy and encourage parents and carers to speak with a member of the Senior Leadership Team if they have any concerns or complaints. We aim to resolve issues promptly and fairly through open discussion and investigation.

If the matter cannot be resolved at this stage, it will be referred to the Governing Body for further investigation and response. Letters for the Governing Body can be sent via the school office.

Should you remain dissatisfied with the outcome, you may contact the Chief Education Officer at the Local Authority, who will review the complaint and provide a final decision.

Contact details:

Chief Education Officer
Civic Centre
Newport
South Wales
NP20 4UR
Tel: 01633 232000

Section 7

Governance and Staff



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
Vacancy	Chair of Governors / LA Governor	milton.primary@newportschools.wales
Mrs P Powell	Acting Chair of Governors/Vice Chair / Community Governor	milton.primary@newportschools.wales
Mr B Aris	Parent Representative	milton.primary@newportschools.wales
Ms K Sims	Parent Representative	milton.primary@newportschools.wales
Vacancy	Parent Representative	milton.primary@newportschools.wales
Ms C Storer	Parent Representative	milton.primary@newportschools.wales
Ms E Stowell-Corten	LA Governor	milton.primary@newportschools.wales
Cllr Laura Lacey	LA Governor	milton.primary@newportschools.wales
Mrs E Lee	Co-opted Governor (non voting)	milton.primary@newportschools.wales
Mrs S Morton	Teacher Representative	milton.primary@newportschools.wales
Mrs L Shaw	Teacher Representative	milton.primary@newportschools.wales
Mrs K Dudley	Staff Representative	milton.primary@newportschools.wales
Miss L Phillips	Observer	milton.primary@newportschools.wales
Ms J Bayley	Community Governor	milton.primary@newportschools.wales
Ms E Lewis	Community Governor	milton.primary@newportschools.wales
Mrs V Curtis	Community Governor	milton.primary@newportschools.wales
Mrs C Burke	Headteacher	milton.primary@newportschools.wales

School Organisation

The school is currently staffed as follows –

Senior Leadership Team

Headteacher	Mrs C Burke
Deputy Headteacher	Mrs S Morton
Assistant Headteacher	Mrs E Lee
Assistant Headteacher	Miss L Phillips
School Business Manager	Mrs K Dudley

Leadership Team

Upper Phase Leader	Mrs S Roche
Middle Phase Leader	Mrs L Shaw
Lower Phase Leader	Mrs S Clarke

Administration

School Support Officer	Miss L Jones
School Support Officer	Mrs A Osmond

Family and Community Engagement

Family and Community Engagement Officer HLTA	Mrs J Hayden
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Teachers

Miss L Allen
Mrs E Austin
Mrs C Birchmore
Mrs L Boone
Mrs H Clarke
Miss K Cornwall
Miss A Gartside
Miss L Hopkins
Miss B Instone
Miss H McClymont
Mrs Hannah Rowlands
Mrs K Watkins-Wrench
Mrs RM Wells
Mr T Williams

HLTAS

Mrs H Dack
Mrs S Arthur

Learning Support Assistants

Mrs E Baker
Mrs M Barton
Miss A Benning
Miss S Caddick
Miss L Cowell
Mrs R Davies

Miss M Flynn
Mrs S Jones
Mrs S Leeson
Mrs M Mills
Miss J Morrone
Mrs A O'Dwyer
Mrs A Yearsley

Site Management

Site Supervisor	Mr P Davies
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