



Maendy Primary School



Parent Prospectus 2017/2018

Maendy Primary School
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Headteacher: Mrs J Cresswell, B.Ed (Hons), MA (Ed), NPQH

Chairperson of Governing Body: Mrs R Elston



WELCOME - CROESO I MAENDY PRIMARY SCHOOL

Vision Statement: At Maendy Primary School we aim to provide pupils with a curriculum which:

Promotes social, emotional and personal well-being to develop confidence, a positive self-image and respect of their own and others' abilities, values and cultures;

Provides a wide range of creative opportunities to develop skills to become independent life long learners;

Empowers parents and carers to support home learning through a variety of media including ICT.

Dear Parents and Carers

Choosing the right school for your child is vitally important. All parents and carers want a good education for their children, but they also want them to be happy and to feel safe. Working together we believe we can offer all of these things. We pride ourselves on the full education that we provide, and in the high standard of teaching and learning. We also offer support and training to parents and carers who wish to support their child's home learning through organised events. All visitors to our school receive a very warm welcome and many comment on the politeness of our pupils.

The school's mission statement defines the aims of the school:

'Maendy Primary is dedicated to creating a supportive learning community that is happy, secure, exciting and challenging where every individual has the opportunity to reach their full potential.'

We believe that the school's motto 'Nurture, Inspire, and Partnership' underpins this statement, and the words can be seen around the school's crest.

We value our pupils and believe that their school lives should be rewarding and fulfilling. We work very closely with parents to ensure that all children achieve their very best, and our Home School Agreement underpins this.

Parents are very welcome, and if you have any spare time, interests or skills that you would like to share with the school, you will be made very welcome.

We offer full wrap around care for our pupils including a free breakfast club, and a privately run play group and after school clubs, and a wide range of services which we offer our pupils and parents.

We hope that this is the beginning of a happy and successful partnership in which we to work together for the benefit of your child. I look forward to meeting you soon and if you have any queries or concerns please contact me at any time.

Yours sincerely

Mrs J Cresswell, Headteacher

CONTENTS

1. **USEFUL INFORMATION**

- 1.1 How school shares information with parents and carers
- 1.2 School Staff
- 1.3 School Governors
- 1.4 Term times & Holidays 2017/18
- 1.5 School session times

2. **ORGANISATION , CURRICULUM & TEACHING METHODS**

- 2.1 The National Curriculum
- 2.2 Organisation & the Curriculum
- 2.3 Special Educational Needs
- 2.4 More able and talented pupils
- 2.5 School Visits
- 2.6 Transition Arrangements

3. **SPECIAL CURRICULAR AND OTHER ARRANGEMENTS**

- 3.1 Looked After Children
- 3.2 Pupils with Statements of Educational Needs
- 3.3 Pupils with Special Needs without Statements

4. **COMPLAINTS PROCEDURES**

5. **SEX EDUCATION POLICY**

6. **RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP**

7. **WELSH LANGUAGE**

8. **SPORT**

9. **WORK RELATED EDUCATION**

10. **ETHOS AND VALUES**

- 10.1 Home School Agreement Policy

- 10.2 Respectful Behaviour
- 10.3 Discipline and Behaviour
- 10.4 Out of School Hours Learning
- 10.5 Uniform Policy
- 10.6 Jewellery
- 10.7 Mobile Phones
- 10.8 Punctuality and Attendance
- 10.9 Absence from School
- 10.10 School Meals
- 10.11 Free School Meals
- 10.12 Accident and Illness at school
- 10.13 Medicines
- 10.14 Medical and Dental Appointments
- 10.15 Headlice

11 EQUAL OPPORTUNITIES

12 SCHOOL SECURITY

- 12.1 Signing in
- 12.2 Driving on school grounds
- 12.3 Digital Consent
- 12.4 E-Safety

13 ADMISSIONS

- 13.1 Primary
- 13.2 Secondary

14 ATTENDANCE DATA

Appendix 1 Home School Agreement

Appendix 2 Photograph/Filming Permission Slip



1. USEFUL INFORMATION

1.1 Keeping in touch

A weekly newsletter is available on the school website every Friday, a paper copy can be picked up from the office on a Friday if necessary. Homework for pupils is sent home every Friday - copies are also placed on the News board in the school foyer and posted on the school website; you can also follow us on Twitter.

Parent consultations are held during the Autumn Term, and Open Classrooms are organised during the Spring Term. A written progress report is provided during the Summer Term and parents are invited to meet with class teachers if they wish.

The school continually seeks to improve its provision, and opinions of pupils, parents and carers are most welcome. If you have any suggestions that you would like to share, please let a member of staff, school council member or Governor know.

1.2 School Staff

Senior Management Team

Headteacher:	Mrs J Cresswell, B.Ed (Hons), MA (Ed), NPQH
Deputy Headteacher:	Mrs S Thomas B.Ed (Hons)
Foundation Phase Leader:	Miss C Corfield, BA (Hons), PGCE, MA
Key Stage 2 Leader:	Mrs S Thomas B.Ed (Hons)
SNRB Leader:	Mrs F Colcombe, BA (Hons) in Primary Studies with QTS

Teaching Staff

For 2017/18 teaching groups are organised as follows:

Class FC:	Mrs F Colcombe, BA (Hons) in Primary Studies with QTS
Class DB:	Mrs D Baker, (HLTA)
Class 1:	Mrs C Everson, BA (Hons) PGCE
Class 2:	Miss N Kenvyn, B.Ed in Primary Education with QTS
Class 3:	Miss R Bevan, PGCE with QTS
Class 4:	Miss C Corfield, BA (Hons), MA
Class 5:	Miss J Evans, BA (Hons) PGCE
Class 6:	Miss J Eaves, BA (Hons) in Primary Studies with QTS, MA
Class 7:	Mr G Morgan, BA(Ed) with QTS
Class 8:	Miss J Cleary, BSc (Hons), PGCE
PPA Class Cover:	Miss E Scott-Jenkins - BA with QTS

Support Staff Miss J Smith, BA, MA, PGCE
 Mrs E Davies, Mrs H Tew, Mrs S Horrell, Mrs E McCarthy,
 Mrs C Doolan, Mrs L Stephens, Mrs K Yearsley, Mrs L Colbourne,
 Mrs S Rosser, Mr A Baker, Mrs K Berry, Mrs S Smith, Mrs H Brown,
 Miss K Matthews, Mrs S McCoy, Miss A Harwood, Miss A Jones

Business & Administration: Mrs J Bellew, Mrs J Smith

Caretaker: Mr K Dillon

Senior Midday Supervisor: Mrs H Brown

Midday Supervisors: Mrs S May, Mrs S McCoy, Miss R Samuel,

School Cook: Mrs M Hughes

1.3 School Governors

Chairperson: Mrs Rhiannon Elston

Vice Chair: Ms Jessica Powell

Mrs J Cresswell (Headteacher), Canon H Thomas, Mrs A Webb, Mr R Jones, Mrs H Warren, Mrs S Thomas, Mrs S Rosser, Mr S Ashley, Mrs S Scriven, Mrs H Dowey, Mr A Bird

1.4 Term Times & Holidays 2017/18

Term Dates 2017/18	Begins	Half Term Begins	Half Term Ends	Ends
Autumn	4.9.17	30.10.17	3.11.17	22.12.17
Spring	8.1.18	19.2.18	23.2.18	29.3.18
Summer	16.4.18	28.5.18	1.6.18	24.7.18

1.5 School Session Times

Breakfast Club: 8.30am - 8.50am (Application forms to be completed by parents during the first two weeks of every new term)

Rising 3s: Spring and Summer Terms only

Nursery: Mornings only 9.00am - 11.30am

Foundation Phase and KS2: Starts 9:00 am - 12.00, Lunch 12.00 - 1.00 pm, Ends 3.15pm

SNRB: Start 9:00 am, End 3:00pm

It is most important for safety reasons that children arrive at 8.50 am (unless they attend Breakfast Club then 8.30 am). The bell rings at 8:55 and children need to be ready to learn in their classrooms at

9.00am.

2. ORGANISATION, CURRICULUM & TEACHING

2.1 The National Curriculum



The Foundation Phase & SNRB

The ground floors of both buildings are used to deliver the Foundation Phase curriculum. The Foundation Phase team consists of all teachers and support staff in Nursery, Reception, Years 1, 2 & the Special Needs Resource Base. The Foundation Curriculum consists of 7 Areas of Learning. These are: 1) Personal & Social, Development 2) Language Literacy & Communication 3) Welsh Language 4) Mathematical Development 5) Knowledge and Understanding of the World 6) Physical Development 7) Creative Development. Children are

taught in the learning phase for each Learning Area that best fits their skill level.

Key Stage 2

Years 3-6 is situated on the upper floor of the main building. Pupils currently access the Skills Based National Curriculum 2008 and the 2015 programmes of study for English and Mathematics. An emphasis is placed on the application of literacy and numeracy across all curriculum subjects. ICT, Maths, English, science, Welsh, history, geography, art, DT, PE, ICT and Religious Education is taught using a themed approach, although some subjects are taught discreetly at times. Pupils are encouraged to identify their own particular areas of interest which they might like to research.



2.2 Organisation & The Curriculum

Pupils are provided with a curriculum which seeks to educate the whole person as well as in academic ways. Our curriculum is appropriate to pupils' needs with teaching styles that develop positive attitudes to learning and the acquisition of skills. The curriculum is delivered through a holistic, thematic approach in line with the Welsh Government report 'Successful Futures' and aims to embed the four core purposes to foster ambitious, capable learners, ethical and informed citizens, enterprising, creative contributors and healthy confident individuals.

All pupils study Religious Education and attend Assemblies unless parents wish to withdraw them. Those who wish to do so should discuss this with the Headteacher so that their wishes may be respected.

A planned programme of Personal and Social Education is delivered throughout the school. The focus of this programme is on the development of the well being of every child. It also includes a programme for Sex & Drugs Education in Years 5 & 6.

All classes undertake visits which are linked to their class theme. The older pupils have the opportunity of a residential visit, and Yr 4 pupils start weekly swimming lessons, which continue until they are able to swim 25m unaided. Where possible trips are subsidised by the school's budget, and in some cases Friends of Maendy help to fund trips.

2.3 Homework

Homework is set across the school to further develop our pupils' skills. A selection of on line resources for pupils and parents can be accessed through the school's website. There is a weekly Homework Club for pupils accompanied by an adult to access on line learning activities. All class teachers keep weekly records of homework activities which are completed by pupils. A lunchtime club provides support for pupils to complete activities.

Other home learning activities:

Foundation Phase: This consists of Individual weekly target books and a home reading book when your child is ready. In Years 1 & 2 - home reading, the learning of Phonic sounds and spellings.

KS2: Homework is set weekly and the core consists of reading activities and multiplication tables. Topic related homework is also set and on line learning home learning activities are readily available and enjoyed by the children. Individuals may also have work set which is linked to a class activity in which they may need further practice. Copies of homework are available from the Parent Information Board in the school foyer and are available on the school website.

2.3 Additional Learning Needs



At some point during their education, many children have additional learning needs for a variety of reasons. We ensure that arrangements are made for these pupils. We liaise with outside agencies for specialist support and have trained staff within school to deliver a wide range of support services.

The Special Needs Code of Practice is adhered to and produces Individual Education Plans for identified pupils. A copy of the school's Additional Learning Needs Policy is available from the school's office or website.

Pupils are identified also as more and most able, and these pupils also have access to appropriate learning activities. A flexible, bespoke Nurture provision is also available for pupils to access when needed.

2.4 More able and talented pupils

A percentage of pupils in our school are considered to be more able and/or talented. In accord with NACE guidelines, 'more able and talented' refers to a pupil whose performance exceeds that of his/her peers in relation to national expectations and their age group in school by 1 National Curriculum Level but who does not necessarily perform at a high level across all areas of learning. 'Most able pupils' are those whose performance exceeds that of their peers by 2 National Curriculum Levels. Mrs Everson co-ordinates this provision. The register of pupils is revised annually, and opportunities are provided for pupils to their skills in a range of contexts eg reading mentors, digital leaders and Welsh ambassadors. The school holds the prestigious NACE Challenge Award for this aspect of curriculum provision.

2.5 School visits

All classes undertake visits that are linked to their class work throughout the year. The local area is accessed where possible, such as walks to look at the local landscape and buildings. We visit Cwmbran Library, the Holy Trinity Church and Llantarnam Grange Arts Centre. Field trips to the canal are also a favourite with the children, as is a residential trip for Upper KS2 pupils. This year it is planned that all pupils will visit a Welsh castle.

The Food and Fitness Policy applies to school visits and parents/carers are encouraged to provide pupils with a healthy packed lunch if one is required.

2.6 Transition Arrangements

Annual meetings are held for parents of pupils entering our Rising 3s, Nursery and Reception classes. The Parent Handbook and Home School Agreement is discussed and issued at this meeting. A display of school uniform is held and parents are able to order uniforms if they so wish. Advice is available from supporting agencies regarding healthy diets and dental care. Parents also have the opportunity to speak to school staff.

The SNRB leader liaises closely with other specialist provisions to ensure that there are smooth, individualised transitions for pupils entering or leaving the resource base.

All children really enjoy spending some time with their new teachers in their new classrooms during the last week of school. This gives us the opportunity to find out what they have liked and disliked about their previous year's experiences and helps us to identify how to make improvements.

A transition programme is in place for pupils leaving Year 6 and entering Year 7 at Croesyceiliog Secondary School. A series of activities start when pupils are in Year 5 so that they gradually become confident in their new school's surroundings. Every effort is made to ensure that every worry experienced by pupil or parent is alleviated.

3. SPECIAL CURRICULAR & OTHER ARRANGEMENTS

Looked After Children (LAC)

The schools LAC Co-ordinator is Mrs D Baker, who liaises with closely with Torfaen's LAC Officer Mrs D Lewis. Maendy strictly complies with statutory regulations and a Personal Educational Plan is put into place within 14 days of a pupil starting at Maendy School.

Pupils with Statements of Special Educational Needs

The school's ALNCO is also Mrs D Baker who ensures that the requirements of the statement are undertaken. Pupils' progress is monitored continuously, and Individual Education Programmes (IEPs) are reviewed termly with parents. A review of the statement by parents and all professionals involved is organised annually.

Pupils with Additional Learning Needs (ALN) without statements

The school adheres to the All Wales Code of Practice. Pupils identified with ALN are placed on the school's ALN Register. School Action means that the school has the skills to deal with the ALN, and School Action+ is when the school requires support from external agencies. All of these pupils have an IEP which is reviewed termly with parents.

The school offers a wide array of support including Speech & Language, co-ordination, emotional literacy, and counselling. Catch up programmes are also in place for speaking, spelling, reading, writing, maths and science.

4. COMPLAINT PROCEDURES

If parents are unhappy with any aspect of the school's provision, the Headteacher is available to discuss concerns and hopefully resolve issues. However, arrangements are in place under Section 409 of the Education Act 1996 for dealing with formal complaints (to the governing body, LA or both). The LA's document setting out such arrangements has been adopted by the Governing Body and is available from the school office and website. It must be stressed however, that discussion with the Headteacher is likely to resolve issues more quickly.

5. SEX EDUCATION POLICY

Sex Education is delivered to Years 5 and 6 pupils through the Personal and Social Curriculum. The content meets requirements of the National Curriculum and National Assembly guidance on PSE and Sex Education. The programmes have been agreed by the Governing Body. Letters outlining the content are sent to all Year 5 & 6 parents prior to the teaching taking place, to ensure that all parents are aware of the content. Parents are invited to view the teaching materials used if they wish. Parents/carers have the right to withdraw their children from all or part of the SRE programme. However, there is no right of withdrawal from any National Curriculum (science) provision. Parents/carers are encouraged to discuss any worries or concerns that they may have. All requests to withdraw children must be made in writing to the Chair of Governors at the school.

6. RELIGIOUS EDUCATION & COLLECTIVE WORSHIP

Children follow a Religious Education programme of study which will include stories and events from the Bible and stories of the lives of famous people who are remembered for their religious beliefs and achievements. The children also study how people worship in other countries as well as looking at the various forms of religion that exist in our own country. The school conforms to the requirement of the Education Reform Act that all pupils should take part in a daily act of corporate worship which is broadly Christian in character but non-denominational. Afternoon assemblies take place every day in the Foundation Phase and KS2 Departments. On Friday a whole school assembly is held to celebrate pupils' weekly achievements. Parents have the right to withdraw their children from Assembly or Religious Education. Those who wish to do so should discuss the matter with the Headteacher so that their wishes may be respected and observed.

7. WELSH LANGUAGE

Welsh is taught as a 2nd language at Maendy. Welsh vocabulary is used in a bilingual context starting with single words in the Nursery, developing into phrases and sentences as the children move through the school. Vocabulary is selected for everyday use, and some are curriculum linked.

8. SPORT

Our school has excellent grounds and we have a large pitch and a hard court. There is a wide range of sporting activities undertaken during the year. These include rugby, football, gymnastics, swimming, rounders and athletics. Pupils are sometimes selected to represent the school and this is recognised as a privilege equal to academic and artistic achievement. It also fosters team spirit and the development of skills. We aim to give children of all abilities the opportunity to participate in competitive events. All children are expected to take part in all physical activities unless they are medically unfit to do so. In such cases, a written request from parents is required to excuse the child from the lesson.



For indoor lessons, pupils are expected to wear black shorts and white t-shirts. Pupils undertake activities in bare feet to comply with Health & Safety recommendations.

For outdoor activities clothing can consist of shorts, sports tops, sports skirts. Foot wear should be boots with studs in the winter or trainers for use on the playground and in the summer. It is possible that due to bad weather, winter games will be held indoors where gym shoes (not trainers) will be required.

PE clothing should be kept in school in a draw-string bag, clearly marked with the child's name. This should remain in school and only be taken home at the end of each half term for washing. For swimming, pupils will need a costume, towel and goggles.

9. WORK RELATED EDUCATION

Children are taught entrepreneurial skills linked to the world of work. Mini enterprise programmes are undertaken in all classes and visitors are invited to share their work life experiences with them.

10. ETHOS & VALUES

Maendy is a caring community in which all individuals matter. Every pupil and their families and carers are equally important and equally valued. The school tries to help young people to gain the knowledge, skills, self confidence and awareness to contribute fully to society. The school's ethos is shaped by working towards care, consideration and trust being shown between pupils, staff and community.

10.1 Home - School Agreement Policy

See Appendix 1. The content of this agreement is discussed with parents & carers at new pupil intake meetings or when pupils join later during the school year. There are 10 aspects to the agreement and school will support parents & carers in any of these aspects should issues arise. Through working together, success becomes more achievable.

10.2 Respectful Behaviour

At Maendy, disrespectful behaviour is taken very seriously. The school's policy on anti-bullying was devised in conjunction with pupils, staff and Governors. The school has very clear procedures and guidelines on how to deal with issues and parents are informed.

10.3 Discipline & Behaviour

I am sure all parents will share the expectations that all children behave reasonably at all times - in the classroom, on the playground, in the dining hall and on their journeys to and from school. Courtesy, good manners and respect for other people and their property are values all of us wish to nurture in our children. The training they receive in school and the examples they are set by adults will help them develop self discipline. If this is reinforced at home then cases of serious indiscipline will be rare.

Maendy's 3 School Rules are:

1. Be kind: Keep your hands, feet, objects & unkind words to yourself.
2. Show respect: listen to others and follow instructions.
3. Ask permission to leave any area of the school.

The school uses Assertive Discipline as its approach to managing behaviour, and all staff receive annual training. This approach recognises pupil achievement and good behaviour and is celebrated during Friday's Achievement Assembly. Pupils clearly understand the consequences of inappropriate behaviour and these are issued in accordance with school policy. Pupils who do not respond to these techniques are identified and a programme of support is established to help them recognise and manage their feelings and resulting behaviours. On occasions when this is not successful, the pupil is referred in the first instance to the Deputy Headteacher. Should the behaviour continue, then pupils are referred to the Headteacher and the pupil's name is entered in the school's Incident Book. If a name is entered on a second occasion in one term, parents are invited to meet with the Headteacher in order to help resolve the issue. Names entered on a third occasion in one term results in an internally managed exclusion. In such instances (which are rare), the Headteacher works with parents and carers to identify the causes of the difficulties and put into place supportive measures.

The school operates a "Buddy System" "Play Pal Group" and "Peer Listeners" Pupils in Years 5 & 6 are trained to support other pupils during break times. Above all, the school seeks to praise good behaviour, work and achievements and emphasis is very much on the positive.



10.4 Out of School Hours Learning

There are wide range of extra-curricular activities that take place at lunch-time and after school. Every member of staff is involved in organising and delivering these activities. All pupils are asked about clubs they would like to attend and the school tries to ensure that such a provision is made available. A timetable is prepared so that children can choose their activities at the start of every term. Monitoring or out of school hours learning is monitored to encourage each and every pupil to take part in at least one.



10.5 Uniform Policy

All pupils are encouraged to wear Maendy's school uniform which is smart and practical. Black/grey pinafore/skirt/trousers, white polo-shirt/blouse/shirt and

royal blue sweatshirt/cardigan. Summer dresses are blue & white check. School uniforms can be purchased in local stores, but uniforms with the school's crest is only available from 'Pretty Miss' in the town centre; a wide variety of other clothing items such as fleeces and caps are also available.

All items of clothing need to be marked with the child's name. All lost property is kept in a container in the school hall until the next Half Term.

10.6 Jewellery

For health & safety reasons, only stud earrings and a signet ring should be worn. These must be removed for PE or studs covered with plasters. We cannot guarantee the safety of jewellery and all other jewellery should be left at home. We cannot accept responsibility for loss.

10.7 Mobile Phones

Mobiles Phones are only allowed in school if a permission form has been completed by parents. Mobile phones are kept in a secure place by the class teacher for the duration of the day. Any mobile phones bought into school are done so at pupils own risk.

10.8 Punctuality and Attendance

It is essential that pupils attend school on time every day. Pupils should arrive at school at 8.50 am so that they are ready to line up and enter school at 8:55 am. Registration starts at 9.00 am promptly. If your child is late for school, they must be taken to the main building and the Late Book signed.

All Foundation Phase pupils must be accompanied to and collected from school by an adult.

Pupil attendance is of high importance and closely monitored through school systems. Schools in Torfaen are directed by the Chief Education Officer to not authorise absences for holidays taken in term time. The school's Attendance Policy has exemplar letters which are sent to parents if pupils are persistently late or absent from school. The Education Welfare Service meets $\frac{1}{2}$ termly with all schools in Torfaen to discuss all pupils' who's attendance falls below 95% or if a child is late for school on a regular basis. At the end of each term, all parents receive an attendance letter to inform them of their child's individual current attendance.

In the case where there are unexplained absences at the end of a week, a letter will be sent home to request reasons for a child's absence. It is important that these are responded to as an absence where no reason is given will be marked as 'unauthorised' in the register. Please avoid bringing your child late to school, as this will be marked as a late absence, and is also very unsettling for your child and their class.

Parents are not allowed to drive on to the school grounds to either drop their children off or to collect their children, except in cases of emergency, or in agreement with the Headteacher. **Please ensure that the school gates are kept clear at all times.**

10.9 Absence from School

Children are expected to attend school every day unless they are unwell. If your child is absent please let the office know by 9.00am so that we know that they are safe. A message should be left on the answer machine and this will be picked up by the school clerk. If we haven't heard from a parent or carer by this time we will contact parents or carers by text message to establish the reason for absence.

10.10 School Meals

Meals are cooked in the school kitchen and served in the main hall. There is an emphasis on healthy eating. Every day a hot meal is offered as well as selection from the salad bar. At present, the cost of a meal is £2.30 for infants and £2.40 for juniors (June 2017). Pupils who bring a packed lunch eat with their classmates. Children pay for their lunch daily at the till in the dining hall. The exact money should be brought in each morning. It is helpful if this is in a purse/wallet or container labelled with you child's name. Children are only able to incur a debt of up to 5 school meals before meals are stopped by

Torfaen Catering. A packed lunch will need to be provided until the debt is cleared. Infant teachers take care of dinner money so that it doesn't get lost. In the interest of safety, food and drink must be brought to school in watertight containers that are not made of glass, or in flasks with glass inserts. Healthy lunch boxes are encouraged and no fizzy drinks, crisps or sweets should be included. There are no refrigeration facilities available to store packed lunches so we encourage use of ice blocks to keep food fresh and cool.

*** Maendy is a Healthy School and we have achieved the Welsh Network of Healthy Schools Scheme National Quality Award (NQA) of Excellence (May 2017). A healthy school is one which: 'Actively promotes the physical, mental and social health of its community through positive action by such means as policy, strategic planning and staff development with regard to its curriculum, ethos, physical environment and community relations' (Welsh Government 2014).***

10.11 Free School Meals

These are available to children if a family income falls within a set scale adhered to by Torfaen County Borough Council. Application forms are available from the school office. All parents are encouraged to complete an application form if they are eligible as the school receives funding for the number of entitled pupils.

10.12 Accident/Illness at School

Minor cuts and bruises are dealt with at the school but on occasions when further medical treatment is required, every attempt will be made to contact parents first. For this reason it is essential that the school has an accurate and up-to-date record of where parents may be contacted during the course of the day. If you do not have a telephone number at home or at work you may be able to give the number of a neighbour. Please inform the school immediately if your address or telephone number is changed. In an emergency, it may be necessary to take a child to hospital. If there are any parents who object to this or who know of any allergies etc, suffered by their child they should contact the Headteacher.

10.13 Medicines

A consent form for the administration of medicines to pupils is available in the school office. Please leave medication with Mrs Bellew, the school's administrator after signing a consent form. No tablets or medicines should be kept by pupils. Children who use inhalers should have duplicates kept in school in case of emergencies. These are looked after by class teachers. A consent form with instructions for use will also need to be completed.

10.14 Medical/Dental Appointments

Please try to make medical or dental appointments outside of school hours, but do inform the school if they occur during school time. In the interest of safety, no child will be allowed to leave the school for these appointments unless he or she is collected by an adult.

10.15 Headlice

This is a problem in all schools and we try to deal with this issue as sensitively as possible. We are not allowed to check pupils' hair but if it is noticed that a child has headlice, parents will be contacted and given the option to take their child home for treatment. Letters will be sent to all pupils in the class shortly afterwards. Free treatment is available at local pharmacies.

11 EQUAL OPPORTUNITIES

The school seeks to promote equal opportunities for all its pupils, in all aspects of school life. An integral part of our Religious Education Policy and scheme of work is to ensure learning about the religions and traditions of other cultures. Children are taught to respect and value these. In this way, we hope to prepare our children to live and ultimately, work, in harmony with fellow citizens of whatever background.

Related Policies

The Governing Body has adopted a School's Equality Policy.

Pupils and Visitors with Disabilities

Maendy offers inclusive education and ensures that the needs of all pupils are catered for. The process for admissions to the school via the LA is the same for all pupils. However, parents or carers of pupils with individual needs should speak to the Headteacher prior to the start date to ensure that all necessary resources are in place. To ensure that all pupils have equal access to school facilities, the school is adapted to cater for pupils with sight impairment and for pupils requiring wheelchairs. Ramps and rails are fitted to the main entrance and back entrances of the main building, and a system is in place to give access to the 1st floor. There are also 2 designated disabled parking places.

12 SCHOOL SECURITY

12.1 Signing in

Signage and fences have been installed, restricting access to the grounds to ensure the safety of all those in site. All visitors to the school can only gain admission to the building via the main entrance, where a security intercom is installed and a Visitors' Book must be signed. Visitors are also issued with a badge which must be returned when leaving the school.

12.2 Driving on School Grounds

Parents are not allowed to drive onto school grounds. Please drop your children off outside the school. Disabled parking can be accessed by pressing the buzzer on the main gate. The gates will be opened by the school clerk who will direct you to disabled parking spaces.

12.3 Digital Consent

A digital consent form is completed when a pupil enters the school for children to be photographed, filmed, to appear on the school's web site, Youtube and Twitter, or to take part in video conferencing. It is vital that parents make their wishes known. In order for special assemblies to be photographed or videoed **all** parents of children in each class must be obtained. (see Appendix 2)

12.4 E Safety

All staff and pupils receive annual training in order to ensure that they use IT services appropriately, including the problem of dealing with Cyber Bullying. Parents' and Carers' Workshops are also held regularly and these will be advertised on the school's website and newsletter. The school has achieved the 360 eSafety Award for its very high standards. We have an e-Safety team who work together with the local community to address any online safety issues encountered.

13. ADMISSIONS

13.1 Primary

Children are eligible for admission to the nursery class at the start of the school year in which their 4th birthday falls. Some 3 year olds may be admitted if there are spare places. Children are eligible for admission to the Rising 3 class at the start of either the Spring or Summer Term if they are 3 years old and there are spaces available.

Children are eligible for admission to the Reception Class at the start of the school year in which their 5th birthday falls.

Children are eligible for admission to Year 3 at the start of the school year in which their 8th birthday falls.

During the Summer Term prior to the admission, parents and pupils of the Resource Base, Nursery and Reception class are offered the opportunity to visit the school to meet the Headteacher and the Class teacher. Pupils are normally expected to attend the school in whose catchment area they live. All

applications to attend Maendy or any other school have to be made in writing to the Admissions Officer of the Education Department, who will determine whether the school has a place.

13.2 Secondary

Transfer to secondary school occurs at the beginning of the autumn term when a pupil has reached the age of eleven. Parents of pupils in Year 6 are asked to indicate their preference as to which Secondary School they wish their child to attend. Children attending Maendy Primary School are in Croesyceiliog School's catchment area.

14. ATTENDANCE DATA (September 2016 - 21st June 2017)

	% Attendance	% Authorised Absence	% Unauthorised Absence
Year 1	95.4	3.8	0.8
Year 2	92.7	4.7	2.6
Year 3	94.5	4.0	1.5
Year 4	95.4	3.6	0.9
Year 5	95.4	3.4	1.2
Year 6	95.5	3.0	1.4
Whole School	94.8	3.8	1.4



Appendix 1

MAENDY PRIMARY SCHOOL

HOME-SCHOOL AGREEMENT

Parents and Carers will work with the school to:

- See that their child attends school regularly, is on time, is properly dressed, equipped and prepared for school.
- Follow the school procedures for attendance and punctuality avoiding family holidays in term time.
- Make the school aware of any concerns or problems that might affect their child's work or behaviour.
- Support the school policies and guidelines for behaviour.
- Support the school and encourage their child to follow school's healthy eating policy.
- Support their child with his/her homework and other opportunities for learning at home.
- Attend parent's evenings/consultations and discussions about their child's progress at school.
- Consult with the class teacher involved and follow the correct complaints procedure if problems arise concerning their child.
- Encourage their child to be responsible and look after his/her own things and school property.
- Support the school's guidance on acceptable use of ICT in school and at home
- Complete the consent form of their consent for photographs and filming.

I, the parent have read the document carefully and wish to support my child's education through the Home-School Agreement.

Signature Parent/Carer

Child's Name Date

The Headteacher agrees to support you and your child with all of the above procedures

Signature Headteacher Date.....



MAENDY PRIMARY SCHOOL
Wayfield Crescent
Northville
Cwmbran
NP44 1NH

Headteacher: Mrs J Cresswell
Telephone : (01633) 483168
E Mail: head.maendyprimary@torfaen.gov.uk
Web Address: maendyprimary.co.uk

Dear Parent/Carer

Digital imagery is an exciting new medium which can motivate and inspire pupils and we will be using Twitter, YouTube and our Website to share and celebrate our pupils' achievements, school events and as a way of communicating more efficiently.

Although the associated risks are minimal, schools have a duty of care towards pupils. Maendy recognises the need to ensure the welfare and safety of all young people. In accordance with our child protection policy, we will not permit photographs, videos, names and work of pupils to be published for external access without the consent of the parents and pupils involved.

Maendy will take all necessary steps to ensure that any images produced are used solely for the purposes for which they are intended. Photographs may be used in our printed publications for display around the school, in school policies and as teaching resources within the curriculum. Video clips, photographs and work may be used as teaching aids within the curriculum and for staff training and educational purposes at both local and national level.

Please complete, sign and return this form to Mrs J Cresswell at Maendy Primary School.

I give consent for the following to be used upon the school's website, Twitter feed, YouTube channel and as described above:

- Pupil's first name
- Copies of pupil's work
- Photographs of pupil
- Videos of pupil

Name of pupil:

Parent Signature Date:

Copies of policies relating to the use of photographs and videos can be viewed on our website.

Yours sincerely

J CRESSWELL

HEADTEACHER