



GLASLLWCH PRIMARY SCHOOL
Ysgol Gynradd Glasllwch

Handbook for Parents

2013-2014



Glasllwch Primary School
Ysgol Gynradd Glasllwch

Motto and Vision

"Today's Learning for Tomorrow's Stars"

Our vision is for this school to be...

... a centre of excellence at the heart of the wider community; where the natural curiosity and voice of each individual is valued, nurtured and encouraged to flourish in a safe, secure, happy and stimulating environment enabling everyone to develop high self esteem and to reach their full potential.



'Today's Learning For Tomorrow's Stars'

Aims

- To provide a safe environment where everyone feels happy and secure.
- To teach a broad, balanced and appropriate curriculum, including the National Curriculum / Early Years Curriculum, enabling all children to achieve their full potential.
- To provide a stimulating and challenging learning environment in order to develop each child's natural curiosity into a lifelong desire to learn.
- To develop each child's moral and spiritual well - being and to promote tolerance and mutual respect.
- To promote positive behaviour and independence.
- To foster in each child a positive self-image and high aspirations for oneself.
- To develop in each individual the skills, attitudes and beliefs needed to become life long learners and to promote a learning community.
- To develop in each child an awareness of their position in the wider world and their responsibility for global citizenship, beginning with caring for the local environment and considering issues of sustainability.
- To promote an active and healthy lifestyle through encouraging children to adopt a healthy diet and exercise.
- To promote the individuality of all our children ensuring equality of opportunity for all irrespective of race, religion, gender, ability, physical or sensory impairment or social background.
- To provide children with opportunities to develop bilingualism, encouraging the speaking, reading and writing of Welsh as well as the knowledge and awareness of Welsh culture and heritage.
- To ensure the development of all staff in order to meet the demands of the school curriculum and to fully realise the potential of all those who work in and on behalf of our school.
- To work in partnership with children, parents, governors, the L.E.A. and the wider community.
- To ensure continuity and progression both within and across key stages including liaising with feeder schools as appropriate.

Dear Parents,

On behalf of myself, the Governors, the staff and the pupils, I would like to welcome you to Glasllwch Primary School.

This brochure has been produced to give you an insight into life at Glasllwch School. It provides you with information about the routines, organisation and the curriculum.

It is our aim to create a stimulating, secure, happy and caring environment of which you and your children will become an integral part. The partnership between home and school is vital if children are to flourish. It is through this partnership and working together in an atmosphere of mutual respect and support, that we can provide the best for our children in order that they may be happy, enriched and reach their full potential.

We are very proud of our school and all of our children. Our high standards and high expectations guide us towards the vision we hold of our school as a 'Centre Of Excellence.'

I hope you will find this information useful. We look forward to working with you and your children.

Mrs. C. M. Jackson.
Headteacher.

THE SCHOOL

This school is classed as a County Primary School, and accommodates children from the ages of 4 to 11. The full address is:-

**Glasllwch Primary School,
Melbourne Way,
NEWPORT,
South Wales.
NP20 3RH.**

Telephone: 01633-266398

Fax: 01633-252264

E.mail Address: glasllwch.primary@newport.gov.uk

Web site: www.glasllwch.org.uk

The school is under the jurisdiction of the Newport Local Education Authority. Any correspondence to them should be addressed to:-

**Mr. James Harris
Chief Education Officer,
Education Department,
Civic Centre,
NEWPORT,
South Wales,
NP20 4UR.**

Telephone: 01633-656656

Systems Leader - Mrs. E. Wilmott Fisher

GOVERNORS

In common with all schools in the authority, Glasllwch has its own set of *Governors*. They meet approximately twice a term, and are made up of Authority Representatives, Parents, Teachers and Co-opted *Governors*. Elections for Parent Representatives are held periodically, and all parents have the right to vote, and to stand for election if they choose.

At present the Chairman of the *Governors* is:-

Mr. S. Morris

Telephone: 01633-257428

Vice Chairman:-

Mrs. S. Ball

Telephone: 01633 - 266672

Other Parent *Governors* are:-

Mrs. Shelley Zhu Henderson

Telephone: 01633-766260

Mrs. Kathleen Middleton

Telephone: 01633-672849

Mr. Shafiq Mohammed

Telephone: 016330-253971

Mr. Simon Morrish

Telephone: 01633-262283

Other members of the Governing Body are:-

Mrs. C. M. Jackson	Headteacher
Mr. G. Jones	Teacher representative
Mrs. C. Fitzgerald	Non-Teaching Representative
Cllr. M. Evans	L.E.A. Representative
Mrs. R. Jones	L.E.A. Representative
Mrs. S. Ball	Co-opted Representative
Dr. J. Birchall	Co-opted Representative
Mrs. A. Ferris	Co-opted Representative
Mr. S. Biggs	Governor Support
Mrs. J. Munslow	Non-voting member

SCHOOL HOURS

The opening hours are as follows:-

Mornings

Infants: 9.00 am - 12.00pm (break 10.30am - 10.45am)

Juniors: 9.00am - 12.20pm (break 11.05am - 11.20am)

Afternoons

Infants: 1.15pm - 3.15pm

Juniors: 1.15pm - 3.30pm

Parents are advised that their children should arrive no earlier than 8.50am. Doors will be open from this time for the children to filter into their classrooms where their teachers will settle them for the school day. Lessons officially start at 9.00am promptly. It is vital that all children are in school and ready to learn at this time. Children arriving at school after 9.00am must come through the main entrance.

At certain times, children may have 'after school activities'. Parents will be notified about the finishing times of these activities and permissions slips will need to be signed.

Holiday Dates 2013 - 2014

Autumn Term	Monday 2 nd	September	-	Friday 20 th	December
Half Term	Monday 28 th	October	-	Friday 1 st	November
Spring Term	Monday 6 th	January	-	Friday 11 th	April
Half Term	Monday 24 th	February	-	Friday 28 th	February
Summer Term	Monday 28 th	April	-	Monday 21 st	July
Half Term	Monday 26 th	May	-	Friday 30 th	May

School closure days for INSET:

Thursday 3 rd	October
Friday 4 th	October
Friday 24 th	January
Thursday 22 nd	May
Monday 21 st	July

May Day

Monday 5th May 2014

STAFF

The school has a staff of eight teachers, eleven teaching assistants, one office manager, one site manager, cleaners employed by AJS Cleaning Contractors as well as the Headteacher.

They are:-

HEADTEACHER

Mrs. C.M. Jackson

DEPUTY HEADTEACHER

Mrs. J. Munslow

TEACHERS

Mrs. J. Jones	-	Reception
Miss. E. Templeman	-	Year 1
Miss. E. Mogridge	-	Year 2
Miss. M. Gaunt	-	Year 3
Mr. N. Hall	-	Year 4
Miss. R. Cornelius	-	Year 5
Mr. G. Jones	-	Year 6

TEACHING ASSISTANTS

Mrs J. Ash
Mrs C. Barry
Mrs C. Fitzgerald
Mrs F. Griffiths
Miss R. Jenkins
Miss R. Mears
Mrs S. Mitchell
Mrs E. Parker
Mrs S. White
Miss N. Morse
Miss E. Jenkins
Miss M. Murray
Mrs L. Jones

OFFICE MANAGER

Mrs. J. Evans

SITE MANAGER

Mr. S. Cullen

CLEANERS

Employed by AJS Cleaning Contractors

THE SCHOOL ACCOMMODATION.

Glasllwch Primary School is situated on Melbourne Way, in a residential area of Newport, on the outskirts of Newport Town Centre.

The school was opened in September 1957 and comprises of the main school building surrounded by relatively extensive grounds.

The building is divided into three main areas which lead off from the multi purpose central hall area. The area towards the back of the school houses the infant children in three classrooms. Each of the other two areas has two classrooms, housing Years 3, 4, 5 and 6. These areas of the school also have outside working areas for small group activities. The area outside Years 5 and 6 houses a music room area which is also used as a changing room for the children for P.E. and games.

The school grounds have been developed to provide a variety of outdoor learning environments for the children. These include an outdoor classroom, a story circle and story teller's chair, a Japanese Garden, timber trail and climbing wall.

The woodland area in the corner of the school field is well established as our Forest School. It comprises of a log circle, log cabin and a wildlife area.

Each of the infant classrooms has an outdoor area used for outdoor learning. These areas contain play equipment and have a garden with planting boxes and a pond.

Play-times

The school has one yard which is used by all the children in the school at playtimes. Playground markings and activities are set up for the children to play. The P.T.A. has purchased an outdoor canopy and picnic tables providing a quiet area for the children.

During the fine weather children use the field to play on. The school grounds are enclosed and there is no public right of way through them. The children are well supervised when on the yard or the field; their safety and well-being is of paramount importance.

School Security.

At 9.00am. each day the school doors are locked and entry for visitors is only possible through the main entrance. The main school door is also locked with entrance gained only by an electronically operated system. All visitors are required to come through the main entrance and to report to the office. They are required to sign in a visitor's book on entering and exiting the building. Parents who pick up children from school early for medical appointments must sign out in a designated book.

For safety reasons all doors can be opened easily from the inside.

Admissions Policy.

Newport City Council is responsible for all admissions to Glasllwch Primary School. Full details of the admissions process, including application forms for admission, should be obtained from Newport City Council at www.newport.gov.uk/schooladmissions or by ringing the City Contact Centre on 01633-656656.

Absence.

In the case of absences parents are asked to telephone to inform school before 9.30am. You are respectfully requested to arrange medical appointments outside of school hours. Time off in term time for family holidays is not an entitlement and permission must be sought from the Headteacher. School strongly discourages parents from taking holidays during term time as this has a detrimental effect on learning. Absence or holiday request forms are available from the office and permission must be sought in writing in order for us to account for pupils absences.

The Headteacher is notified by class teachers if there is a continual absence by children or persistent lateness. The headteacher will then contact the parents to seek to remedy this. If it persists the Educational Welfare Officer is involved. The job of the E.W.O. is to help parents and the Local Education Authority meet their statutory obligations on school attendance.

Attendance.

Regular attendance at school is vital to ensure continuity, development and progression in education.

Children are expected to attend school every day, punctually, unless there is a valid reason for not doing so.

Morning school begins at 9.00am. Teachers are on duty in their classrooms at 8.50am when children can filter in. Parents are asked to ensure that children do not arrive in school before this time.

For the infants, the school day ends at 3.15pm. The children are brought out onto the yard by the class teachers and are handed over to the parents or an arranged adult. No infant child will be allowed to go home alone. No infant child will be handed over to an unknown adult. School must be notified if there is a change in arrangements in the person picking your child up at the end of the school day. After handover, parents are responsible for their children and their safety.

Junior children finish school at 3.30pm. It is advised that parents or a designated adult accompanies your child to and from school. We strongly advise that children do not walk to school or go home alone.

It is the responsibility of parents to see the children across the road safely.

If your child needs to leave school early, you must inform the class teacher or telephone the office stating the reason. Children must be signed out by their parents in a designated book kept in the office.

It is our aim to increase the attendance levels of pupils. During the Year September 2013 - August 2014, our target for attendance is 96%.

Unauthorised absence is absence that has not been approved or adequately accounted for. School monitors lateness and absence very closely. Children are rewarded for full attendance at the end of each term in celebration assemblies.

Lunch Time Arrangements.

At lunch time children are cared for by a team of teaching assistants. The infant children have lunch at 12.00. If children are going home for lunch they will need to be picked up from school at 12.00 and they will need to be back in school at 1.15pm.

The junior children have lunch at 12.20pm. and start the afternoon session at 1.15pm.

Change of Address.

Please ensure that school is notified of any change of address, telephone number or emergency contact numbers, immediately they occur.

Pupils with Disabilities.

The school has a multipurpose toilet, situated in the reception area. This toilet is unisex and allows for wheelchair access. The school has been modified to allow for wheelchair access to the side of the building, through the Year 5 classroom. Movement around the school is limited to the Year 5, Year 6 and reception area of the school. Access across the school yard into the school hall and into the three areas of the school has also now been developed using ramps.

Equalities

OUR VISION FOR EQUALITY AND COMMUNITY COHESION

We seek to remove barriers to learning with imaginative curriculum delivery that will use the best of innovative educational practice and enterprise to transform learning and teaching. We seek to provide an inspirational learning environment based on a personalised style of learning. Learning is at our core and we believe it will broaden horizons, raise aspirations and enhance students' self-confidence as successful learners, both now and in the future. Students will have every opportunity to achieve standards that match their potential and to gain successes as effective lifelong learners. We are committed to equality of opportunity and access for all our learners and to eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equalities Act 2010. We further recognise the 9 protected

characteristics as detailed in the Act. We will advance equality of opportunity between all learners and foster good relationships between all our learners and our stakeholders.

We encourage children to discuss, debate and share issues relating to disability, gender, race, sexual orientation and to respond to issues raised in books or as a result of any incident.

Children for whom English is a second language are supported by G.E.M.S. (Gwent Multi-Ethnic Service). This support helps these children to access the curriculum effectively.

Resources in school are monitored to ensure they reflect the multi-ethnic nature of our society.

Additional Learning Needs.

At Glasllwch we recognise that all children have the right to access a broad, balanced and relevant curriculum. All teachers have children with additional needs in their classes.

All staff attend in- service training in aspects of additional needs and the statutory Code of Practice in order to continually update and enhance their expertise.

Careful monitoring and assessment procedures ensure early identification of children with additional needs. The class teacher, Additional Needs Co-ordinator and Headteacher liaise to discuss causes for concern. Parents are informed and if necessary, parental permission is obtained for referral to the outside agencies.

Pupils with statements of additional learning needs, some of whom may have physical or learning disabilities, are integrated into mainstream classes. These pupils have full access to the curriculum. They receive additional support from our support staff as well as differentiated work from the class teacher. Occasionally there is a need to enlist external support agencies to help with particular pupils. Parents are informed before this happens.

Statemented pupils follow Individual Learning Programmes within the context of mainstream classes.

School Organisation.

The school is currently divided into seven classes, one class for each year group. All classes are made up of single age group pupils.

Transfer To High school.

At the end of the Summer Term Year 6 transfer to High School, depending on the catchment area that they live in. Our feeder High School is Duffryn Comprehensive, although many of our children transfer to Bassaleg or St. Josephs Comprehensive Schools or go on to private education such as Rougemont or St. Johns.

Forms on which parents declare their preference are sent to school in October / November of each year.

We have developed close links with all feeder schools to ensure a smooth, happy transition from primary to secondary school life.

As Duffryn High is our feeder school, teachers from the high school work with our year 6 teacher. A bridging unit for maths has been developed to ensure continuity and progression from the primary phase to secondary. Children from year 6 spend a workshop day at Duffryn School and parents are invited to the school to look around, meet the teachers and the Headteacher. School records and assessments are forwarded to the high schools to ensure continuity.

Children who are due to transfer to one of the other comprehensive schools also spend a day there, getting to know the school, staff and routines. Parents evenings are also held.

Curriculum and Teaching and Learning.

Foundation Phase Education.

Many of our children start school before they are five years old. This group of children are referred to as Foundation Phase Children. They follow a Foundation Phase curriculum. The Foundation Phase curriculum is about the child. It is concerned not only with the content but also with the context of the learning. The process is as important as the outcome.

Young children learn most effectively when they are actively involved in first hand experiences. Educational provision for young children at Glasllwch is centred on the child. We aim to make the new Reception child's entry into school life a happy and exciting experience.

The New Admissions Handbook and Foundation Phase Policy outlines the procedures and Educational Programmes for the new Reception Intake.

The school curriculum is concerned with the development of the whole child with regard to their intellectual, social, physical, moral and spiritual development. We value every stage of each child's development and build on the knowledge, skills, concepts and experiences that they have throughout each year. In this way, we hope to prepare them for adult life and the responsibilities and experiences that this brings.

Thus the curriculum is not only concerned with the formal programmes of learning as set out in the National Curriculum, but with relationships with one another, interaction, self - image and discipline. We are concerned with children as a whole, as individuals and as members of society, having certain rights and privileges, responsibilities and duties.

We endeavour then, to provide experiences and activities that will enable our children to develop fully and in an all round way.

We provide a curriculum that is:

- **Broad** - ensuring a wide range of learning opportunities across a range of subjects.
- **Balanced** - ensuring that all areas are given the correct time allocation to allow coverage, using a variety of teaching approaches and strategies.
- **Relevant** - ensuring appropriate development of knowledge, skills and understanding relevant to the child's age, aptitude and ability.
- **Differentiated** - ensuring that full access to the curriculum is established for all children. There must also be continuity and progression in each child's learning and development.
- **Creative and Pupil Voice** - ensuring the natural curiosity and voice of each child is valued - impacting on how they want to learn, what they want to learn and how they want to record their findings.

The core curriculum encompasses English, Mathematics, Science and Information Communication Technology. The foundation curriculum encompasses History, Geography, Design Technology, Religious Education, Physical Education, Art, Music, Welsh, P.S.E. (Personal, Social, Education). E.S.D.G.C. (Education for Sustainable Development and Global Citizenship), Healthy Living and S.E.A.L. (Social, Emotional Aspects of Learning).

The Government has provided schools with revised statutory guidelines in the form of programmes of study. From these, teachers plan detailed programmes of work with built in ongoing assessment, careful record keeping and monitoring and evaluation at all levels. Such measures ensure continuity, progression and development. All teachers are responsible for the teaching of the children in their classes. They also exercise a management role within Subject Leader Teams; each team having responsibility for a number of curriculum areas. They work on policy documentation and schemes of work, monitoring, evaluating and amending as necessary. They work closely with colleagues, lending support and offering advice. All staff contribute to the School Development Plan which is the driving force of the school in terms of identifying priorities for school improvement.

For each subject there are programmes of study which set out the skills and range that should be taught to children in each age group. Together with skills progression, documentation, termly projects are identified by class teachers which allow learning to be contextualised in a creative and stimulating way. These ensure that teachers and parents are clear about what children should learn and what standards of achievement are expected of them throughout their school careers.

We have very high expectations at Glasllwch and strive towards being a 'centre of excellence' where every child achieves their full potential. Every child must be valued and achieve success. We strive to develop children as confident individuals with a positive self image and enquiring minds.

Within all lessons, there will be opportunities to develop bilingualism. Teachers use incidental Welsh when giving instructions and praise and introduce some subject vocabulary.

Children are encouraged to use Welsh words and phrases in lessons and around the school.

Learn to think.....Think to learn

Glasllwch Primary School is a learning community where Thinking Skills lie at the heart of effective teaching and learning. We are committed to providing all children with the opportunity to develop thinking strategies across the curriculum. We encourage all children to think reflectively, critically and creatively about their learning and to demonstrate independent and cooperative learning skills. Our approach to learning generates high levels of achievement as well as excitement and enthusiasm for learning.

The staff of Glasllwch Primary School use a range of tools to support children's learning; these include Thinking Maps and Habits of Mind.

Thinking Maps

Thinking Maps are a set of 8 visual tools used to teach universal thinking processes. They were originally devised by Dr David Hyerle. Thinking Maps are used for the explicit teaching of cognitive skills and can be transferred into all areas of the curriculum. At Glasllwch Primary School children from Reception through to Year 6 use Thinking Maps to support their learning.

Habits of Mind

"Habits of Mind are the characteristics of what intelligent people do when they are confronted with problems, the resolutions of which are not immediately apparent." Art Costa

The Habits of Mind are a collection of 16 dispositions identified by Professor Art Costa. A Habit of Mind is knowing how to behave intelligently. A Habit of Mind is knowing what to do when we are unsure or unclear of the next step or when we DON'T know the answer.

At Glasllwch Primary School we believe 21st century learning is not about gathering information but about knowing how to act on it, knowing what questions to ask of it and being able to think critically about its content and origin. The Habits of Mind give children the behaviours that shape effective inquiry and encourage independent learning.

In school your child will be encouraged to use the Habits of Mind to help them develop their capacity to learn across all elements of the curriculum. They may be awarded House Points or a Habits of Mind certificate in Celebration Assembly for demonstrating their capacity to learn.

More information about Thinking Maps and Habits of Mind can be found on our website. Just click on the button 'Our School' followed by 'Thinking School'.

Community

The children make use of visits and visitors to develop their skills and studies further and to provide quality learning experiences and opportunities.

Information Communication Technology.

The school is well equipped with computers all linked to the internet and to a Newport intranet system. We also have interactive whiteboards in every classroom in school to assist with the teaching of ICT skills and to enable the teaching of other curriculum subjects through ICT. We also have a class set of laptops and a class set of learn pads. These are used by year groups across the school to develop ICT Skills through a project approach.

Each classroom has a library area which is well stocked with reference books

Use is also made of the Schools Library Service. We borrow books on a termly basis to supplement both fiction and non-fiction books in school.

'Book Fairs' are held once a year for 4 days. This will give children and parents an opportunity to browse and purchase good quality poetry, fiction and non - fiction books.

Music and The Arts.

In music children are given the opportunity to develop their performing, listening and appraising talents as part of the music curriculum. All children are also involved in singing practices. As children move through the school, they are given the opportunity to learn to play the recorder. Peripatetic tuition is also offered in brass, strings, woodwind, percussion and guitar. Children are encouraged to participate in the school orchestra.

Art and design are important as an early form of communication. Children are encouraged to develop their talents into Creative Art and Design. Children are given opportunities to work with visiting artists and to take part in art workshops outside school.

Physical Education and Sport.

Regular lessons in dance, gymnastics, drama, games and skills with small apparatus, take place as part of Physical education in school. All children must take part unless they suffer from a disability that prevents them from doing so. A written request for exclusion must be sent to the Headteacher.

Children are also given opportunities to develop their skills further in after school clubs.

School sports days are held each year in the summer term.

Swimming.

School runs a three week swimming course for an hour a day for all children in Year 3. The children are taken, by coach each day to Newport International Sports Village.

A voluntary contribution is requested to cover the cost of the pool, the coach, the instructor and the life guard. Children who can swim already are taught more advanced skills. Awards and certificates achieved during this course are given out at the end of the year.

Religious Education.

Religious Education is based on the National Curriculum and the County Agreed Syllabus. It is compulsory for all children, as is attendance at Assembly, unless parents request that their

children be excused from these activities. You are requested to discuss this matter with the Headteacher before any exclusion procedure is implemented.

Infants and Juniors meet together in whole school assemblies three times a week and for separate assemblies twice a week. The Friday assembly is a special celebration occasion when children's achievements and attainments are shared.

Assemblies are non - denominational in character. Stories, festivals, songs and prayers are utilised to develop understanding, tolerance and caring within our school family and community.

Welsh Education.

The learning of Welsh is compulsory, under the guidelines of the National Curriculum. The children begin to learn Welsh in the Infants with simple words, phrases, commands and songs. They continue to build on their knowledge and use of both spoken and written Welsh as they move through the Juniors. We also celebrate our Welsh culture and heritage across the curriculum.

Sex Education - Adolescence Talk

Schools are now required to provide elements of Sex Education. Governors at Glasllwch have agreed a policy on Sex and Relationships Education and it is integrated into a cross - curricular programme of science and personal, social and health education.

The school nurse visits on a regular basis and talks to the Year 5/6 pupils on bodily changes. Parent's permission is sought.

School Uniform.

The school has a uniform, which all children wear, we feel it has many advantages. We would request that all children wear this uniform.

Boys - Grey trousers, purple sweatshirt, gold polo shirt, grey socks and black shoes.

In the summer, grey shorts and gold polo shirts would be most welcome.

Girls - Grey skirt or pinafore dress, purple sweat cardigan, gold polo shirt, white socks or grey or purple tights and black shoes.

In the summer, yellow or purple gingham dresses can be worn instead. The purple sweatshirts / cardigans, gold polo tops and gingham dresses can be purchased from Trutex Schoolwear, 26 Cambrian Road, Newport, tel: (01633) 222261 and The Kit Crew 11 Oaklands Drive, Monmouth, South Wales NP25 5DT telephone no: 01600-712738 web site: www.thekitcrew.co.uk, email: sue@thekitcrew.co.uk. Gingham dresses are also available from a number of the large stores.

Bags should be of a reasonable size because of limited space in cloakrooms. Please label all your child's clothing and equipment with their full name. *We prefer younger children to wear shoes with buckles or Velcro - and not laces.

P.E. Kit.

All the children in the school have P.E. once or twice a week. It is vital that children take part in this activity. All children obviously need kit to change into.

Infants.

Boys and Girls - Navy blue or black shorts and a white T-shirt. Plimsolls for use outside.

For very young children elastic-fronted plimsolls are very useful, as they obviously avoid endless tying of laces!

Juniors.

Boys and Girls - Navy blue or black shorts, white T-shirts for P.E, white socks and trainers will also be required for games and dance. They will also need a blue track-suit or jogger for wearing outside when the weather is colder.

Extra Curricular Activities.

The school offers a wide range of extra curricular activities throughout the year. They may change according to the time of the year. These activities usually take place after school. They include:

- athletics
- baseball
- choir
- cricket
- dancing
- discovery (bible) club
- football
- homework club
- netball
- newspaper club
- orchestra
- radio club
- recorders
- rugby
- safe cycling
- tennis

The school is very proud of its sporting and musical traditions and we hope that all children new to the school will benefit at some stage.

Discipline.

We have high standards and high expectations of good behaviour at Glasllwch and are sure that parents will share these with us. We will encourage children to be well mannered, courteous and to show respect for other people and property. Our children will be encouraged to be tolerant, patient, kind, understanding and caring. Children will be expected to co-operate with each other and with teachers and other adults. The partnership between home and school is vital in reinforcing these values and standards.

We have a very clear set of rules, rewards and consequences which are set out below.

Our School Rules.

- Follow instructions the first time
- Listen to the chosen speaker
- Keep your hands, feet, objects and unkind words to yourself
- Look after property and our environment
- Speak in a polite and appropriate way.

Rewards.

- Smiles and praise
- Class rewards
- House points (juniors)
- Stickers / Stars
- Certificates
- Well done letter home
- Visit Headteacher

Consequences.

- Point out child is doing something wrong
- Verbal warning
- Time out
- Discussion with teacher
- Loss of free time / privilege
- Note home from teacher or verbal contact with parent
- Sent to Headteacher
- Headteacher to contact parents.

Should the behaviour of a child cause concern, parents will be contacted so that the school and home can work together in dealing with this matter.

Property.

Children should limit the property that they bring to school to the minimum please. Many children wear watches obviously, but we would ask that no other items of jewellery are worn. The same rule applies to toys and games. These should only be brought on days especially set aside for those purposes.

Exceptions to the rule are the occasions when children like to bring a variety of items to show in their class or even perhaps in assembly. We have a very caring and careful group of children in this school and items very rarely go missing, but we can unfortunately accept no responsibility for either loss or damage to such items.

Finally, many children have their ears pierced, and we would ask that only studs are worn in ears. Rings are extremely dangerous in the school environment, and must not be worn under any circumstances.

School Meals.

School meals are cooked each day at the school, they are served to the children by two canteen assistants. During lunch times the children are looked after by a team of teaching assistants.

For children who order a school lunch, For those who do not eat meat an alternative vegetarian dish is also provided. If your child needs a special dietary requirement e.g. Diabetic, Halal etc. please write a letter to Mrs Evans who will keep a record on the dinner registers.

If children do not want a school meal they can bring sandwiches from home. To help plan your child's meals, the weeks menu is posted in the hall. Menus are also sent home, if you misplace the menu one is available from the office on request.

Meals cost £2 per day for Infants and Juniors. They should be ordered on a Monday in advance for the following week, if your child is ill on a Monday we will need the order and money by 9.30am on a Tuesday. If the order is not sent in then your child will need to bring a packed lunch to school for the following week. The orders and money are collected by Chartwells, if you have paid for a dinner and your child is ill when you send in the order form for the following week write on it to let Chartwells know and they will credit your child with a dinner.

Any enquiries about dinners or dinner money should be addressed to Chartwells and sent to the school office. If you pay by cheque please make it payable to Chartwells, if you pay by cash the correct money should be sent in as no change will be given.

Where sandwiches are brought to school, no glass bottles or cans are allowed. Please make sure that all lunch boxes and flasks are clearly labelled.

Play Time Snacks.

Most children bring a small snack to eat at playtime. Fruit or cut up vegetables and a healthy drink are allowed.

Water on Desks.

All children are encouraged to bring plain water in a sports capped bottle to keep on their desk and drink throughout the day.

Homework.

All children will receive homework in Glasllwch. The amount will vary as they move through the school. However, we also believe that if a child works hard in school during the day, then they are entitled to some relaxation in the evening. They will not therefore have nightly homework, nor will homework be set one night ready for the next day.

In the infants reading books will be sent home each week together with reading diaries. Targets for children to work on will also be sent home. These may be linked to language,

mathematics, social or physical targets. Friday is homework day, when children will be given specific homework tasks to be done over the weekend. Activities linked to topics or individual need may also be sent. Once children enter the juniors, reading books will continue to be sent home, and spellings and tables practice will continue. On top of this however, children will be set a more formal piece of homework to be done in a Homework Book. This will usually consist of Maths or English. Projects are also set for older children from time to time.

Finally we consider it reasonable that, on occasions, children who have not completed work in school, will be asked to finish it at home.

Home School Links.

The partnership between home and school is vital if children are to flourish and to reach their full potential. We have an open - door policy at Glasllwch and value the support given by parents in the education and guidance of our children.

Formal home school links are strong with regular parent's evenings and curriculum workshops. In addition we welcome parents into school to help out in the classrooms or around and about school.

The schools Home / School Agreement is distributed to new parents on entry in the Autumn Term.

A number of activities involve the wider community. There are frequent visitors to school and the children are taken out into the community to enhance their learning.

Parent / Teacher Consultations.

Formal parent consultations are held twice a year, once in the Autumn Term and once in the Spring Term.

Teachers or the Headteacher are available at the end of most days to talk to parents if there are any concerns.

Newsletters.

Curriculum newsletters are sent out at the beginning of each term by the class teachers. These outline work to be covered during the term so that parents can support their children's learning at home.

Concerts.

Parents are invited to join with us for celebrations and concerts throughout the year. Such events include, Harvest, Christmas concerts, poetry recitals, musical evenings and end of year concerts.

Reports.

Formal reports on children's progress are sent out in the Summer Term. Targets are set and parents who wish to do so are invited to discuss these with the class teachers.

Charging and Remissions Policy.

During the year, we make arrangements for a variety of outings. Some of these outings are educational and some are simply for enjoyment. We endeavour to keep the cost of these outings to a minimum. The cost is of necessity passed on to parents, but as the contributions are voluntary, please contact me if you find the amount being asked is too much. No child will be excluded from an outing on financial grounds.

Permission is also sought from parents to allow their children to go on visits. This takes the form of a pro-forma at the bottom of the information sheet. This needs to be returned before the outing please.

Glasllwch P.T.A.

The school has a very active P.T.A. They organise a variety of activities such as Craft Fairs, Dances, Quizzes and other social events. They also arrange activities particularly for the children, and a superb Summer Fair annually.

The P.T.A. raise money from their functions and they very generously purchase many items for the school. You will receive information on a regular basis, and the Annual General Meeting is held in September.

Complaints Procedure

There are many rules and regulations to which schools and their teachers are subject. Should a parent feel that they have grounds for complaint, they should discuss it with the Headteacher, in the first instance.

However, if the parent feels that they have gained no satisfactory explanation they are entitled then to bring the matter to the attention of Governors. If satisfaction is still not achieved, then the Director of Education, in Lifelong, Learning & Leisure at the Civic Centre, should be contacted. A copy of Newport City Council's Customer Feedback Form is available from the school office, should you wish to report your concern.

The Headteacher would expect that parents would speak to the school before taking the matter further. Hopefully the matter can be solved satisfactorily at that point.

Thank you for your interest in our school. We look forward to working with you and teaching your child.

Mrs C. M. Jackson
Headteacher