



GLASLLWCH PRIMARY SCHOOL
Ysgol Gynradd Glasllwch

Handbook for Parents

2018-2019



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.

Our overarching aims are that all children and young people will be:

- **Ambitious, capable learners** who are ready to learn throughout their lives.
- **Enterprising, creative contributors** who are ready to play a full part in life and work.
- **Ethical informed citizens** who are ready to be citizens of Wales and the world.
- **Healthy, confident individuals** who are ready to lead fulfilling lives as valued members of society.

School 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 lifelong 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.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 child.

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

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: -

**Mrs. Sarah Morgan
Chief Education Officer,
Education Department,
Civic Centre,
NEWPORT,
South Wales,
NP20 4UR.**

Telephone: 01633-656656

Challenge Adviser - Ms Emma Willmott

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 Stephen Morris
Telephone: 01633-257428

Vice Chairman: -

Mr Simon Morrish
Telephone: 01633-262283

Other Parent Governors are: -

Mrs Beth Rice
Telephone: 01633-257975

Mrs Kimberly Anthony
Telephone: 07956-112683

Mrs Farzana Mohammed
Telephone: 01633-253971

Mrs Hannah Hamnett
Telephone: 07973-311650

Other members of the Governing Body are: -

Mrs C. M. Jackson	Headteacher
Miss R. Cornelius	Teacher representative
Mr S. Cullen	Non-Teaching Representative
Cllr M. Evans	L.A. Representative
Mrs R. Jones	L.A. Representative
Dr J. Birchall	Co-opted Representative
Mrs J. Munslow	Non-voting member
Mr D. Cox	Community Governor

SCHOOL HOURS

The opening hours are as follows: -

Mornings

Foundation Phase: 9.00 am - 12.00pm (break 10.20am - 10.40am)
Juniors: 9.00am - 12.20pm (break 10.40am - 11.00am)

Afternoons

Foundation Phase: 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 and be signed in by an adult.

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.

School Year 2018 - 2019

Autumn Term	Monday 3 rd September	-	Friday 21 st December
Half Term	Monday 29 th October	-	Friday 2 nd November
Spring Term	Monday 7 th January	-	Friday 12 th April
Half Term	Monday 25 th February	-	Friday 1 st March
Summer Term	Monday 29 th April	-	Monday 22 nd July
Half Term	Monday 27 th May	-	Friday 31 st May

School closure days for INSET:

Monday 3rd September 2018
Friday 23rd November 2018
Friday 22nd February 2019
Friday 24th May 2019
Monday 22nd July 2019

May Day Monday 6th May 2019

STAFF

The school has a staff of one Head teacher, one Deputy Head teacher, eight teachers, eleven teaching assistants, one office manager, one site manager and two cleaners.

They are: -

HEADTEACHER

Mrs C.M. Jackson

DEPUTY HEADTEACHER

Mrs J. Munslow

TEACHERS

Miss S. Martin

Mrs E. McArdell

Miss S. Edwards

Miss E. Reynolds

Miss K. Summers

Miss S. King

Miss P. Jenkins

Miss R. Cornelius

TEACHING ASSISTANTS

Mrs J. Ash

Mrs C. Logan

Mrs F. Griffiths

Mrs C. Fitzgerald

Miss R. Jenkins

Miss R. Mears

Mrs S. Mitchell

Mrs N. Goldsworthy

Mrs E. Parker

Mrs S. White

Mr M. Poyner

OFFICE MANAGER

Mrs. L. Pohl

SITE MANAGER

Mr. S. Cullen

CLEANERS

Mrs. N. Cullen

Mrs S. Dixon

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. In addition, a new, purpose built, Nursery building opened in September 2015.

The main school 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 Foundation Phase 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 Foundation Phase 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 school gate onto the yard is locked at 9:10am and remains locked throughout the day; it is reopened at 3:10pm. 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 the school before 9.10am so that your child receives the correct mark. 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 is strongly discouraged due to the detrimental effect on learning.

Absence or unavoidable holiday request forms are available from the main reception area entrance or the office. Alternatively, these forms can be found on our school website under 'Online Office'. Permission must be sought in writing in order for us to account for pupils' absences. Your child's attendance records will be checked before permission is given by the Headteacher. Failure to comply with the above will result in an unauthorised absence mark which will be noted on your child's attendance records.

The Headteacher is notified by the office or 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 Authority meet their statutory obligations on school attendance.

Attendance

Regular attendance at school is vital if children are to reach their full potential and 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 8.50am.

For the Foundation Phase (FP), 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 FP child will be allowed to go home alone. No FP 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 collected and 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 2018 - August 2019, our target for attendance is 96.5%.

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.

Punctuality

It is important that children arrive at school on time so that we can make a prompt start to the day. Please ensure that the children are in the classroom and ready to learn by 9.00am.

Children arriving at school later than 9.00am must come through the main entrance. All other doors are locked at 9.00am for security reasons. If a child is late and the registers have been taken they will receive a late mark if they arrive by 9.30am. If they arrive after 9.30am they will receive an unauthorised absence. This will be noted on your child's attendance record.

Lunch Time Arrangements

At lunch time children are cared for by a team of teaching assistants. The FP 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 ready to start the afternoon session at 1.15pm.

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

Change of Contact details

Please ensure that school is notified of any change of address, telephone number, medical conditions or emergency contact numbers, immediately as 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 Education Minority-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 (ALN).

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 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 and pupils identified as having ALN follow Individual Development Programmes within the context of mainstream classes.

School Organisation.

The school, including the nursery, is currently divided into eight 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 John Frost School (formally Duffryn High), although many of our children transfer to Bassaleg or St. Joseph's Comprehensive Schools or go on to private education such as Rougemont or St. Johns.

Forms on which parents declare their preference are available for parents in October / November of each year.

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

As John Frost is our feeder school, transition arrangements are well established with children from year 4 onwards participating in a range of activities. Children visit the high school to take part in sports, music and subject specific activities. Teachers from the high school work closely with our year 6 teachers. 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 John Frost 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 high schools also spend a day there, getting to know the school, staff and routines. Parents evenings are also held.

Curriculum and Teaching and Learning.

At Glasllwch, we provide education for children between the ages of 3 and 11. Children aged 3 - 7 follow a Foundation Phase curriculum. The Foundation Phase curriculum is concerned not only with the content of the curriculum but with the context of 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 nursery and reception children'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 Nursery and 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.

At Key Stage 2 (7-11 years) 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).

Subjects are grouped into six areas of learning and experience:

- Expressive arts
- Health and well - being
- Humanities
- Languages, literacy and communication
- Mathematics and numeracy
- Science and technology.

Cross - curricular responsibilities of literacy, numeracy and digital competence are interwoven through all areas of learning and experience.

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. Skills taken from the Literacy and Numeracy Framework, and the Digital Competency Framework, together with skills progression documentation form the basis of all planning. 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 is valued and motivated to 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 and Digital Compétence

The school is well equipped with computers all linked to the internet and to a Newport intranet system. We also have interactive whiteboards or interactive TVs in every classroom to assist with the teaching of ICT skills and to enhance the application of Digital Competency Framework skills through other curriculum subjects. We also have two sets of laptops, a set of chrome-books and class sets of iPads. These are used by year groups across the school to develop ICT Skills as well as enabling pupils to access areas of the curriculum through the use of ICT.

Books

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.

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 a range of musical instruments. Peripatetic tuition is offered in brass, strings, woodwind, percussion and guitar for which a charge is made by Gwent Music Service. Children are encouraged to participate in the school orchestra when they achieve the appropriate standard.

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

The school runs a three-week swimming course for an hour a day for all children in Year 3 or 4. The children are taken by coach each day to Newport International Sports Village.

A voluntary contribution is requested to cover the cost of transport, the pool hire, 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.

FP 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 Foundation Phase 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 staff talk 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.

Foundation Phase

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 and availability of staff. These activities usually take place after school. They include:

- athletics
- baseball
- tennis
- cricket
- dancing
- discovery (bible) - outside provider
- enterprise
- homework
- life-savers
- gardening
- Minecraft - outside provider
- netball
- orchestra
- media
- rugby
- football
- yoga/mindfulness
- drama

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, 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.

Meals currently cost £2.10 per day for all primary age pupils, the payment and ordering of **school meals** is administered via an online payment system called 'Parentpay'. The system will allow you to pay for meals using a debit / credit card on a secure website and allows you to

select what you want your child to have and on which days. Our school meals are provided by 'Chartwells', a catering company used by most Newport schools and each day there is a choice between a meat, vegetarian or jacket potato option.

Meals do have to be ordered one week in advance and more information regarding this and how to activate your Parentpay account will be provided when your child starts school.

If your child has a special dietary requirement or allergy, please write a letter to Mrs Pohl in the school office, who will keep a note on your child's records, this information will also be taken from your admission form.

Please note that if you send in a packed lunch and you have ordered a dinner you will not receive a credit as the dinner would have already been ordered with Chartwells for your child. However, if your child is off ill or on a school trip a credit will be issued.

If children do not want a school meal they can bring a **healthy packed lunch** from home, no glass bottles, cans or fizzy drinks allowed. Please make sure that all lunch boxes and flasks are clearly labelled with your child's name.

Play Time Snacks

Most children bring a small snack to eat at playtime. Fruit or cut up vegetables and water 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 FP 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.

Regular newsletters are sent out to parents and posted on the school website giving information about what is going on at school, dates of events and any items of news. Where possible we will email information to you and also a text messaging service is used to help keep you informed. 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.

Curriculum Newsletters

Curriculum newsletters are posted on the school website 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, school initiatives sharing events, 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 school if you are having difficulties with contributing in one payment.

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 sent home. This needs to be completed and returned to the office 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 Christmas and summer fetes, discos, quizzes and other social events. They also arrange other activities for the children.

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. The P.T.A. Annual General Meeting is held in October.

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 follow the complaints procedure as set out on the school website under Online Office.

In the first instance any issue should be discussed with the class teacher. If there are still concerns, then please contact the Headteacher.

If the parent feels that they have gained no satisfactory explanation they are entitled 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.

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