

PENYGRAIG JUNIOR SCHOOL SCHOOL PROSPECTUS 2017-18



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PENYGRAIG JUNIOR SCHOOL
Hendrecafn Road
Penygraig
CF40 1LW

Telephone: 01443 432072

Headteacher: Mr. D. Anstee
Deputy Headteacher: Mrs M. Francis
Chair of Governors: Mrs S Jones
Vice-Chair of Governors: Mr. J Cooke

Dear Parent,

Welcome to Penygraig Junior School, which is a Community School catering for pupils between the ages of 7 to 11 years. In the Autumn Term 2013, Penygraig Infants and Juniors became Federated Schools. Though the schools retain their own unique identity, they share one Governing Body and and this has ensured there is effective progression and continuity across each phase of education.

We are an English medium school, delivering a broad and balanced curriculum which promotes pupils' intellectual, physical and personal development. Our aim is to bring learning alive, making it exciting and stimulating. We want to give our children a thirst for learning and equip them with the skills that meet the requirements of the 21st Century.

We also attach great importance to the development of the children's social skills and seek to enable them to build relationships with other children and adults and to be sensitive to the feelings and needs of others.

We try to ensure that no child experiences failure. We assess each pupils' individual level of development and then support them in moving at their own pace towards their full potential. We work hard to ensure that pupils feel good about themselves and acquire a high level of self-esteem. If you feel successful you will always be successful.

We feel that your involvement in this process is crucial and will provide frequent opportunities to keep you informed about the ways in which we are working with your child. We are keen to have parental involvement at all levels and if you have any time to spare to come into school and work with us, you will be made very welcome.

We have been awarded our 'Phase 7 Healthy Schools' Award and this ethos permeates throughout the whole school. Our tuck shop sells fresh fruit and water every day and we encourage pupils to exercise regularly. We have initiated a "buddy scheme" whereby older children have received training to offer their peers support, friendship and time to listen.

Childhood, we would all agree, is a very special time and no-one gets a second chance at it. You can count on us to do our very best to make it as happy and productive as possible for your child.

Yours Faithfully,

Mr. D. Ainstee and the Staff of Penygraig Junior School.

PLEASE KEEP THIS PROSPECTUS IN A SAFE PLACE. YOU WILL NEED TO REFER TO IT THROUGHOUT THE YEAR

The School's Principles, Aims and Values.

MISSION STATEMENT- "Penygraig Junior School... Small enough to care- Big enough to inspire !

The Estyn Document- "A Vision for Schools in Wales in the 21st Century" states-

"We need to recognise that traditional ways of working and of structuring our schools and the time spent in them, some of which date back centuries, may not be appropriate for the world of the 21st Century".

It is our vision in Penygraig Junior School to establish the aims, values and principles which will take pupil's learning forward, alongside 21st Century Educational Ideals. We can learn from the past and together take Penygraig Junior School FORWARD into the future-

The School's Principles, Aims and Values.

Federated School Aims:

It is our vision at Penygraig Infant and Junior Schools to establish the aims and values which will take pupils' learning FORWARD into the 21st Century



F

erocious appetite for life-long learning

O

pportunities given to develop 21st century skills

R

ange of teaching styles promoting independent, enquiry based learning.

W

illingness to respect, value and be tolerant of others' beliefs and faith. Developing as an active confident citizen of Wales and globally.

A

ccess for all to an enriched curriculum where Literacy, Numeracy and ICT skills are given precedence. Pupils of all abilities are challenged and engaged.

R

ecognising the valuable contribution of parents and the wider community.

D

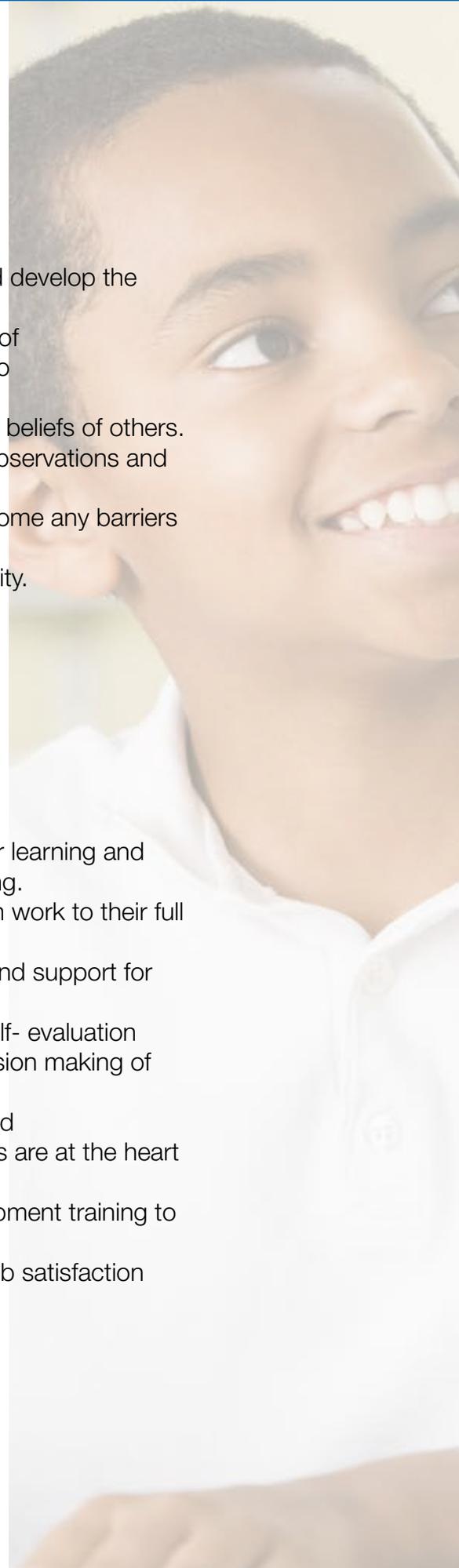
veloping stimulating learning environments both indoors and out in which all pupils are kept safe and well protected.

Overarching Aims and Values for our Pupils-To...

- Develop lively, enquiring minds, ask and answer questions and develop the skills needed to meet 21st century demands.
- Be able to work with others (peers and adults) in a true sense of co-operation, demonstrating that they are reliable and willing to persevere at their tasks.
- Show tolerance and be considerate of the needs, feelings and beliefs of others.
- Be polite and well behaved and to begin to be able to make observations and judgements about their own and others actions.
- Develop positive attitudes to school and learning and to overcome any barriers to the learning process .
- Develop independence, confidence and a sense of responsibility.

The school will achieve this by-

- Ensuring our children are in the best possible physical state for learning and have processes to identify and address any issues of well-being.
- Creating a secure, safe environment within which all pupils can work to their full potential.
- To meet fully any additional learning needs by providing care and support for pupils of all abilities.
- Encouraging a 'pupil voice' which contributes to the school self- evaluation processes and has a say in the fundamental policies and decision making of school life.
- Having strong Leadership at all levels which communicates and co-operates effectively to ensure that the interests of the pupils are at the heart of the school.
- Encouraging staff at all levels to enter into professional development training to raise personal and school standards.
- Ensuring that all stakeholders are valued and feel a sense of job satisfaction and well-being.



The School's Principles, Aims and Values.

The Curriculum will achieve this by-

- Giving a high priority to ensuring that every child is literate and numerate by the time they leave KS2.
- Allowing all talents to be nurtured and celebrated, whether artistic, musical, analytical, scientific or physical, through a broad and balanced curriculum. Providing opportunity to develop emerging technological skills and using these as a tool to enhance pupils' learning experiences.
- Encouraging high standards, where there is a high expectation that every child will be challenged according to their ability.
- Involving pupils fully in their learning and assessment processes so they are able to measure success against the objectives set and recognise the next steps which enable them to achieve their goals.

Links with parents will achieve this by-

- Encouraging parents to take an active role in their child's learning and in the life of school.
- Having significant parental participation in the self- evaluation processes and allowing parents to help set the strategic vision and direction for the school.
- Liaising with relevant parties to ensure prompt and effective resolutions to problems and also linking with outside agencies to support parents and pupils.

The School's Principles, Aims and Values.

Links with the wider community will achieve this by-

- Actively promoting the use of the school beyond school hours through our Breakfast Club and a range of out of school learning activities.
- Establish and maintain links with local schools, colleges of further and higher education, with the aim of forming Professional Learning Communities/ Networks which further enhance standard and share resources.
- Encourage volunteers from the community to share their skills and expertise with the children and staff and actively network with a range of services such as Health, Police, Fire Service etc to ensure the well being of our pupils.
- Invite a wide range of visitors including artists and musicians.
- Form strong links with employers and take part in EBP initiatives. Regularly participate in performances/ community initiatives at the Soar Community Centre.
- Link with local Churches and Christian organisations such as 'Sporting Marvels' to help promote pupils spiritual and moral development.
- Celebrate Diversity through links with VALREC.



The Moral, Spiritual and Cultural Welfare of Pupils

We are convinced that education should promote children's all round development in order to enhance their potential to become competent people in their adult and working (or non-working) lives. Parents also have a big part to play in helping pupils to achieve this. Consequently, all parents will be asked to sign a home-school agreement setting out the responsibilities of the school, the child and the home.

Our spiritual and moral development will aim to promote the values and aims we wish our school to uphold. We aim to create a positive atmosphere based on a sense of community and shared values. The moral and spiritual development of our pupils will be developed through every area of the curriculum and through the ethos of the school. Values and attitudes will be transmitted through the atmosphere of the school and the quality of the relationships within the school.

Religious education will promote spiritual and moral development but moral issues will be developed through all areas of the curriculum.

Moral development in schools needs to be based on the child's experience – the home. Therefore, we hope to build a partnership with the home and the parents will be informed about the school's values and attitudes.

Our collective worship will be planned to promote spiritual and moral development. Collective worship will take place every day for a period of not more than fifteen minutes every day. Every Thursday, an "Celebration Assembly" will be held to issue certificates to children who have performed well during that week, either in the quality of work produced, improvement in their work, for some special act of kindness or any other behaviour that we feel the child deserves praise for.

Collective worship will reflect the culture of our own country. Therefore, once a week we hold a Welsh Assembly.

Parents have the right to withdraw their child from collective worship. Please come to the school to make arrangements if this is the case.

The Physical Environment

The school was built in 1905 and consists of eight classrooms built around a central school hall. There are 4 classes with mixed age groups. However, children are set for Numeracy and Literacy across the school so that the needs of all pupils including those with Additional Learning Needs and More Able and Talented pupils can be fully met.

We are extremely proud of the development of the 'Penygraig POD' which consists of two newly furnished classrooms fully equipped with a range of emerging technological devices. Pupils develop excellent ICT skills at Penygraig and we believe we are leading the way in terms of effective use of mobile devices to enhance pupils' learning experiences and standards. This is reflected in our renewal of the NACE ICT Mark last year and our involvement in various LA network initiatives. The arrival of the POD has enabled us to push boundaries even further and inspire and motivate our pupils in the area of new technologies. Each classroom has Interactive White Boards and Apple TV to enhance this learning experience.

The POD also incorporates the school library, offering a place for independent and group research as well as 'hands-on' exploration style learning.

A further classroom houses the school dining hall and the other doubles as a staff room and Headteacher's Office.

Newly built girls toilets and our boys facilities are situated near the top entrance to the school. All cleaning and up-keep duties are ably undertaken by our school caretaker. Regular 'Spot-check' reports are also carried out by the LA.

We have three school playgrounds. Our main playground is the one to the side of the building and is large enough for children to play freely. This playground has games marked on it. These games were kindly paid for by the Friends of the School. Children also have outdoor games to use.

Alongside this area is an outdoor classroom and a grassed, garden area. Children are welcome to use this area during playtimes. The children who wish to play football use the top playground. The lower playground is utilised as a staff car park, to ease the congestion in Hendrecafn Road. It is hoped to develop the use of this playground in the near future. Parents are asked not to drive their vehicles into this area when dropping children off at school for safety reasons.



The way the school and curriculum are organised

There are approximately 116 children in the school, aged between seven and eleven years of age. There are 4 classes organised in mixed age groupings. In the mornings pupils are set for Literacy and Numeracy and this allows all children to be taught at an appropriate level, whereby pupils can succeed and achieve their full potential. Classroom work is also differentiated to meet individual needs and pupils are given the necessary support or extension work as appropriate.

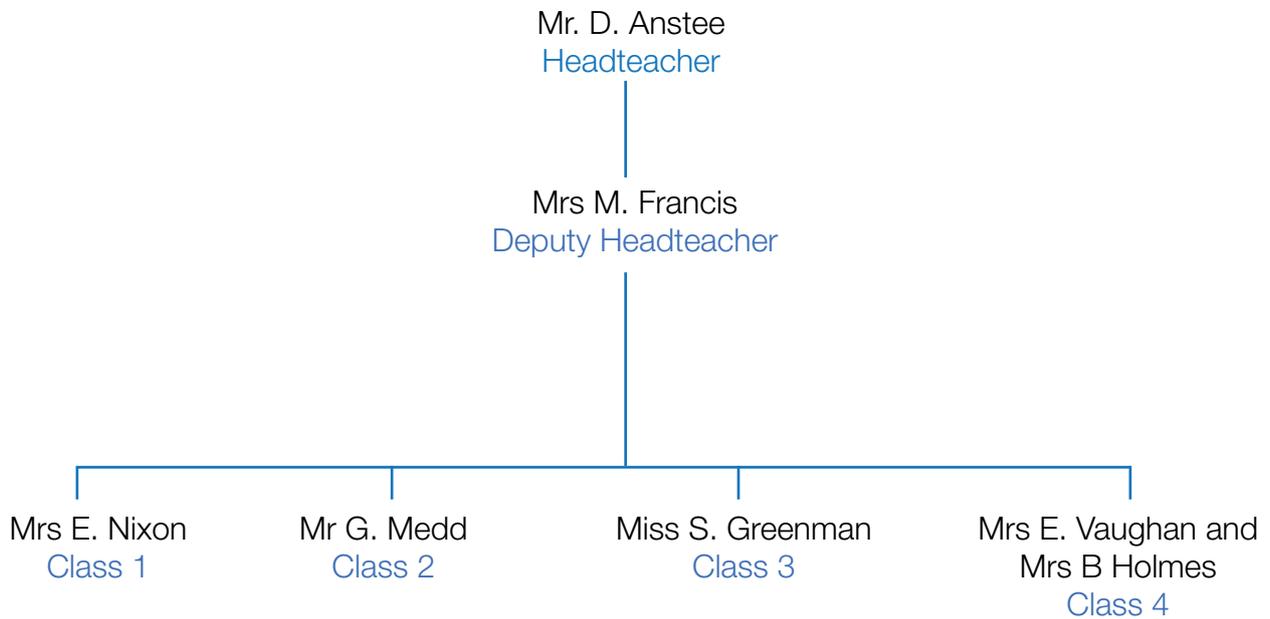
We provide our pupils with a curriculum which seeks to educate the 'whole child' as our aims and values indicate. This broad and balanced curriculum is delivered using a variety of teaching styles, for instance class teaching, group work and individual work.

The school places a great deal of emphasis on the Basic Skills of Reading, Writing, Oracy and Numeracy and our Schemes of work (such as Read, Write INC.) reflect this. We also follow a connected learning approach and we are constantly looking for opportunities for pupils to apply their knowledge and skills across the curriculum. The 'Literacy and Numeracy Framework' is used as a planning tool to develop age appropriate skills in real life, problem solving contexts across all subjects. We refer to these opportunities as 'Rich Tasks'.

The curriculum is divided into the eleven subjects of the National Curriculum and Religious Education. With the introduction of the New National Curriculum in September 2008 for Years 3-5 and September 2009 for Year 6, the emphasis changed from discrete teaching to looking for links in learning across the curriculum. This is a learner centred curriculum where pupils are encouraged to think independently. The National Curriculum is currently under review by Welsh Government.

The school is grouped for the academic year 2017-18 in the following way:

Class 1-Mrs E. Nixon
Class 2-Mr G. Medd
Class 3-Miss S. Greenman
Class 4-Mrs E Vaughan and Mrs B. Holmes
Class 5-Mrs M Francis



Non Teaching Staff

HLTA Fiona Jones

LSAs

Teresa Woodbridge
Sue Dolby
Joanne Durbin
Allison Carter
Claire Coburn
Davinia Warn

non class-based
support

Karen McGrath (Clerk)
Paul Rixon (Site manager)

What are Governors?

Governors are like a board of directors and make decisions about how the school is run. They meet at least once a term at the school.

Governors are appointed to help:

- Decide what is taught
- Set standards of behaviour
- Interview and select staff
- Decide how the school budget is spent

Governors work together. They cannot act individually.

School Governors are:

- Parents
- Teachers and non-teaching staff at the school
- Local Authority representatives
- Community representatives

Parent Governors :

- Have a child at the school
- Are elected by parents at the school
- Serve as a governor for four years

Why are parents on the Governing Body?

Parents bring the view of parents to the Governing Body but they speak and act as individuals. They do not vote for all the parents in general. They have equal status in the work of the Governing Body and voting rights.

OUR CURRENT GOVERNORS

Chair: Mrs S. Jones

Vice-Chair: Mr. J. Cooke

Parent Governors:

Miss Alyson Pugh

Mrs Katie Wood

Mrs Susan Dolby

Mrs Sali Padfield

Mrs Liana Pengelly

Headteacher Representative:

Mr. D. Anstee and

Miss Y Gardiner

Teacher Governors:

Mrs B. Holmes

Non-Teaching Staff Governors:

Mrs F. Jones

Mrs G Richards

L.E.A. Representatives:

Mrs. J. Stephens

Mr. K. Lewis

Councillor Davies

Dr E. Cooke

Mrs. Beth Thomas

Community Representatives:

Mrs. T. Cooke

Mrs K James

Mr. K. Privett

Ms Teresa Woodbridge

The school admits children from seven years of age from its' catchment area i.e. Penygraig. Children from outside this area are also eligible for admission and have a warm welcome. Pupils with disabilities are also welcomed into our school. The building has been adapted for children who are visually impaired or physically disabled. Parents of pupils from Penygraig Infants will be invited to attend an annual parents' transition meeting at the Junior school in the Spring Term. In addition to this, parents who are considering applying for a place for their child, (including those outside our area) are more than welcome to make an appointment to view the school at any time.

Children are admitted to our school from our infant feeder school i.e. Penygraig Infant School, at the age of seven. There are excellent links between the schools and the infant children make several visits to the junior school prior to transfer. During the last half of the summer term Year 2 pupils begin a project on 'Healthy Eating' which is then continued at the Junior stage. During this time they also make several visits to the juniors and take part in fun activities such as cooking, drama , undertaking a Maths trail etc. Year 2 pupils and parents are also invited to attend our ICT After school club during the year and a transition assembly which takes place at the Infants in the Autumn Term.

Parents are given an admission form at the end of their child's infant stage, when they apply to the LA for their first and second choice junior school. The school adheres to the LA Guidance and our Admissions Policy is available on request from the school secretary.

Moving on:

When pupils leave Penygraig Junior School, parents may apply for their child to be educated at any secondary school of their choice, although most parents opt for the local comprehensive school. We have excellent links with our local Secondary School and visits are made by Year 5 and 6 pupils as well as undertaking many other joint projects. The headteacher and other staff members, visit the Junior School on several occasions, to get to know the children before they transfer.

At the end of the 2017-18 academic year, Penygraig Juniors will be closing and, alongside other local schools will be forming the new Ysgol Nantgwyn, a 3-16 middle school on the site of the former Tonypandy Community College.

When your child has been admitted to school, there are a number of opportunities for the teacher and parent to get together to discuss ways in which children can be helped at home. This encourages mutual co-operation and encourages mutual exchange of ideas and views.

- An informal ‘Welcome’ meeting is arranged in the first half term for year 3 parents where you are invited to meet the year 3 teacher to discuss how your child has settled in and ways in which they can be supported.
- In January and June/July you will be invited to attend a parents’ evening where you will have the opportunity to discuss your child’s progress with his/her class teacher.
- In July you will receive a written report about your child’s progress.

When we talk about your child we will:

- ~ be clear and not use jargon
- ~ explain your child’s strengths and weaknesses
- ~ indicate any areas of concern
- ~ say what is being done to overcome any weaknesses
- ~ explain clearly how we intend to meet your child’s needs
- ~ seek your views and discuss how you can help

• Every child has a Reading Diary. Every week your child will bring home his/her reading book. We would ask Parents to listen to their child read and make relevant comments in the diary. Even five minutes reading will help your child to improve his/her reading skills. Fluent readers in years 5 and 6 may wish to use their reading diary to record their own view points on the books they have read.

• During the year there will be extra opportunities given for parents of pupils with special educational needs to discuss their child’s IEP targets. Also if a child is working at two levels above the expected progress they will be registered on the Most Able and Talented Database and receive an IAP with individual targets. All targets will be regularly reviewed and shared with parents.

• If you have a message or quick question to ask, please pop in before or after school. If you would like a longer time to talk to the class teacher or headteacher, a time can be arranged. Staff are very willing to talk to parents but **PLEASE NOT WHEN THEY ARE TEACHING.**

An appointment must be made. This can be done by telephoning the School Secretary.



Times of the School Day – Including Lunch Time procedures

School session times are as follows-

8.55am- 12.00pm- Morning Session	Break at 10.30am -10.50am
12.00pm - 12.55pm- Lunch	
12.55pm – 3.30 – Afternoon Session	Break at 2.15pm - 2.25pm

Lunch Time Arrangements

School dinners are served on the premises. They are eaten in the school dining hall. Packed lunches are accommodated in the hall.

Lunch Time Rules:

1. No child who remains in school for school dinners or packed lunch, is allowed to leave the school premises at lunch time. Children who go home for lunch must not return before 12.45 p.m. The school afternoon session resumes at 12.55pm.
2. The headteacher and governors monitor the incidence rates of unacceptable behaviour at lunchtimes. Continual bad behaviour during lunch time may result in compulsory exclusion from school during the lunch hour.

Free Meals:

Children are entitled to free meals only if they receive Income Support benefit. Free meal application forms are available from the school. Please ask the school secretary.

BREAKFAST CLUB

The school runs a free Breakfast Club from 8.00 a.m. to 8.45 a.m. In this club, the children receive a choice of breakfasts e.g. toast, cereal, fruit juice. This initiative is funded by the Welsh Assembly Government.

SCHOOL COUNCIL AND ECO COUNCIL

The school has a School and ECO Council. In September, elections are held and two children from each class are elected to represent their class for the academic year. This is a means by which the children themselves can have a voice in their own education and during the year, school and ECO council representatives are given the opportunity to put forward suggestions to the Governing Body.

The school actively encourages children to wear the school uniform. **Pupils should be proud to belong to the school and should wish to be identified with us, by wearing our uniform.** The co-operation of parents in ensuring full and correct maintenance of uniform is requested. The uniform consists of a royal blue sweatshirt with logo, yellow polo shirt with logo, dark plain jogging bottoms, trousers or skirts. Royal blue shorts and yellow T-shirts with logo, are available for the summer. Plain white T-shirts and dark, plain shorts are worn for PE.

The uniform can be ordered from the school. Prices vary according to size. Parents will receive information about the uniform, including prices, three times a year, when the uniform can be ordered through the school. It is highly recommended that **items of clothing are clearly marked** with the child's name.

Please ensure that your child comes to school in **sensible shoes or trainers**. Shoes with heels or wedges are not acceptable.

HAIR STYLES- Pupils are expected to have 'normal' hairstyles and extreme styles such as shaving patterns into the hair or multi-coloured dying will be strictly prohibited. Pupils with long hair will also be asked to tie it back to prevent the spread of Headlice.

JEWELRY- New legislation concerning P.E., strictly prohibits the wearing of any jewellery during the lesson (even stud earrings) and we would appreciate your co-operation with this for health and safety purposes. Pupils will be allowed to wear stud earrings at other times though it is requested that no other jewellery is worn because pupils can become very distressed if they lose their jewellery on school premises.

Thank you for your on-going support with these issues.

SCHOOL MONEY

School fund is used for buying extra things for children that cannot be met from the school budget. It is used in the school in funding Christmas and other fun activities.

Tuck Shop: sells fruit and fruit juices. Pupils pay £2.50 each Monday to entitle them to tuck all week, including toast on Fridays.

Fundraising Events: Please help with our fundraising events. The school fund pays for all the extra things we would otherwise be unable to afford.

Charities: Several charities such as 'Operation Christmas Child' / 'Rwanda Restored' may be supported throughout the year under the discretion of the Headteacher.

School Trips: Parents are asked to make a voluntary contribution towards the cost of educational trips. Unfortunately, without contributions, the trips would be unable to take place. A non-returnable deposit will be required for all trips. If a child is unable to go on the trip because of illness, any money paid, less the deposit, will be returned.

Good discipline is an essential element in an effective school. The children will be encouraged to become self-disciplined and to respect members of staff, their fellow pupils and their property. The 'Behaviour and Discipline Policy' is available on our school Moodle site-

[Rctmoodle.org/penygraigjuniors](https://rctmoodle.org/penygraigjuniors)

If there is a continual lack of acceptable behaviour from a pupil, then the parents will be invited to the school to discuss the problem.

A definition of what is regarded as unacceptable behaviour at Penygraig Junior School is:

- A pupil challenging the authority of a member of staff (this includes all ancillary staff working in the school).
- A pupil showing lack of respect to a member of staff
- A pupil impairing the security, happiness and education of another pupil
- A pupil showing lack of respect towards the property of the school or the property of others
- A pupil breaking the law
- A pupil leaving the school premises without permission
- A pupil continually refusing to conform to school rules which contribute to the smooth running of the school.

When a child is responsible for damaging school property, his/her parents will be asked to reimburse the school for repair/replacement.

Combating Bullying-

At Penygraig Junior School staff, parents and children work together to create a happy, caring learning environment and one where bullying will not be tolerated in any form. Several strategies are in place to combat bullying among them an annual anti – bullying week held with pupils and outside agencies and a school data base to collate any incidents of bullying, to deal with them swiftly and proactively. Parents are asked to contact the school swiftly at the first signs of bullying and staff promise to listen, believe and act.

Peer Support

Penygraig Juniors offers a peer support /'Buddy'scheme. Peer support schemes provide a safe opportunity for pupils to share concerns and explore their own solutions to a range of difficulties. They build on the willingness of most young people to act in a friendly way towards one another in a genuine way based on empathy and in this way have a positive influence on the emotional climate of the school.

Discipline Procedures and Rewards

Stage 1:

- Discussion with pupil and reminding them of their commitment to the 'Class Charter'.
- Removal from group or class
- Removal of privileges.

Stage 2: Unresolved problems

- Parent/teacher/pupil interview
- Seek specialist assistance if necessary

Stage 3:

- Headteacher/parent/teacher/pupil interview
Unless an acceptable solution is reached at this stage, the only recourse for the school is temporary exclusion of the pupil.

Stage 4:

- Permanent exclusion
Throughout this process, detailed records of a pupils' behaviour will be kept.

Rewards:

- As far as possible the school prefers to address issues using positive behaviour strategies.
- Pupils are arranged in house groups and a weekly points system is operated to encourage good attitudes to work and behaviour.
- Certificates will be issued to children in a weekly Reward Assembly for good behaviour, good work and for improvements in behaviour or work. A 'Star of the Week' will also be chosen from each class.



Code of Conduct - Parents' Responsibilities

Parents can help towards creating a positive school climate by recognising their responsibilities. To this end, all parents are asked to sign a home/school agreement. A copy of this agreement is included at the back of the prospectus.

- Book and pay for dinners on a Monday morning
- If a child comes to school late, telephone the school if a school dinner is required. Dinners are ordered by 9.30a.m. After this time we cannot provide a dinner for a child who has not ordered one. Also please be aware that school gates are locked after 9.30 for security reasons.
- Please congregate only at the designated area for parents and wait for your child to come to you. The designated area is outside the pupils' cloakroom.
- Follow the correct procedure for complaints or misunderstandings.
- Help to raise the profile of the school by dressing your child in school uniform.
- Label your child's clothing.
- Make sure your children arrive at school at the correct times.
- Please recognise the 'No Smoking' policy this school adopts.
- If your child goes home for dinners, do not send him/her back before 12.45 p.m.
- Send your child to school to arrive no earlier than 8.45 a.m.(8.00 a.m. for breakfast club). Before this time the school will be locked and teachers may not be on the premises.



Procedure for Complaints / Extra Curricular Activities

Our school procedure for dealing with complaints is set out below.

- We expect all our pupils, staff and parents to listen carefully and respectfully to each other.
- The class teacher should deal with minor complaints. If you are not satisfied, contact the school for an appointment with the headteacher.
- All serious complaints must be explained to the headteacher so that an investigation can take place.
- Parents, who are unhappy about something serious, contact the school at once. The headteacher will always meet concerned parents in order to resolve difficulties. An appointment must be made.
- A parent who is still not satisfied should contact the Chair of Governors.
- A copy of our 'Complaints Policy' can be obtained on request from the school secretary.
- A complaint can also be made to the Director of Education at:

Education and Children's Services Group
Rhondda Cynon Taff County Borough Council
Ty Trevithick
Abercynon
Mountain Ash
CF45 4UQ

Extra curricular activities give a sense of belonging and improve discipline. A number of extra-curricular activities, in which the children can participate either after school or during the lunch time, will be run. The children will be informed about the after school clubs in school. Currently there are Football, Basketball, Dance 'Wake up and Move, Choir, Pyramid Clubs and a Year2/3 Transition ICT club available as after schools activities. We also partner with our local Comprehensive school with the 'E-3' project where further extra- curricular activities are made available for Years 5 and 6 in the Spring Term. Clubs change termly and others added during the year may include:

Pyramid Club
Dance Club
Football Club
Marvels Club

The World of Work-

At Penygraig Juniors we have established good links with 'Business in the Community' who often arrange for people from the world of work to visit our school or else we take groups of pupils on visits to local firms and business organisations. Wherever possible we also encourage our pupils, particularly the school council, to set up mini-enterprise initiatives. This allows our pupils to develop a range of skills and gain a better understanding of how to apply these in the work place.

If you want to read any documents, please ask the school secretary, Mrs. Shallish, who will provide them for you or else most can be found on our 'Moodle' site- Rctmoodle.org/penygraigjuniors .

We encourage you to read the following:

- The school prospectus
- Governor's Annual Report to parents
- The school's Development Plan
- Inspection Reports
- Code of Conduct
- Health and Safety Policy
- Sex Education Policy
- Child Protection Policy
- ALN / SEN Policy

SEX EDUCATION POLICY

The full policy is available at the school.

The provision of sex education is a statutory requirement of the Governing Body. It should be seen in the context of a loving family relationship, care being taken that the social, emotional and physical development of the children is taken into account.

- All staff are aware of the fact that our children come from different backgrounds with varying levels of knowledge, attitudes and sophistication. Wherever possible, we will endeavour to impart sex education in a thematic and cross curricular manner to ensure that development is seen as a natural facet of everyday living.
- The school nurse, will speak formally to year 6 children during their final term at the school. She will discuss growing up, changes in our bodies during puberty and menstruation with boys and girls separately. Parents have the right to withdraw their child from these sessions if they wish.

Health and Safety Officer: Mr. D. Anstee

The full Health and Safety Policy is available in school or on the Moodle site.

Illness:

If your child cannot attend school because of illness, inform the school immediately either by making a telephone call or via a letter. The school must be informed on the first day of illness, if possible before 9.25am and not on the child's return to school.

- If your child becomes ill in school, we will keep him/her in a quiet area and send for you.
- We must have an emergency contact number for all pupils.

Administering Medicines:

- Mr. Anstee, Mrs Francis and Mrs McGrath are the designated staff allowed to administer medicine, in cases where this has previously been agreed with the head teacher. Any medicines being administered requires a form to be filled in and these are available from the secretary.
- Asthma pumps will be kept in the main office and must be labelled with your child's name.
- If your child requires a special diet, this can be catered for in the school canteen but the school must be informed adequately in advance.
- The school must be made aware of any allergies on your child's entry into school.

Infectious Diseases:

If your child has an infectious disease, please keep him/her home from school for the recommended period. Very often children return to school too soon and are more susceptible to further illness.

Headlice:

Headlice are a common problem in all schools. At Penygraig Junior School we follow the advice and guidance given by Rhondda Health Trust. This advice has been compiled by Rhondda NHS Trust, North Glamorgan NHS Trust and Bro Taf Health Authority. All schools in RCT, Merthyr and the Bridgend area are expected to follow these guidelines. The guidelines allow us to give information on the treatment and future prevention of headlice but do not allow us to inspect any child's head. If any parent requires further information from these guidelines, they may contact the school clerk, who will photocopy the relevant sections, or they can contact their local surgery or Health Visitor.

Visitors to School:

Health and Safety people visit the school on a regular basis to talk to the children e.g. dental nurse, Fire Officer, Road Safety Officer

At Penygraig Junior School we feel it is important to create a safe and secure environment for all children and adults in the school. Parents need to be confident that procedures are in place to provide this environment. Children need to feel safe.

Controlled Access:

To prevent unauthorised or unknown visitors entering school, security locks are fitted on the external gates. The internal doors near the main entrance are fitted with a speakerphone. Visitors have to identify themselves before they can gain access to the school.

The main entrance is clearly marked with a large sign and a security fence ensures that all visitors have to report to this main office.

School gates are open until 9.30 and at lunch times to allow parental access. Parents are asked to notify school if a child is late or has a medical appointment so that school gates can be opened on your arrival.

Leaving School During the Day:

No child will be allowed out of school during the day for an appointment unless a known adult arrives to collect him or her. Parents/carers need to report to the main office to collect their child. The school clerk will collect their child from the classroom .

Entering and Leaving School:

All children enter and leave the school by the lower entrance, by the cloakroom.

All parents are asked to wait outside the school building, or in the cloakroom foyer at the end of the school day. However, this entrance will remain locked until 3.25p.m. for security purposes. Parents are welcome to enter via the main entrance if they need to call at the main office or wish to see a teacher. **Please remember that teachers cannot leave their classrooms to see a parent while they are teaching.**



WELSH

At Penygraig Junior School we aim to make the children proud of their cultural and linguistic heritage. Welsh is taught as a second language, though pupils are encouraged to use incidental Welsh as much as possible throughout the school day e.g. during registration, lunch times as well as during lessons. Welsh songs are learned and used for both assemblies and the Urdd 'Jambori', attended annually by the children. Cwricwlwm Cymreig ensures that the Welsh language, culture and heritage are celebrated throughout the whole curriculum. Pupils to become Urdd Members so that they can capitalise on a range of extra-curricular experiences and participate in the National Eisteddfod competitions. They also have the opportunity to attend a residential weekend at Llangranog or 'Manor Adventure' in years 5 and 6.



Pupils thoroughly enjoy being today's 'Helpwr Heddiw'

SPORT

We aim to provide the children with a variety of sporting opportunities. Every child will have the opportunity to go swimming. Netball and Football activities are currently being taught as extra curricular clubs. 'Sporting Marvels' professionals undertake weekly lessons in a variety of Sports with Years 5/6. We are also part of the PESS initiative which has provided staff with training opportunities and close links with our secondary school colleagues who support with PE lessons on a termly basis. Mrs Francis and Mrs Holmes, our Pess co-ordinators take groups of children to participate in Sporting Tournaments throughout the school year. We are very proud of our Netball team who became the overall RCT Champions and are shown below with their Trophy-



We aim to increase the children's awareness of the increasing diversity of the society in which we live. We hope to enable the children to develop their own attitudes towards a multi-cultural society. We believe that children of all backgrounds should be part of our community.

- Discrimination on the basis of colour, culture, origin, gender or ability is unacceptable in our school.
- Every person in school will contribute towards a happy, caring environment by showing respect for and appreciation of each other, as individuals.
- An objective for our school, will be to educate, develop and prepare our children, whatever their culture, colour, origin or ability, for life.
- All staff, in line with RCT's Equal Opportunities Policy, will practise an equal opportunities philosophy.



Above we have the Infant/Junior Healthy Eating Transition Project- The Health and Well-being of all our pupils is of the utmost importance to us.

Homework / Pupils with Special Needs/ Disability

Homework is **compulsory**. Homework set will be fair, reasonable and not over-burdening for the pupil. The type of homework set will be at the discretion of the class teacher and will be related to work being covered in class. Spelling and reading will also be set throughout the week. Homework will be regularly and immediately responded to. Homework set should take no longer than 20 – 30 minutes to complete. It is very important that parents ensure that their child completes their homework and takes it to school for marking. All homework is important.

Every child will be set homework at the same time every week:

Friday - to be handed in by Monday.

PUPILS WITH ADDITIONAL OR SPECIAL LEARNING NEEDS

A child has additional educational needs if he/she has a learning difficulty in any area of the curriculum, or is he/she is very able and covers the work of the class with greater speed than the majority. To enable these children to benefit as fully as possible from their education, we have a special needs co-ordinator whose main role is to ensure policy is implemented into classroom practice. Our SENCO is Mrs. Francis and Mrs Sheila Jones is our SEN Governor.

If a child has been identified as having additional or special educational needs in any area, provision will be made for him/her through an Individual Education Plan. In the case of a More Able and Talented child working at two levels above expectation, this becomes an IAP (Individual Action Plan). This plan will consist of a special programme of learning activities specifically designed to help him/her in the areas where difficulties are experienced or where extra challenge is needed because of exceptional progress. This level of support is called 'School Action'.

If the IEP/IAP however identifies that support is needed from outside agencies, we will consult parents/carers prior to any support being actioned. In most cases, children will be seen at school by external support services and this advanced level of support is called 'School Action Plus'. The new strategies in the IEP/IAP will be implemented, wherever possible, in the child's normal classroom setting.

You, as a parent/guardian, will be kept informed of your child's progress through termly review meetings. The child will generally work through the programme with his/her class teacher.

Children who need extra support with reading, will receive extra help from our fully trained classroom assistants as well as their class teacher. There may also be a case for withdrawing children who are able, for more demanding work, either in classes of older children or by working with classroom support assistants.

We have had a great deal of success in supporting underachieving pupils with Literacy and Numeracy through the 'Catch-up' Reading and Mathematics intervention programmes. In recent years we have added to this with the 'Arrow' Spelling/Reading Programme, The Read Write Inc. scheme and Rapid Maths Support Programme. We were successful in obtaining the acclaimed 'Basic Skills Mark' in recognition for the excellent support we provide for underachieving pupils.

Pupils with Disabilities and Disabled Access

Children with physical disabilities are welcomed at the school. Penygraig Juniors is an inclusive school and we actively seek to remove the barriers to learning or participation that can hinder or exclude individual pupils. The building has been adapted to allow disabled access with ramps and handrails and a disabled parking setting down and pick up point. Within the school, a disabled shower/toilet has been built. The school will not treat a disabled child in a manner different to that of any other child at the school. They will have access to the full curriculum and any arrangements needed to ensure this, (e.g. braille) will be made. We will do our utmost to anticipate the needs of a pupil with disabilities before he/she joins the school.

Similarly we always take account of parents or carers disabilities eg a parent who is visually impaired may need to be telephoned rather than contacted by letter and we ask that you contact the school if you require any such arrangements to be made.

The school's Special Needs and Disability Access Plan and Policy are available from the school secretary if you wish to require further information.

Term Dates and Times / Pupil Attendance

Term Date 2017-2018		
Term	From	To
Autumn Term 2017	Monday September 4 th 2017	Friday October 27 th 2017
Half Term	Monday October 30 th 2017	Friday November 3 rd 2017
Autumn Term 2016	Monday November 4 th 2017	Friday December 22 nd 2017
Christmas Break	Monday December 25 ^h 2017	Friday January 5 th 2018
Spring Term 2017	Monday January 8 th 2018	Friday February 16 th 2018
Half Term	Monday February 19 th 2018	Friday February 23 rd 2018
Spring Term 2017	Monday February 26 th 2018	Thursday March 29 th 2018
Easter Break	Friday March 30 th 2018	Friday April 13 th 2018
Summer term 2017	Monday April 16 th 2018	Friday May 25 th 2018
Half Term	Monday May 28 th 2018	Friday June 1 st 2018
Summer Term	Monday June 4 th 2018	Tuesday July 24 th 2018

Bank Holidays: Monday 7th May 2018 and Monday 28th May 2018

Inset Dates :

Monday 4th September 2017
 Monday 18th September, 2017
 Monday 16th February, 2018
 Monday 23rd July, 2018

(One additional INSET day to be decided)

Attendance

For 2016-17 the overall attendance was 94.8%., authorised absence was 4% and unauthorised 1%. We all know that every day attendance and good punctuality is vital for children to get the most out of their education. With this in mind, the school places a high priority on good attendance and follows RCT policy and procedures to ensure the best provision possible for your child. Our full Attendance policy is available on the parent's section of our Moodle site for you perusal.

In the case of an absence we would ask that you make contact with the school on the first day of absence so that the school can record the reasons for the absence and indicate whether this is authorised or unauthorised.

Holidays in term time

It is far less disruptive to a child's education if holidays are taken during school holiday periods. The Governing Body has agreed to authorise 10 days holiday in term time if

- parents have sought permission for the family holiday prior to going and it is agreed by the headteacher.

- pupil's attendance percentage is 95 % or over, for the previous academic year.

No more than 10 days leave will be granted for the purpose of a holiday in term time. Individual applications will be considered on their merits and is at the discretion of the Headteacher.

Please note that if a child has 10 or more unauthorised absences this may still result in referral to the Attendance and Well-Being Service which could lead to prosecution.

Any holidays taken without prior authorisation will be classed as an unauthorised absence.

Late arrivals (after registers close at 9.25am and 1.25pm) will be regarded as an unauthorised absence unless the school has been notified of the reason prior to this arrival.

Have you thought about:

Missing just 10 minutes a day equals almost a whole hour of lessons missed each week for your child which over the year adds up to nearly two whole weeks of schooling.

By missing just one day a week over the course of their school career, a child will miss two years of schooling.

Attendance Matters! We really value your support to ensure that your child has the best education possible!

We aim to create an environment where children reach their full potential in every area of growth – physical, social, emotional, intellectual, spiritual and moral.

Good education relies on a partnership between parents, pupils and the school.

The home school agreement defines some of these relationships and responsibilities.

Signed: Mr. D. Anstee Headteacher

Signed: _____ Parent

Child's Name-_____

Penygraig Junior School



Ysgol Iau Penygraig

Home School Agreement

Hendrecafn Road,
Penygraig.
CF40 1LW
Tel: 01443 432072



The School

The school will make every effort to:

- Provide a well-ordered, caring and safe environment for all children.
- Promote healthy eating and a healthy lifestyle.
- Create a happy school environment conducive to learning.
- Provide quality and equality in all aspects of the curriculum.
- Monitor all pupils and share this information with parents.
- Keep parents fully informed of school activities and any changes that may be proposed.
- Respond promptly to requests made by parents.
- Contact parents at an early stage if problems are identified.
- Encourage responsible and safe use of the internet as stated in school policy.

The Pupil

Pupils of the school should aim to:

- Show courtesy, good manners and consideration for others, whether towards adults or fellow pupils.
- Learn a sense of self-discipline in order to promote a good standard of behaviour in school.
- Try their best to meet the expectations of the school with a positive attitude.
- Behave in an acceptable manner on all school trips and visits.
- Learn to respect others and their property.
- Co-operate with all adults who work in the school.
- Do their best to complete all home tasks.
- Follow the school internet policy and refrain from any form of internet bullying.

Parents/Guardians

As a parent/guardian I acknowledge and agree to:

- Accept the school's expectations of its pupils.
- Agree to co-operate with the school and work with my child to maximise success.
- Recognises my responsibility to ensure my child's attendance and punctuality.
- Encourage my child to adhere to school rules and support the school's discipline policy.
- Provide a suitable environment for homework or other tasks sent home to complete.
- Make every effort to attend parents' evenings.
- Co-operate with the school in an attempt to rectify problems.
- Refrain from commenting about the school or staff members on the internet, particularly using social networking sites.
- Encourage your child to adhere to the Cluster and School Internet Policies.

Penygraig Junior School has as its priority, the protection and well-being of all pupils in the school.

In our school, the Headteacher has overall responsibility for child protection matters and acts as a source of advice and support to other school staff.

Our school has a nominated child protection governor, who has to ensure that the school has a Child Protection Policy in place which is consistent with the All Wales Child Protection Procedures (2008), that all staff in the school must follow where there are concerns or suspicions of child abuse.

If we receive information about a child which suggests that he/she has been abused or at risk of being abused, we have a duty to refer these concerns to the social services department or the police without delay. We have no discretion in this matter.

Our first concern as a school is your child's welfare and where we have general concerns, these will be raised with you and we would want to work with you to remedy the situation. However, there may be concerns, as listed above, where we will have to talk to other agencies before we contact you. Should this be necessary, we want to reassure you that any concerns about your child will then be fully discussed with you in a way which is consistent with your child's best interests.

Our full Child Protection Policy is available on request from the school secretary or on the School Moodle Site- [rctmoodle/penygraigjuniors](https://rctmoodle.com/penygraigjuniors).

Looked After Children

The Headteacher also has overall responsibility for Looked After pupils who attend our school. Every effort will be made to ensure that the correct support and provision is given for each child to achieve their full educational potential. The school will work closely with Social Services and outside agencies to achieve this goal.

School Visits

A variety of school educational visits are organised throughout the year and pupils are strongly encouraged to attend to enhance their curriculum experience and understanding. Parental permission is sought before taking pupils off site and we would appreciate with your co-operation when completing parental permission slips and pupils' details. The children are always well supervised and a good standard of behaviour is expected.

Risk assessments are also taken before attending educational visits and if you wish to see our full policy concerning our procedures, please contact the secretary. Our policy for charging has been included in this prospectus.

1 Introduction

1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. However in keeping with guidance from the Welsh Assembly Government, we do charge for individual or small-group music tuition.

2 Voluntary contributions

2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

2.3 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips
- musical events.

The school will use their discretion and remit in full or in part, the cost of optional extras for trips, materials, books, instruments and equipment in certain circumstances where families on low incomes encounter difficulty paying for such things.

3 Residential visits

3.1 The school organises an annual residential visit in school time over the space of a weekend. Charges are requested to cover travel expenses and the costs of board and lodging. (Parents and carers who receive state benefits may be exempt from this charge.) If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

4 Music tuition

4.1 All children study music as part of the normal school curriculum. We do not charge for this.

Also the school currently funds an outside music provider to undertake National Curriculum Lessons across the school. There is no charge to parents.

4.2 There is however a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by an outside music provider. We make a charge for these lessons. We currently have group ukulele lessons available for years 5-6 and we give parents and carers information about additional music tuition at the start of each academic year.

5 Swimming

5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

6 Football, Basketball and Dance

6.1 The school offers additional coaching after school. Qualified coaches, who are not members of the school staff, run and organise these sessions. A minimal fee is requested to cover the cost of coaching. This may be subsidised by the school where contributions are not sufficient to cover costs.

7

7.1 Urdd Club

Pupils who wish to access Urdd events and our After School Club are asked to pay the yearly Urdd Membership fee.

8 Monitoring and review

8.1 This policy is monitored by the governing body, and will be reviewed every two years, or earlier if necessary.

Signed:

Mr. D. Anstee

Date: Reviewed Spring 2014

Next review date- Summer 2018

Copy of School Disability Access Plan 2016/18

Targets	Strategies	Outcome	Time Frame	Goals Achieved
Raise awareness of legislation and obligations regarding disabled pupils among staff and governors	Organise training sessions for staff and governors Refer to 'Index for Inclusion'	Staff and governors receive training	On-going – Need is reviewed annually due to staff and Gov. turn over	Staff and governors aware and better informed of issues relating to disability School has an inclusive ethos
Ensure that school policies, schemes of work do not contain discriminatory phrases	Audit existing policies /procedures and schemes of work.	School policies / procedures re-written if necessary	Completed	All school documentation reflects equal opportunities for all
Ensure that the procedures for administration of medicines to pupils are in line with local guidelines	Audit current need of pupils and staff in line with authority policy. Re-write job descriptions as necessary	Health Care plans in place for all pupils who require medication in school Appropriate training provided to staff where necessary	Completed	Pupils, staff and parents / carers confident that correct procedures are followed
Improve physical access in line with LA Accessibility Strategy.	Audit current and future needs including info. from Building Accessibility Appraisal	Physical adaptations carried out when appropriate and necessary	On-going / as appropriate	Physical access for all

Targets	Strategies	Outcome	Time Frame	Goals Achieved
To ascertain the need among parents/carers whether information is required in alternative formats	Include a sentence in all correspondence sent to parents/carers asking if they require written materials available in different formats. Liaise with staff from LA to ensure that parent/carer needs can be met	School able to provide written information in alternative formats when required Improved school / home links for disabled parents / carers and pupils	Addressed on an annual basis according to pupil/parent intake.	Parental satisfaction
To ascertain the need for reasonable adjustments to be made for visits to school by parents/carers e.g. concerts, consultation evenings	Include a question on all letters when inviting parents / carers to attend school functions. e.g.'Do you have any special requirements which we need to consider?'	The school able to make reasonable adjustments to enable disabled parents / carers to visit school	Addressed on an annual basis according to pupil/parent intake.	Parents / carers with disabilities able to visit the school
To inform the LA in advance with as much notice as possible when pupils with disabilities transfer to/from the school	Contact LA/ SENAAT giving appropriate details ASAP	LAs capacity to prioritise physical adaptations to school improved	As appropriate	Physical accessibility of school improved

Copy of School Disability Access Plan 2016/18

Targets	Strategies	Outcome	Time Frame	Goals Achieved
To ensure the safety of pupils and staff during school trips / extra curricular activities/ leisure sporting and cultural visits	Contact Health and Safety Executive for advice. Provide training for staff to carry out risk assessments	Pupils with disabilities able to take part in all school activities	Risk assessments are in place and the 'Evolve' on-line system is completed for every school visit.	Increase in access to the whole curriculum
Develop the use of ICT to enable pupils with disabilities to access the curriculum when appropriate	Audit training needs of staff Explore suitable ICT software Request advice from LA/ ICT	Pupils with disabilities able to access the curriculum	As appropriate according to pupil needs	Increase in access to the whole curriculum
To provide a designated parking space for visitors with disabilities	Consult with Premises Management Officer	Designated parking area provided	Completed	Increased physical access for disabled visitors
During refurbishment of school building ensure that works carried out comply with Disability requirements	Consult with appropriate staff – including premises management officer, staff from Visual Impairment and Hearing Impairment Service	Work on improving the environment for disabled pupils carried out as appropriate	As appropriate	School environment improved for disabled pupils

Review undertaken Summer 2016-

Next Review Summer 2018

