

# ST. PETER'S Church in Wales Primary School

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Ysgol Gynradd  
Yr Eglwys Yng Nghymru  
**SANT PEDR**



## School Prospectus

**YSGOL GYNRADD SANT PEDR**

CHAPEL LANE  
YR ORSEDD  
WRECSAM  
LL12 0EE

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**ST. PETER'S PRIMARY SCHOOL**

CHAPEL LANE  
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Website: <http://www.stpeters-pri.wrexham.sch.uk>

**HEADTEACHER:** Mrs Helen Pritchard  
**CHAIR OF GOVERNORS:** Mr Richard Huxley

# WELCOME

Dear Parent,

We hope this prospectus will provide you with information about the life and work in St. Peter's Church in Wales Primary School, which caters for children aged 3 to 11 years.

These are exciting times in education for our children as we implement our new Curriculum for Wales. Please use the link on the home page of our website to access our 'Curriculum Design'. This will show you our happy children in action, fully engaged in their learning journey through primary school.

We believe in the importance of the individual and the aim of the partnership between the home and the school is to develop every aspect of the children's lives, educationally, socially, morally and behaviourally, by strengthening motivation and ensuring a healthy attitude towards themselves and others.

It is the responsibility of the school and the home to prepare opportunities for each individual to respond positively to those opportunities. By co-operating as a team; teachers, governors and parents, we expect to foster a responsible attitude



in our children towards school, behaviour and courtesy, regular attendance and promptness, a pride in dress and appearance, self-discipline and self-confidence, characteristics which will become increasingly important for their futures. As a Church in Wales School we recognise its historic foundations, offering a religious character in accordance with the principles of the Church in Wales.

St. Peter's is a happy, homely school, which combines the traditions and expectations of a good standard of education, behaviour and self-discipline, with the latest curricular developments together with the development of skills, and characteristics, which will be needed in the future.

Please remember that the school extends to you as parents, a welcome just as warm as that which awaits your children.

Diolch.

Yours sincerely,

*Helen R Pritchard*

Mrs H. R. Pritchard,  
Headteacher





# SCHOOL AIMS

We aim to make St. Peter's Church in Wales Primary School:

*a happy, hardworking and caring school with a secure, welcoming atmosphere where children can enjoy a familiar routine which helps them gain confidence, become independent and increase their self esteem.*

*a school where children enjoy success through well planned activities which cater for the individual needs of the children.*

*a school which provides a broad and balanced curriculum for each child's physical, intellectual, emotional, social and moral well being. Although great emphasis is laid upon the basic skills and knowledge involved in Literacy and Numeracy, we feel it is equally important to give the children the opportunity to use their knowledge and skills in a variety of situations.*





Recognising its historic foundation, St. Peter's Church in Wales Primary School, will preserve and develop its religious character in accordance with the principles of the Church in Wales in partnership with the Church and Diocese.

*a school which helps children relate well with their peer group, family and community. Also, we hope to encourage our children to respect the world around them and their wider environment.*

*a school which will work together with the home, both working towards the same end for the good of the children.*

*a school which aims to serve the community by providing an education of the highest quality within the context of Christian belief and practice. We hope to encourage an understanding of the meaning and significance of faith and promote Christian values through the experiences offered.*



# SCHOOL STAFF



## TEACHING STAFF

<b>Headteacher</b>	<b>Helen Pritchard</b>	<b>B.Ed. (Hons)</b>
<b>Assistant Headteacher</b>	<b>Helen Matthews, Matthew Roberts</b>	<b>B.Ed. (Hons), BA (Hons) PGCE</b>
Early Years (N/R)	Emma Phelan-Jones	BA (Hons) QTS
Early Years (N/R)	Helen Matthews	B.Ed. (Hons)
Year 1	Kathryn Perrin	BA (Hons) QTS
Year 2	Sophie Harper	BA(Hons) QTS
Year 3	Katie Jones	BA (Hons) QTS
Year 4	Manon Jones/Ines Roberts	BA (Hons) PGCE /BA(Hons), CPE, PGCE
Year 5	Sarah Nuttall/Ines Roberts	BA(Hons)QTS/BA(Hons), CPE, PGCE
Year 6	Josie Edwards	BA (Hons) QTS
Additional Learning Needs Co-ordinator	Helen Matthews	
PPA Cover	Rebecca Roberts/ Matthew Roberts	

## PLAYSCHEME STAFF

Co-ordinators	Elizabeth Davies and Sophie Cannon
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**ANCILLARY STAFF**

HLTA	Rebecca Roberts
Classroom Assistants	Fiona Thomas, Claire Roberts, Fiona Sloan, Jane Whitefield, Barbara Jones.
Secretary	Deborah Edwards
Caretaker	Philip Jones
Cleaner	Dawn Armstrong, Sarah Fowles
School Nurse	Ceri Evans 07773 249 054
Cook	Jean Hamilton
Assistant Cook	Sylvia Maggs
Mid-Day Supervisors	Ann McCarthy, Delyth Jones, Amber Kell, Claire Roberts/Fiona Sloan, Faye Walsh, Louise Rees

**GOVERNING BODY**

Chair of Governors	Richard Huxley
Parent Governors	Claire Coles, Magnus Theobald, Natasha Pickering, Simon Davenport
Foundation Governors	Sian Hatton Jones, Rev Huw Butler, Richard Huxley
Teacher Governor	Sophie Harper
LEA Governors	Sarah Greenhalgh, Cllr Hugh Jones, Helen Savva
Community Governor	Nathan Roberts, Wendy Pace
Non-Teacher Governor	Fiona Sloan

**WREXHAM LEA****16 Lord Street, Wrexham**

Chief learning & Achievement Officer	Ms Karen Evans
GwE Supporting Improvement Adviser	Sue Clisham

**MUSIC TUITION**

Woodwind	Matt Deacon
Brass	Katy Ellis
String	Sophie Davies

# SCHOOL ADMISSIONS

The County Borough Council, as the LEA, is responsible for determining the criteria and procedure for admissions. The LEA will consult school governing bodies annually in relation to any changes in admission criteria.

The LEA will comply with statutory requirements and will give full recognition to the expression of parental preference in the context of its duty to ensure the provision of efficient education and the efficient use of education resources. The LEA will not refuse applicants for a particular school unless that school has reached its standard number for admissions, that being the number a school can admit in any one year.

The LEA will admit pupils up to the Standard Number of each school, or up to any higher limit which may have been agreed between the County Borough and a particular governing body. The LEA will only admit pupils in excess of the Standard Number where it is deemed not to be prejudicial to the provision of efficient education or the efficient use of resources.

## **PUPILS WITH DISABILITIES**

The school will admit all pupils whose educational needs can be met from the resources provided to it and whose admission will not significantly detract from the needs of other pupils. Where children have a statement of SEN maintained on them, their admission must be negotiated via the LEA's Statementing Officer. Pupils with disabilities will not be treated less favourably than other pupils.

## **NURSERY EDUCATION**

The Authority will admit a child to a maintained nursery school in the September following their 3rd birthday. Nursery schooling is provided on the basis of 5 x 2.5 hour sessions per week. Though every effort will be made to meet parental preference, nursery education is not statutory and parents have no right of appeal if they are unsuccessful in gaining a nursery place.

## **ADMISSION TO RECEPTION**

The Authority will admit a child to a maintained school in the September following their 4th birthday. All application forms are processed through the LEA.

## **TRANSFER OUTSIDE NORMAL ADMISSION TIMES**

The Authority is prepared to consider requests for transfers between schools when it is deemed to be in the best interest of the child. More detailed information regarding the L.E.A.'s Admission Policy is given in "A Parent's Guide to Education Services in Wrexham"



# THE SCHOOL BUILDING & CLASS ORGANISATION

St. Peter's is a Church in Wales Voluntary Controlled Primary School, providing full-time education for both boys and girls, between 4 years (Reception) and 11 years (Year 6). It also provides a part-time Nursery for children in the September following their 3rd birthday.

The present School was built in 1949. It consists of one long corridor with classrooms leading from it. There is a spacious Early Years block which consists of three classrooms, as well as a large wet area. This area is utilised by the Nursery and Reception class (lower foundation phase). The rear teaching area contains four teaching bays, for our KS 2 classes. All classes extend to include a wet area. The front teaching area contains 3 upper foundation phase classes (years 1 and 2), located along the main corridor, with classes being fairly spacious.

The school also possesses two smaller classrooms which are utilised as a Support classroom and an ICT Room. There is a spacious hall which serves as a gym and dining area.

The school is both well appointed and maintained, with maximum use made of available space and resources.

There are nine full-time classes and a part-time nursery in the school. Nursery sessions are in the morning at present, although we have also offered afternoon sessions when the numbers required.

All children are organised into mixed ability, flexible groups, changed to suit tasks or needs of the children. Classes work mainly with their own teacher but, on occasion, some co-operative/team teaching takes place. Teachers work closely together planning and discussing work to ensure continuity and progression for all children throughout the school.

## CURRICULUM

Wales is committed to an ambitious reform agenda in realising a transformational curriculum.

The Curriculum for Wales is a purpose-led curriculum placing the 4 Core Purposes at the heart of all teaching and learning and as the shared vision for every child and young person in Wales. The Curriculum for Wales framework has been co-constructed in Wales by practitioners, for practitioners, bringing together educational expertise and wider research and evidence. The Curriculum for Wales framework gives every school in Wales the opportunity to design their own curriculum within a national approach that ensures a level of consistency.

See our school website home page to access the link to show you our 'Curriculum Design'. ([www.stpeters-pri.wrexham.sch.uk](http://www.stpeters-pri.wrexham.sch.uk))



# SUBJECT AREAS

## LANGUAGE, LITERACY AND COMMUNICATION

Communication is the chief means of expressing thoughts, feelings and experiences. For the majority of children writing will be an occasional activity, with the spoken word occupying most of their waking hours. The art of communication will have a profound effect, not only on their careers but on every aspect of all language development. It permeates every corner of the curriculum, and is the concern of every teacher. Listening is equally essential to all language development, being linked closely with discipline and good classroom management.

The basic skills of writing are constantly taught and re-taught throughout the school. Vocabulary is always being extended, children being encouraged to use new words in a meaningful way. Spelling is an important skill fostered from early stages through school, in a variety of ways-formal and informal. Children

are made aware of sentence/phrase differences. Punctuation is vital if writing is to be meaningful, and from an early stage, use is made of full stops and capital letters. Gradually question marks, exclamation marks, comma and speech marks are introduced. Attention is given to paragraphing in order that work should be a continuous whole and not an unchecked torrent of words. Parts of speech are introduced in logical sequence, noun, verb, adjective, conjunction, pronoun, adverb.

Parents can do much to foster good reading habits. Reading starts in the comfort and security of the home setting, when stories are read, long before children can actually read themselves. Reading should be projected as fun – as a pleasurable experience giving enjoyment – as well as a means by which we can learn.

## MATHEMATICS AND NUMERACY

The importance of mathematics in the curriculum is self-evident. Mathematics is a proficiency which involves confidence and competence with numbers and measures. It requires an understanding of the number system, a repertoire of computational skills and an inclination and ability to solve number problems in a variety of contexts.

Mathematics also demands practical understanding of the ways in which information

is gathered by counting and measuring, and is presented in graphs, diagrams, charts and tables. The school curriculum is carefully planned to cover the intended range and balance of work and ensure that pupils become properly numerate.

The school utilises a number of published schemes and online applications to supplement and deliver their mathematics curriculum, with Abacus Evolve being most widely used.

## SCIENCE AND TECHNOLOGY

Science is a vital component within the Primary Curriculum. Objectives of science are defined in terms of skills, concepts and attitudes to be developed.

As part of our science course, we endeavour to extend and develop the pupils' understanding of the world around them, and to involve them

actively in a scientific approach to learning, which develops the processes of observation, data collecting, classification, experimentation, interpretation and recording. Much of the work is integrated into topic work, or follows specific units, for example, colour, magnetism, electricity, light, weather, etc. The school utilises a number of published schemes.



## RELIGION, VALUES AND ETHICS

Recognising its historic foundation, St. Peter's will preserve and develop its religious character in accordance with the principles of the Church in Wales and in partnership with the Church at parish and diocesan levels. Religious Education is taught following the Agreed Syllabus.

It promotes spiritual development and contributes to moral and social development. It also helps in the acquisition of personal values and beliefs, and a sensitivity to those of others. Parents may withdraw their children from these activities by writing to the Headteacher.

We aim to help the children attain spiritual awareness and to become familiar with the religious beliefs and practices of our society. The subject strongly reflects the Christian heritage of the area.

We regard the place of COLLECTIVE WORSHIP and the times when the whole school meet together as extremely positive aspects of school life at St. Peter's, offering a time for reflection, celebration, sharing and caring.



An act of collective worship is held daily:

	<b>Nursery &amp; Reception</b>	<b>Years 1 &amp; 2</b>	<b>Years 3 to 6</b>
Monday	Hall (9.15)	Hall (9.15)	Hall (10.10)
Tuesday	Class	Hall (9.10)	Hall (10.10)
Wednesday	Hall (9.10)	Hall (9.10)	Class
Thursday	Class	Class	Class
Friday	Hall (9.10)	Hall (9.10)	Hall (9.10)

Visitors are welcome to assist or take assembly and the clergy from Christ Church, Rossett are regular visitors.

### WELSH LANGUAGE AND CULTURE

We promote the use of the Welsh language so that it can survive as a living tongue to help our pupils to acquire bilingual skills.

Although there are attainment targets in our programme of study, we will endeavour to take into consideration that the pace of progress in second language development varies from child to child, situation to situation, and that the same levels of achievement will not correspond to particular ages, or to every teaching situation, but we hope to ensure that all our pupils will

attain some measure of second language success, depending upon their ability and opportunity to hear the language.

We provide a Welsh dimension in significant areas of the broader curriculum which lend themselves to a Curriculum Cymraeg, i.e. Christmas Concerts, Assembly, Eisteddfodau, Year 5 Glan Llyn trip. Through this we endeavour to nurture a healthy attitude towards Welsh as a second language.

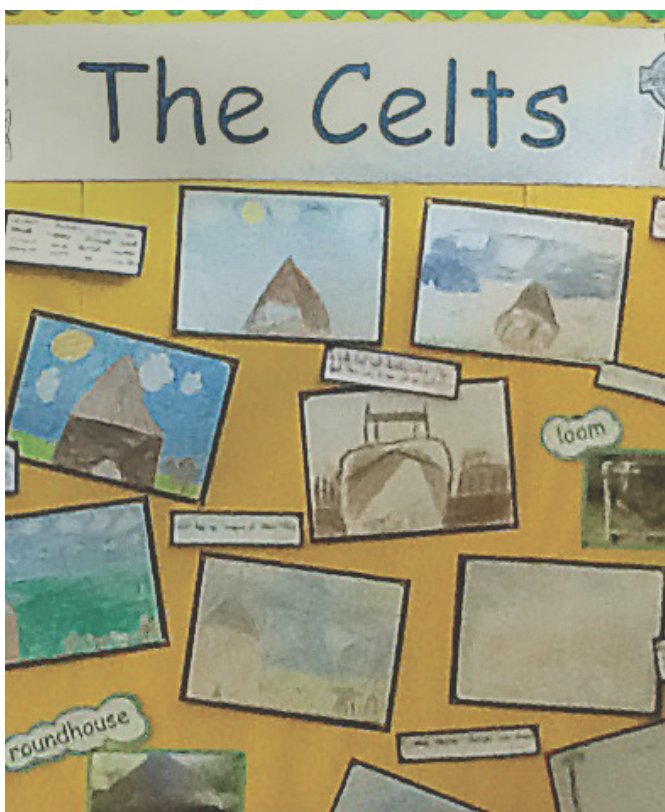
### CREATIVE LEARNING

Creative learning is a wide reaching aspect of the curriculum, incorporating the following 'habits of mind' we want our learners to develop

- collaborative
- inquisitive
- persistent
- imaginative
- disciplined

The 'creative habits of mind wheel' shows this in further detail. These lifelong skills will embed success across all aspects of the school curriculum.

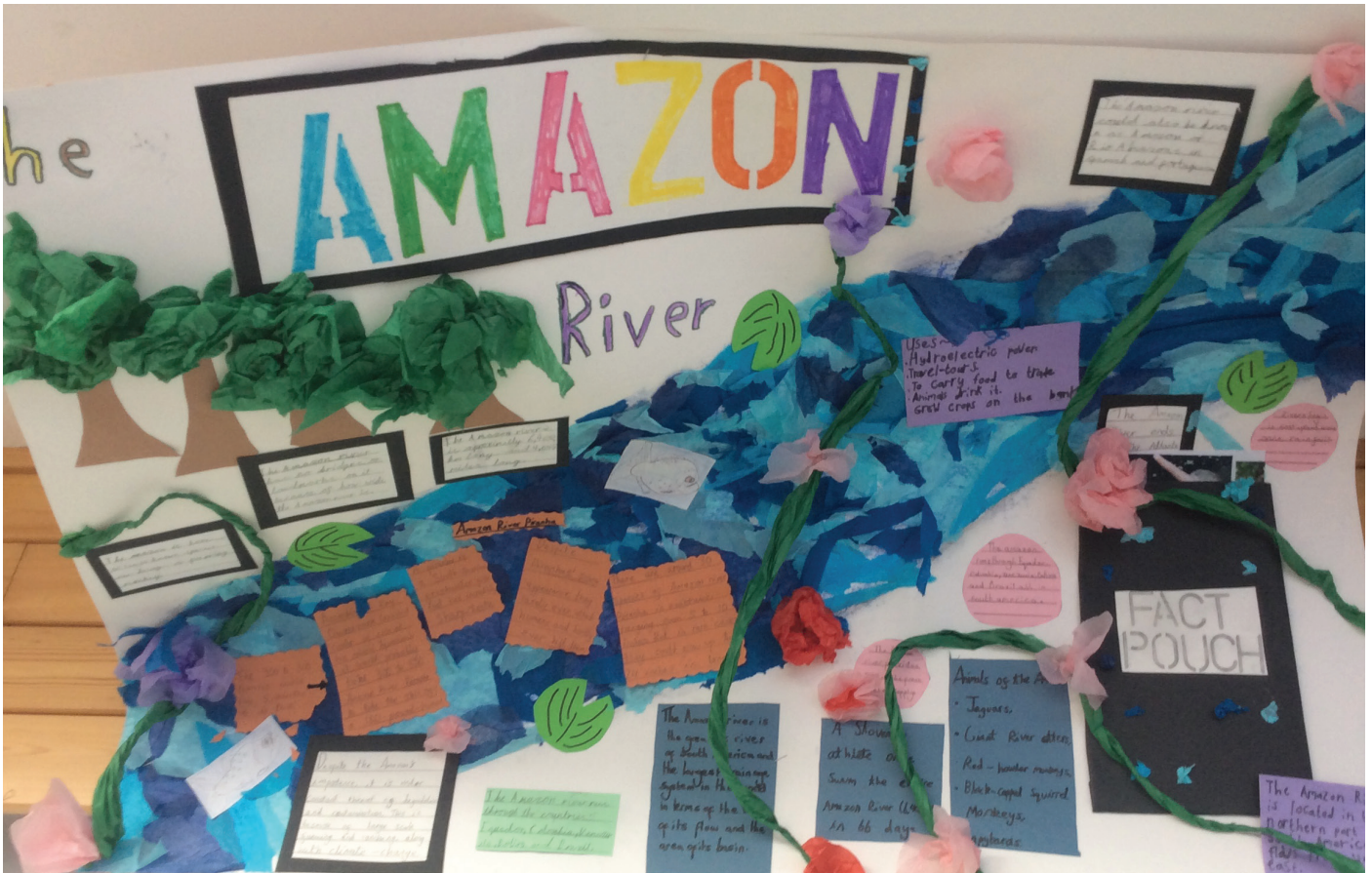
At St Peter's, we have engaged with several very successful creative learning projects over the year and we have shared some of these with you in this PowerPoint.





This includes a creative learning project, called 'Expeditions: Albert the Wandering Albatross', for which we received funding from the Arts Council of Wales, to bring a professional artist into school to support some of our learning. From

September 2022, we have been successful in our application to become an Arts Council 'Lead Creative School' and we are excited about the further opportunities for creative learning this will offer our pupils.





### HEALTH AND WELL BEING

The health and well being of our pupils is at the heart of everything we do here at St Peter's. We offer a range of physical activities including:

#### **Gymnastics:**

Children are encouraged to express themselves both creatively and imaginatively, using various body parts. Emphasis is placed on quality of movement. Years 3 to 6 attend Olympus Gymnastics Club, Llay for specialised tuition/coaching.

#### **Swimming:**

Years 4, 5 and 6 visit Wrexham Waterworld on a termly basis. The children are taught basic stroke techniques as well as diving and survival from qualified staff. The school enters local competitions.

Pupils also have opportunities for:

#### **Outdoor Adventure/Residential Challenges:**

The school offers a residential course at Pentrellyn (Yr 3), Nant Bwlch yr Haeearn (Yr 4), Glan Llyn (Yr 5), Kingswood (Yr 6).



## ASSESSMENT

We use the Descriptions of Learning for each What Matters Statement to assess and plan for learners' progress.

These broadly correspond to expectations for ages 5, 8, 11, 14 and 16 and offer guidance on how learners should demonstrate progress within each Statement.

These are not used as a list of tick boxes, but as tools to consider when planning for our learners' progress.

In addition, there are Principles of Progression that underpin our planning for learners' progress.

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## PRINCIPLES OF PROGRESSION

Increasing breadth and depth of knowledge	Deepening understanding of the ideas and disciplines in the Areas	Refinement and growing sophistication in the use and application of skills	Making connections and transferring learning into new contexts	Increasing effectiveness
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The Curriculum for Wales gives us the opportunity to ensure that an individual learners' progress is the primary purpose of Assessment and not an accountability exercise. Therefore, we recognise the importance of establishing a holistic picture of each learner's development, including their well-being, readiness and desire to learn as well as the development of their skills, knowledge and understanding. We emphasise the importance of ensuring a shared understanding of progress across the school and cluster and on regular discussions with parents and carers to discuss their child's progress.

## REPORTS & REPORTING TO PARENTS

Legislation requires schools to report to parents on children's progress. This is done during the Summer Term, in the form of an Annual Written Report. Parents wishing to discuss the content of the end of year report are welcome to come into school. The report also provides the parent with the opportunity to comment on the content of the report.

Teachers use a variety of online applications to share examples of pupils work with their

parents, including Seesaw and Class Dojo. We hope parents find it helpful to have regular sight of the activities and work children are doing in class.

Formal consultation meetings to discuss your child's progress and/or to view work are arranged during November and February.

Parents are welcome to speak to staff at any time during the year if they have concerns or queries.





# PASTORAL CARE

## PASTORAL CARE / DISCIPLINE

All teachers have the personal and social development of your child in mind as well as their educational progress. We expect children to be concerned with the welfare of others, to respect each other's property and be polite at all times. We encourage self-discipline and self-esteem and we hope that every child will become a worthy member of the community.

Discipline is intended to be firm but fair. We utilise the positive approach of praise, encouragement, and incentive, as well as the more negative approach of criticism and punishment. Punishments, where necessary,

take the form of a verbal reprimand and/or withdrawal of privileges.

Where there are problems, the school will contact parents and discuss matters.

If there is no improvement then external agencies may become involved, and a contract be drawn up with the child, with certain "realistic" targets being agreed. Certain circumstances may lead to exclusion. We hope you will contact us if you are worried about your child's welfare.

## CODE OF BEHAVIOUR AND SCHOOL RULES

- Listen, Respect and Persevere are our overarching rules
- Please arrive at school on time, between 8.50 and 9.00 in the morning, and, if you go home at lunchtime return before 1 pm (Reception and Years 1 and 2) and 1.15pm (Years 3-6).
- Never run inside the school building, take care not to bump into anyone as you enter/move about the school – keep to the left of corridors.
- Never go outside the school gate during school times, stay within school boundaries.
- Go straight home from school – unless otherwise instructed.
- If you are away from school, your parents will need to either phone school or write a letter explaining why.
- You must bring a note from your parents if you are not to do PE.

## HOMEWORK

St. Peter's sees the purpose of homework as an evolving one, changing as the children get older. For our younger children developing a partnership with parents or carers, and involving them actively in children's learning, is the key purpose. The involvement of parents in joint activities (particularly in the case of younger children) is most valuable. As children get older, homework provides opportunity for them to develop the skills of independent learning.

This should increasingly become its main purpose.

Homework given to older children will gradually increase in its demands, differentiated to take into account individual needs. It might include:

- finding out information.
- reading in preparation for lessons.
- preparing oral presentations.
- more traditional written assignments.
- homework will not be provided for children who are taken out of school for family holidays (during term time).
- increasingly, online platforms and applications are used to support homework delivery.



## SCHOOL DRESS

### SCHOOL UNIFORM

We have a School Uniform, and the wearing of it is strongly encouraged.

The School uniform consists of a golden yellow polo shirt, with a black sweatshirt (school logo in gold/yellow). Black trousers/skirts should compliment this uniform. In the summer months yellow/white gingham dresses may be worn.

#### Indoor Work:

*Nursery, Reception, Years 1 and 2:*  
Black Shorts and Golden yellow T.Shirt.  
(Bare feet for all P.E. Work.)

*Years 3-6:*  
Black Shorts, Golden yellow T.Shirt.  
(Bare feet for all indoor P.E. Work.)

Shoes are also encouraged NOT training shoes. We would like to recommend that children wear the following P.E./Games kit for activities.

Uniform is available from RAM Leisure, based on the Whitegates Industrial Estate, Wrexham LL138UG.  
[www.ourschoolwear.co.uk](http://www.ourschoolwear.co.uk)

#### Outdoor Work:

*Games Kit:*  
Black Shorts, Golden yellow T.Shirt, Black sweatshirt and dark coloured tracksuit bottoms.

N.B.

Soccer/Athletic shorts should be worn for P.E. lesson and not 'Bermuda Shorts'.

Please ensure that all School clothing (including coats and P.E. Kit) is clearly marked with your child's name. It would be appreciated if parents could provide a small bag to accommodate P.E. clothing and footwear. Many items of School Uniform and P.E. kit can be bought from the school office or from RAM Leisure [ourschoolwear.co.uk](http://ourschoolwear.co.uk).

Items of lost property are normally stored in the cloakrooms.

### **JEWELLERY**

The wearing of jewellery is discouraged, but we do ask parents to be aware of the risks involved. All jewellery (earrings, watches) must be removed for P.E., games and dance to avoid

accidents. The children themselves must be responsible for removing and replacing of earrings (because of the risk of cross infection).

### **'CHILD PROTECTION'**

The Department for Education and Employment and the Welsh Office guidance make it clear that schools and colleges have an important role to play in the protection of children against abuse. This is confirmed by the Policy of Wrexham Borough Council, which sets out the necessary procedures to be followed by all staff.

St. Peter's therefore has a duty to refer any concerns about the well being of pupils to the Social Services Department (SPOA) and School Medical Officer for further advice.

### **ROAD SAFETY / PARKING**

There is a dangerous crossing point to the School which is not supervised, please encourage your child to use the Green Cross Code at all times. The co-operation of parents in parking outside the main School gate is appreciated. Will you please park well clear of

the main entrance. These arrangements are made with the safety of your children being the prime consideration.

No vehicle should be brought on to the school premises, unless authorised.

### **SCHOOL MEALS**

At lunch time children may,

- Go home.
- Bring a packed lunch to eat at school.
- Have school dinner.

Meals are prepared each day in the school

kitchen.

WCBC and St Peter's use an online meal ordering and payment system called Parent Pay.

You will be given log in details when your child starts school.

### **FREE SCHOOL MEALS**

The Welsh Government has introduced a programme to offer free school meals to all children.

## HEALTH

Please notify the school if your child is ill, especially if suffering from any infectious/contagious diseases, e.g. measles, chicken pox, whooping cough, conjunctivitis, and impetigo or Covid 19.

Depending upon the severity of the complaint, it is difficult to say how long a child should remain at home, so please use your own judgement and do not send your child back to school before he or she is fit and well.

In cases of sickness and diarrhea, to reduce risk of infections spreading, we ask that parents keep their children at home for 48 hours after the last episode.

We ask that parents inform us of any chronic medical condition children may be suffering from, e.g. epilepsy, diabetes, and asthma. Medical cards should be completed for asthma sufferers.

We do not give any kind of medicine in school unless it is for chronic illness. Parents

may come to school at a convenient time to administer medicine if necessary. If there is an urgent need for medication to be administered, the Headteacher should be contacted and a form completed giving exact dosage.

All children are seen by the school nurse who checks hearing, eyesight, etc. However, it is not her responsibility to check for head lice, so, as this is a recurring problem, parents are advised to check children's heads regularly.

The school dentist carries out an inspection of the children's teeth in Year One approximately once a year. A selection of children is seen by the school doctor during the year.

Parents are asked to give us an emergency telephone number so that they can be contacted in the event of illness or accident to their child in school. If this number changes during the year, we need to be informed.

All teaching staff hold certificates for First Aid - Emergency Aid in Schools.

## HEALTH & SAFETY / SECURITY

The Governors continually look at this area, undertaking a risk analysis annually. All external doors have security locks with a dedicated boundary/perimeter to the school.

All low-level glass in the nursery area is safety coated. Sensor lighting is located around parts of the main building. The school is fully alarmed against internal trespass, with the added security measure of a fire alarm. Evacuation procedures are undertaken on a termly basis.

A Governor is appointed with responsibility for Health & Safety.

All sporting equipment is checked annually by Sport and Playground Services with fire equipment being checked by Dee Fire.

Staff continually monitor the safety of both the premises and teaching resources.

## PHOTOGRAPHS

During the year your child may have their picture taken for the local newspaper. Should this cause any problems please notify the school

so that your child can be removed from any subsequent photographs.



# WRAPAROUND CARE

## PLAY SCHEME

The school operates a before and after school Playscheme. (This includes the Welsh Government Free Breakfast Initiative). This is a service for parents which provides after school care for children every day until 5.30 p.m.

The Playscheme is supervised by qualified staff. Pre-booking is advised, as this is a very popular service with a maximum intake of 56 per session (dependent upon staffing).

## AFTER SCHOOL ACTIVITIES AND CLUBS (3.15 – 4.00)

A variety of After School Clubs are offered over the course of the school year, recent examples being – football, netball, rugby, cricket, dance,

cookery, drama, art, choir, science, gardening and ICT.

## HOLIDAY PLAYScheme

The school operates a Holiday Playscheme. This is a service for parents which provides whole day care for children for some of the school holidays from 8.00 a.m. to 5.30 p.m. The scheme is supervised by qualified staff.

Pre-booking is advised as there is a maximum intake of 24 per session (dependent upon staffing). Please note we require a certain number of children in order for the session to be cost effective enough to run.

## ABC CLUB

The school operates an ABC club which caters for pre-school children (nursery age) from 11.30 a.m. to 3.00 p.m. The Club is supervised by qualified staff. Pre-booking is advised as this is a popular service with a maximum staff/pupil

ratio of 1:6 per session (numbers will therefore be dependent upon staffing). Please see Mrs Liz Davies or Mrs Sophie Cannon for more information, costs etc for Playscheme or ABC.



# SCHOOL ROUTINES

## SCHOOL DAY/WEEK

Children should not be on the premises before 8.50 a.m. for safety reasons. Please use breakfast club if you need to leave you child before this time.

9.00 am	Bell, children enter school, registration
9.10 am	Collective Worship (duration and time varies)
9.30 am	Session 1
10.30 am	Morning Break
10.45 am	Session 2
12.00 pm	Lunch for Reception, Years 1 and 2
12.15 pm	Lunch for Years 3-6
1.00 pm	Afternoon session begins for Reception, Years 1 and 2
1.15 pm	Afternoon session begins for Years 3-6
3.00 pm	Home Time for Reception, Years 1 and 2
3.15 pm	Home Time for Years 3-6

Hours spent teaching per week (excluding Assembly, registration, breaks):

Infants: 22hrs. 25 mins

Juniors: 23hrs. 40 mins

Nursery sessions are from 9 - 11.30 a.m. Monday to Friday



### ATTENDANCE

Parents, Schools and L.As share legal responsibilities in respect of school attendance.

A child may be absent on any day:

1. When prevented from attending by sickness or any unavoidable cause.
2. Exclusively set apart for religious observance by the religious body to which his/her parents belong.
3. On the grounds that suitable transport has not been provided, and the school is not within walking distance.
4. When parents are on annual leave during term time (or there are exceptional circumstances resulting in a holiday request being authorised).

Please ensure that your child attends school regularly and punctually; this is very important. If your child is absent, a written message or telephone call is required from parents. If the school is not notified about the reason for an absence, then the child's absence can be regarded as unauthorised. Unauthorised absences in the last academic year stood at 0.1%. If possible, please let us know beforehand of

appointments at the hospital, dentist, doctor etc. your child can then be given his/her register mark. If an appointment involves your child leaving during the day, please arrange to meet him/her from school, as we discourage children going home on their own during the day for personal safety.

If it is absolutely necessary to take family holidays during term time, please ask for a Holiday Form from the School Secretary. However this is strongly discouraged and we urge parents to consider their child's education carefully when making this decision. Term time holidays can only be authorised in exceptional circumstances. A list of School Holidays for this academic year can be found on the school website and app.

Please let us know any helpful medical information about your child e.g. allergies, and inform us of changes of address, telephone numbers and also any situation of circumstances at home or in the family, which might affect your child's behaviour or work in school.

### THE HOUSE SYSTEM

The School has a House System. The aim is to foster healthy competition, pride and respect in cultural, moral and physical activities.

The houses are as follows:

BANGOR  
ST. DAVID'S  
LLANDAFF  
ST. ASAPH.

### EDUCATIONAL VISITS

These are a definite and important part of our curriculum. They may entail a short walk to a place of interest in the village or a longer trip to a museum or town.

For the longer trips, parents will be asked to complete a consent form which not only informs you of our intention to take your child out of school, but also asks you to provide us with the authority to act on your behalf, in the extremely unlikely event of a medical emergency.



## CHARGING POLICY

As part of the Education Act (School Hours and Policies) 1988 schools have to produce and publish a Charging Policy for the school. The Charging Policy produced by the school follows Education Authority guidelines, with the main sections highlighted below:

1. The general aims of the policy are to:
  - (a) Comply with the conditions of the Reform Act 1988
  - (b) Ensure that as wide a range of extra curricular activities as possible will continue for the benefit of the pupils.
  - (c) Expand the activities within and outside of the school day.
2. Although no charge will be made for activities mainly in school time, the school will ask to make a VOLUNTARY CONTRIBUTION to meet the cost incurred by the school. It is pointed out that the school is not in a position to subsidise any visits, and if sufficient Voluntary Contributions are not received then the visit will not take place. In order for a visit to take place then a Voluntary Contribution from each pupil will be necessary.
3. General Principles
  - (a) NO CHARGE will be made for admission to school.
  - (b) NO CHARGE will be made for activities which are part of the National Curriculum.
  - (c) No child will be disadvantaged because of their parents' inability or unwillingness to pay.
  - (d) Parents will be invited to equip their child with items of personal equipment intended to be used solely by their child.
  - (e) There will be NO CHARGE made for any activity, which takes place wholly, or mainly in school hours.
4. Charges will be made for activities, which take place mainly, or wholly out of school time e.g. Residential visits.
5. A CHARGE will may be made for materials used in practical subjects and project assignments ( e.g. for ingredients or materials ) provided parents have agreed in advance that they wish to keep the finished product.
6. Parents are asked to make a voluntary contribution towards the cost of transportation for swimming tuition at Gwyn Evans Pool, Gwersyllt.
7. Parents are asked to make a voluntary contribution towards the cost of transportation for gymnastic tuition at The Olympus Gym, Llay.
8. If property is damaged or lost as a result of a pupil's bad behaviour, then payment from parents may be requested.
9. Remission Policy
 

Pupils who will be entitled to remission are those whose parents are in receipt of Income Support or Family Credit.

The school visits that qualify for remission are those which:-

  - (a) Take place in school hours.
  - (b) Are part of provisions for the National Curriculum.
  - (c) Residential visits at centres designated by the education Authority e.g. Pentrellyncymer, Nant BH, Glanllyn.

It is the responsibility of the parents to inform the school if they wish to claim remission from charges.

# HOME SCHOOL LINKS

## COMMUNICATION

We use email and our school app to send home regular messages and information

for parents. We also use apps called Class Dojo and Seesaw.

## SCHOOL APP

Follow the links from the school website to download this.

## PARENT TEACHER ASSOCIATION

We have a very hardworking P.T.A. A range of both social and fund-raising activities is organised to promote good home/community/school relationships and also to raise money to all parents. Committee meetings are held

monthly either online or in the Golden Lion in Rossett. Money raised goes towards buying equipment, school outings, and any other areas of need identified by the staff. New members are always welcome.

## HOME-SCHOOL LINKS

We encourage parental help in school. No particular skill is necessary, just a willing pair of hands. Help currently extends to reading, computers and art activities.

The school attempts to develop this positive partnership through the involvement of the school, parents and pupils in formulating a "Home-School Agreement". Such an agreement is intended to establish a foundation for learning and establish a caring and purposeful ethos within the school.

We believe in the importance of the individual and the aim of the partnership between the home and the school is to develop every aspect of the child's life, educationally, socially, morally and behaviourally.

By co-operating as a team we expect to foster a responsible attitude in every child. We hope that parents will support the school in establishing such a foundation.

## COMMUNITY LINKS

Invitations are sent to members of the community for various occasions such as Harvest Festival, Christmas Nativity and other concerts and social events.

A local yoga class and the village horticultural society both have use of our Hall. Students from local High Schools and Colleges visit on a regular basis. We raise money for charity each year – nominating a variety of causes.

# MISCELLANEOUS

## COMPLAINTS PROCEDURES

Please ask if you would like a copy of the Complaints Policy.

### Informal Stage

If a person has a complaint relating to the school, she/he should make it known to a member of staff or a Governor, in writing or oral. If the complaint is not resolved to the satisfaction of the complainant, she/he is entitled to make a formal complaint.

### The Formal Stage

The complainant makes a formal complaint in writing to the Headteacher.  
The complainants Officer will then investigate

the complaint and reach a decision as to what action, if any, should be taken. However, if the Complainants Officer regards the complaint as sufficiently serious or urgent, and she/he is not the Headteacher, she/he can refer the matter to the Chair of Governors who can delegate the investigation to a committee. Once the Complaints Officer has reached a decision as to what action, if any, should be taken, he will communicate it in writing to the complainant.

### Appeal to the Governing Body

If the complaint is not resolved to the satisfaction of the complainant, she/he is entitled to appeal to the Chair of Governors.

## PUBLIC ACCESS TO DOCUMENTS

The school has policies for all curriculum areas and for a wide range of aspects of school management.

The school has a policy for disability equality and accessibility, which is available upon request.

By law Headteachers are required to provide parents with access to certain documents. They are as follows:

- School Prospectus (free).
- The most recent annual report of the governors (free).
- Statutory orders and circulars about National Curriculum published by the Department for Education and Employment.
- Details about L.E.A. arrangements for complaints about the school curriculum.

- The syllabuses, schemes of work and policy documents in use at the school.
- L.E.A. agreed syllabus for Religious Education..
- Pupil records (15 working days notice must be given by parents).
- The Estyn report on the school, Summer Term 2019

Appointments should be made to view these documents. The school will charge if a parent wishes to have a copy of a document. Documents under copyright cannot be copied for parents.

Please note the information in this prospectus was correct at the time of publication but changes may occur in school routines and activities or staffing. Equality Impact Assessed Sept 2019.

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