

St Illtyd's Primary School



Prospectus

SCHOOL CONTACT DETAILS

An English medium Primary School

Address: Llanhilleth,
Abertillery,
Blaenau Gwent,
NP13 2JT

Tel: 01495 321718

Fax: 01495 320453

E-Mail: Stilltyds.primary@blaenau-gwent.gov.uk

Alternatively we can be contacted via our:

School Website: www.stilltydsprimary.co.uk

We also use Social media to communicate to parents:

Facebook <https://www.facebook.com/St-Illyds-Primary-School-460215924040706/>

Twitter (@IllydsS) <https://twitter.com/Illyds>

A note on communication:

Effective communication is vital for school and home partnerships to be a success. We endeavour to communicate as effectively as we can with you through newsletters, social media and website updates. Communication is two-way and we expect parents to read the information we send home. We cannot continually monitor our social media pages for queries and so they are not the appropriate platform for raising issues and asking questions. Please contact the school directly if you have questions or if there is anything you need to discuss. We thank you for your cooperation in this matter. Any posts which are offensive, profane or otherwise inappropriate in nature will be removed and parents will be contacted to discuss with the Headteacher. We find that our social media pages are a great way to communicate instantly with families, but we ask that at all times they are used respectfully.

Staffing Structure for 2022-2023

Year Group	Teachers	Teaching Assistants
N	Mrs A Matthews *DHT	Mrs M Lewis Mrs E Maggs
YR	Mrs C Hughes	Ms Maria Williams
Y1	Mr L Williams	Mrs G Price Mrs E Maggs (pm)
Y2	Mrs Kirsty Banks *Leader of progression for all	Miss Kayleigh Meek
Y3	Mr Thomas Senior	Mrs C Southall
Y4	Miss Rachel Speed	General KS2 ALN Support (Y3-Y6) Mrs J Warfield Mrs Deb Davies Mrs Jakki Wayne
Y5	Mrs S Davies	
Y6	Mrs H Jones	
Mrs Kelly Forrest Mackay - Headteacher		
Mrs Adele Matthews - Deputy Headteacher		
PPA and Leadership Cover - Mrs Rachel Powell		
Chair of Governors - Mrs Lucy Allsopp		

THE ETHOS AND VALUES OF THE SCHOOL

Mission Statement

Believe, Enrich, Succeed Together
Credu, Cyfoethogi, Llwyddo gyda'n gilydd

Our mission statement which all staff and pupils agreed upon, is that we, here at St Illtyd's, will always aim to be the **BEST**...

Believe
Enrich
Succeed
Together

We do a lot of work around this theme in learning about what each of the aspects of **BEST** means. We discuss how we can and should '**Believe**' in ourselves and each other.

We talk about what it means to be afforded opportunities , to be immersed and '**Enriched**' in our daily lives and in our learning.

We want all of our school community to be the BEST they can be at St Illtyd's and we want all of our children and staff to '**Succeed**'. The children enjoy sharing their successes every Friday in our very special celebration assemblies where we give out Seren Yr Wythnos certificates and talk about the week's achievements.

And none of this can happen if we don't all work '**Together**'. Staff, children, parents, Governors and the local community.

Pupil Voice

Pupil Voice is very important to us here at St Illtyd's and our children are afforded lots of opportunities to share their views and have their voices heard.

Our School Council, Eco committee, prefects and various extra-curricular clubs all have a voice and are tasked with representing the views of all children in our school in a continual effort to improve and grow our school together.

Home Learning

Home learning is a very important part of a child's education and can add much to a child's development. We recognise that the time and resources available limit the educational experience that any school by itself can provide; children benefit greatly from the mutual support of parents and teachers in encouraging them to learn both at home and at school. Indeed we see home learning as an important way of establishing a successful dialogue between teachers and parents. One of the aims of our school is that children develop as independent learners. We believe that home learning plays a significant part in the children's acquisition of these important skills.

Home learning plays a positive role in raising a child's level of achievement and attainment. We also acknowledge the important role of play and free time in a child's growth and development.

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Whilst home learning is important, it should not prevent children from taking part in the wide range of out-of-school clubs and organisations that play an important part in the lives of many children. We are well aware that children spend more time at home than at school, and we believe they develop their skills, interests and talents more fully when parents encourage them to make maximum use of the experiences and opportunities that are available outside of school.

TERM DATES

Date	Start	Half Term Starts	Half Term Ends	Term Ends
Autumn	02/09/2022	31/10/2022	04/11/2022	23/12/2022
Spring	09/01/2023	20/02/2023	24/02/2023	31/03/2023
Summer	17/04/2023	29/05/2023	02/06/2023	21/07/2023

Planned Inset Days

Our Planned Inset Days 2022-2023

Sept	Nov	Jan	Jun
(1) Friday 2nd September 2022 Learning Environment (2) Friday 16th September 2022 Commando Joes	(3) Monday 21st November 2022. (AM) Vision and Values (PM) Cross Curricular Skills focus Mathematics TAPAS	(4) Thursday 19th January 2023 Curriculum Focus (5) Friday 20th January 2023 Assessment and Progression.	(6) Monday 5th June 2023 Self Evaluation.

School Day Arrangements

KS2 Children (Years 3, 4 5 and 6)

Doors open from 8:50am to allow the Years 3, 4, 5 and Year 6 children to filter into school. Once you have dropped your children off in the morning they will be able to come straight into school from 8:50am. The school day for Key Stage 2 children will end at 3.15pm. Children who do not travel by bus will need to be collected by an adult (over 18). Children in Years 5 and 6 may walk home providing a letter of consent has been signed in advance.

Foundation Phase children (Years R, 1 and 2)

Children in the Foundation Phase classes are to be brought to school in order to line up at 8.55 with the aim of being in class by 9.00am. Staff will escort the children from the main gates to

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their classes. All children in Foundation Phase who do not travel home on the school bus will need to be collected by an adult (over 18). Should you be unexpectedly delayed in collecting your child, please let us know at the earliest opportunity via a phonecall. Urgent messages are not always picked up when sent via Seesaw during class time.

Nursery

Morning: Doors open 9:00am

End of Session 11:30am

Afternoon: Doors open 1:30pm

End of Session 3:30pm

ADMISSIONS

The school is maintained by Blaenau Gwent County Borough Council. If you need to contact the LA you should write to:

Civic Centre,
Ebbw Vale
NP23 6XB

A St Illtyd's Primary School admission form is available at the school or via the school website. This should be completed and returned to school before the end of term to ensure a place at the school is reserved for your child in September.

ATTENDANCE

The last academic year saw St Illtyd's Primary school attendance figures stand at around 94.7%. We ask that you contact school on the first day of absence with a telephone call to let us know the reason for the absence and the likely length of time your child will be absent. Term time holiday requests may be made but the Governing body will not authorise any requests where a child's absence falls below the school's target. This year the target was 95.4%.

UNIFORM

School uniform helps our pupils to feel part of a community. It identifies our pupils when representing our school in the community or on visits and has a recognised effect on pupil behaviour.

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In accordance with Welsh Government (WG) regulations, we have ensured that the majority of the uniform is available from local stores or supermarkets.

Jewellery

Jewellery presents a problem in physical education and games – it is a particular health and safety risk, especially earrings. The only earrings that are allowed to be worn in school are the small ‘stud’ type and pupils are restricted to one pair only. Children must remove these before they undertake PE or games. If ear piercing is still healing, studs may be left in place to avoid the risk of infection, however, parents must provide tape to cover the studs whilst PE or games lessons are taken to minimise the risk of injury. All other jewellery is NOT allowed, with the exception of a watch.

Valuables

Children are strongly discouraged from bringing valuables and personal effects to school. As a school we can take no responsibility if items brought into school are subsequently found to be damaged or are lost or stolen. **Mobile phones are NOT allowed in school.**

Should it be necessary for a child to bring personal belongings to school if, for instance, they are to make an overnight stay away from home, then these items should be left with the class teacher and not in the general cloakrooms.

Uniform is as follows:

Winter Uniform (Autumn and Spring term)	Summer Uniform (Summer term only, but may also may be worn in September if the weather is still warm)
All Pupils	All Pupils
<ul style="list-style-type: none"> ● Grey Tailored shorts or trousers/skirt /pinafore ● Yellow Polo T-shirt (with logo preferable) ● Blue jumper (with logo preferable) ● Grey or white socks or tights ● Black school shoes or boots / All black trainer style shoes with a black sole 	<ul style="list-style-type: none"> ● Grey Tailored shorts or trousers/skirt /pinafore ● Yellow Polo T-shirt (with logo preferable) ● Pale blue or pale yellow gingham dress ● Blue jumper or cardigan (with logo preferable) ● Black or white sandals (not open toed)
PE Kit Plain Navy shorts/ or Navy jogging bottoms in cold weather Plain Yellow T-shirt (no logo needed) Daps or trainers	

Not permitted

Cycle /Lycra shorts

Denim shorts / trousers

Leggings or Jogging bottoms (other than a navy pair for PE lessons - see above)

Bright coloured trainers / trainers with a white sole

High heeled shoes or boots

Open toed shoes

DROPPING OFF AND COLLECTING CHILDREN

All KS2 children should enter and leave via the KS2 pupil entrance at the side of the school. The exception to this is if your child is late (come to main reception) or has an after school club, when you will be advised of the collection point. Foundation Phase down should enter through their classroom door, making their way down the ramp (not through the FP Play Garden). We would ask for your cooperation when bringing children to and from school, particularly when using the school car park. Please park sensibly and considerately and keep to the paths when walking into the school grounds. Please be aware that NO DOGS are allowed within the school grounds and bicycles and scooters should be pushed, not ridden, once you have come through the gates. The school is a no smoking site and this includes the use of e-cigarettes.

Foundation Phase children **MUST** be collected by an adult. Children in Years 3 & 4 **MUST** be collected by either an adult or a responsible person over the age of 16. They should be collected from the school gates. Please let us know who will be collecting your child on a regular basis and inform us if this is to change.

Unfortunately, there are times when parents who have separated are going through custody issues. In these circumstances, in the absence of a court order, we ask that you keep us informed of your informal agreements and we will always give priority upon collection to the parent who brought the child to school, unless that parent informs us otherwise.

PARENTAL INVOLVEMENT

We welcome and encourage parental involvement in the life and work of the school recognising the importance of the partnership which we trust will begin before your child starts school and which will continue during the time they spend with us.

We would like to encourage parents to help with supporting readers, with craft activities, coming along on school trips and visits, or simply by talking to the children. If you would like to help then please do let your child's class teacher or a member of the school Leadership team know and we will apply the Council's Volunteer policy.

MILK, DRINKS AND SNACKS

Your child will get thirsty throughout the day and water is important to keep him/her alert. Please send a bottle of water with a sports top to be kept in the classroom. No flavoured water, squash or fizzy drinks are permitted for consumption throughout the day.

Nursery and Reception children have a 'snack break' in the classroom when they sit down together and listen to Phonics songs, nursery rhymes or socially interact with one another and staff. We would ask parents to provide a fruit snack for your child each day. **All other snacks are not allowed.**

This is also an opportunity for all children to have a drink of milk which is provided by Blaenau-Gwent County Council. We do not, however, insist that a child drinks milk if they do not want it. Please inform us if you do not want your child to be offered milk or if there are any dietary requirements.

For Years 1 and 2 there is a play break during the morning session when free milk or water is available. We do not, however, insist that a child drinks milk if they do not want it. Please inform us if you do not want your child to be offered milk. You may also wish to send in a fruit snack for your child to eat at playtime (*please peel oranges for younger children*). **All other snacks are not allowed.**

Years 3, 4, 5 & 6 may also bring their own fruit but **no other snacks are allowed.**

LUNCHTIME ARRANGEMENTS

At St Illtyd's Primary School we place considerable emphasis on the importance of lunchtime, recognising the opportunity it gives for pupils to socialise and interact whether they have a school meal or bring a packed lunch from home. School staff and lunchtime supervisors care for the children during this time and ensure sensible behaviour in the canteen and playground.

The school has a very good kitchen, managed by BGCBC with a hygiene rating of 4, which produces meals that represent good value for money. In St Illtyd's we operate an online payment system, Parent Pay and there is also a unit installed in the entrance to the school where parents can top up credits for their child, for those who may not have access to the online Parent Pay system. We are unable to accept cheques.

The School Menu can also be viewed on our school website to enable parents to make an informed choice. Please advise the school if your child has or develops a food allergy, or has any other dietary requirements e.g. vegetarian, halal. It is Blaenau-Gwent policy that a medical note must be provided for dietary requirements.

Some parents prefer to provide a packed lunch and drink for their children. When this is the case we would request, for safety reasons, that you do not provide drinks in either cans or glass bottles. As a healthy school we would encourage parents to provide a healthy and nutritious packed lunch. **No sweets or chocolate are allowed.**

Unless children are going home for their lunch, when they must be collected by an adult, they are not allowed to leave the school premises during the midday break.

BEHAVIOUR

At St Illtyd's Primary School we encourage positive attitudes towards self-discipline and high standards of personal behaviour which are expected at all times.

A great deal of time, thought and effort is spent on establishing an atmosphere of mutual trust and respect between adults and pupils.

We aim to make the school a place where pupils will feel safe and secure in an environment where they can work and play, sharing and cooperating with others. Pupils are expected to behave in a reasonable and responsive way showing thoughtfulness and awareness of the needs and rights of others. They are also encouraged to care for things they use and develop a responsible attitude towards their environment.

At St Illtyd's Primary School we also have a Senedd SIPS. Representatives from Y2 - Y6 take part in a variety of pupil voice groups across the school and meet twice per term. The representatives have an action plan for their respective areas and they are encouraged to air any problems encountered by their peers and to suggest improvements that could be made to enhance school relationships and environment.

We ask that children and staff adhere to the 5 School Promises which are discussed regularly with the children and referred to throughout the day.

Be Respectful

Be Ready

Be Reflective

Be Kind

Be Responsible

Consequences of poor behaviour will vary according to the incident and is most effective when it is supported by parents/carers. Where there is cause for concern we would ask to meet with you to discuss the problem and ask for your help as we work together to develop strategies to resolve it. Conversely, we would appreciate you contacting us if you have any concerns about your child's behaviour.

In the event of it becoming necessary to exclude a pupil from attendance at school, the child's parents would be informed and will have the right to make representation to the School Governing Body.

There are several trained ELSA (Emotional Literacy Support Assistants) TAs in place. These TAs are able to offer support and advice to children and parents regarding social, emotional and behavioural issues.

We take a 'Zero Tolerance' approach to bullying to promote a clear message that bullying behaviour is unacceptable. Pupils are encouraged to tell an adult about any bullying concerns. Every child has the right to feel safe and secure in school. The Anti Bullying Policy is available on the school website.

The Headteacher and Deputy Head Teacher are the designated Child Protection Officers who liaise directly with the Local Authority and Social Services Child Protection Teams. Should anyone have any concerns regarding a particular child or groups of children, the Headteacher should be informed immediately. The Safeguarding policy is available on the school website.

CURRICULUM STATEMENT; TEACHING METHODS AND ORGANISATION

Foundation Phase

In our school, Foundation Phase refers to the curriculum in all classes from Nursery to Year 2.

Foundation Phase practice places great emphasis on the holistic development of children and the development of skills across the curriculum, building on previous learning experiences and knowledge. Our vision is that by providing a broad, rich and exciting curriculum using a variety of approaches we aim to develop children as individuals, recognising their level of maturity and interests.

The current statutory areas of learning are:

- Personal and Social Development, Well-Being and Cultural Diversity
- Language, Literacy and Communication
- Mathematical Development
- Welsh Language Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

The Foundation Phase is a crucial time for developing lifelong learning skills. Children at St Illtyd's will learn how to observe, listen, respond and develop as individuals and as members of a caring community.

Key Stage 2

In our school, Key Stage 2 refers to the curriculum in all classes from Year 3 to Year 6.

All children currently follow the statutory Curriculum 2008 core and foundation subjects as well as Religious Education and Welsh as a Second Language. This builds upon the skills and knowledge developed in the Foundation Phase. However, the school is very mindful of the current Welsh curriculum reform outlined in 'Successful Futures' and is committed to continual review and improvement to the existing curriculum so as to be ready to implement the new Curriculum for Wales when it becomes available in January 2020. Our school is a Quality Improvement School, trying and testing the Health and Wellbeing Area of Learning and Experience. Further information on the new curriculum and why it is changing can be accessed here:

<https://gov.wales/topics/educationandskills/schoolshome/curriculuminwales/curriculum-for-wales-curriculum-for-life/?lang=en>

The current statutory subjects are English, Maths, Science, Welsh, ICT, History, Geography, Design Technology, Music, Art and PE are the other foundation subjects.

Literacy and Numeracy Framework [LNF]

The LNF was implemented in September 2013. It sets out the skills that the children are expected to develop throughout their time in school, from ages 5 to 14. The LNF is split into components for literacy and numeracy. The literacy strands are: oracy across the curriculum; reading across the curriculum and writing across the curriculum. The numeracy strands are developing numerical reasoning; using number skills; using measuring skills and using data skills.

In addition to the LNF, teachers provide opportunities for children to develop their Thinking Skills and ICT across the curriculum.

The children are given opportunities to develop these skills through other subjects.

As a school we value the development of skills and are highly committed to ensuring your child is well equipped with the necessary skills for lifelong learning.

SEAL

SEAL stands for Social and Emotional Aspects of Learning and the skills it covers include:

- Dealing with feelings such as anger and frustration
- Getting on with other children and seeing things from other points of view

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- Settling arguments fairly
- Feeling confident, taking responsibility and standing up for themselves (without being aggressive)
- Reaching their goals – keeping going and bouncing back
- Dealing with change, loss and bullying
- Solving problems and making good choices

We teach these skills in every class from Nursery to Year 6 and beyond. Being competent in these areas of what is known as “Emotional Intelligence,” enables children to achieve highly in all areas of the curriculum.

The SEAL programme is made up of seven units; six of these last for roughly half a term and the seventh focuses solely on Anti-Bullying Week in November. Children revisit each theme once a year as they progress through the school, building on and extending their knowledge and understanding with age-appropriate resources. At the beginning and end of each unit, special assemblies are held.

As the SEAL programme at St Illtyd’s develops, we are also able to provide some small group activities through which our Teaching Assistants will provide additional support to any children who may need it.

USE OF THE WELSH LANGUAGE

Bilingualism

English is the main language of communication, teaching, learning and assessment at St Illtyd’s Primary School. However, the school is committed to promoting the aims and aspirations of the Welsh Government in developing Bilingualism.

In our school both English and Welsh are functional languages. We promote oracy, reading and writing in both English and Welsh Second language in informal and structured situations. Welsh has been given an audible and visual place in and around the school, including school assemblies and concerts, signage and display, Welsh lessons and indoor and outdoor activities. The children are also presented with a new ‘Phrase of the Week’ which they learn and are encouraged to use. The children who are part of Criw Cymraeg are used as good role models in the use of the language around the school.

As a school we therefore aim to:

- Foster positive attitudes in all learners towards Bilingualism.
- Provide opportunities for children in the Foundation Phase to hear and use Welsh in all areas of their learning.
- Motivate the children to use Welsh naturally, spontaneously and with confidence in all aspects of school life.

Religious Education

Religious Education is provided in school as part of the basic curriculum under the guidelines of the 1988 Education Reform Act and in accordance with the statutory requirements. The approach is multicultural, with an emphasis on Christianity.

The programmes of study, attainment targets and assessment are approved locally by SACRE (Standing Advisory Council for Religious Education).

Collective worship in school is conducted through allocated assemblies and a weekly 'Praise' Assembly.

Visiting 'speakers', including Christian ministers and representatives from various charities often contribute to assemblies.

Any parent who wishes to exercise their right under the 1988 Education Reform Act to withdraw their child from assemblies or RE lessons is asked to contact the Headteacher in writing.

Sex Education

The school's programme of sex education as agreed by the Governing Body and is linked with areas of Curriculum 2008 and also a broad based social education. The main emphasis is on relationships and will reflect the needs of pupils as they develop over the Key Stages. Puberty talks are held with the Year 6 class, giving pupils the chance to discuss sensitive issues in an informal setting. Parents will be notified when this is to take place and may exercise their right to withdraw their child upon request.

Provision for Sport and Physical Education

Physical Education is a statutory requirement and an essential component in establishing a basis for a healthy lifestyle. We aim to provide as many sporting experiences for our children as possible. All staff are committed to encourage children to take an active part in the outdoor play, games and PE activities provided. During their time at the school children enjoy a diverse range of sporting activities such as football, netball, rugby, athletics, swimming and tennis.

Games, swimming and PE form part of the Curriculum requirements for all children at St Illtyd's Primary School except for those permanently excused on health grounds. Such cases must be supported by a medical note from your doctor.

The school regularly participates competitively in swimming, athletics, netball, football and tag-rugby against a number of other schools both locally and nationally.

All children will have the opportunity to participate in residential outdoor pursuit activities during their time at the school.

We encourage all children and staff to take part in the 'Daily Mile' at St Illtyd's, an activity which takes about 15 minutes per day where children either walk or run a mile every day in the school grounds.

Extra-Curricular Activities

In our school we will offer a variety of extra-curricular clubs at lunchtime and after school, throughout the week.

Clubs will be made available for children from Year R – Year 6. Some clubs are age-specific and are limited to maximum numbers for health and safety reasons.

Further information regarding extra-curricular clubs will be distributed to parents at the start of each term.

A list of suitable PE clothing can be found in the under uniform requirements section.

If you have any ideas or you could offer to help with the running of any clubs, please see a member of staff or contact the school via any of the contact details mentioned in the prospectus.

ADDITIONAL LEARNING NEEDS

In line with our ALN policy we aim to identify children with ALN as early as possible and ensure that appropriate provision is made to match their needs. This includes children with learning difficulties and those more able pupils who require additional challenge.

Our school has a Leader of Learning for Inclusion and Wellbeing, who will fulfil the role of the ALNCo (Additional Educational Needs Coordinator). This person is Mrs Kelly MacKay, and she will liaise with class teachers, teaching assistants and outside agencies to ensure suitable provision for identified pupils.

We use this staged approach of the Code of Practice when identifying pupils with Additional Educational Needs:

- School Action
- School Action Plus
- Statement

Parents will be invited into school when we feel a child should be placed on the Additional Educational Needs register. An educational plan is constructed in consultation with the Leader of Learning for Inclusion and Wellbeing and the class teacher where additional needs are identified. From this an Individual Educational Programme (IEP) is drawn up with a number of specific targets designed to address and improve. Progress is monitored during the term and any necessary amendments are made. ILPs for children in the Foundation Phase and IEPs for children in Years 3 – 6 at School Action Plus are reviewed three times a year.

We work closely with a range of outside agencies to ensure the best provision is available for our children. Parental permission is sought prior to contact with outside agencies e.g. Educational Psychology Service.

Links have been established with ALN Teams at feeder nurseries and our receiving comprehensive schools; Abertillery Learning Community and Newbridge Comprehensive. Consultation between staff in each year group and Year 6 and 7 ensures a smooth transition for children with any form of additional need.

CHILD PROTECTION

All staff who work with children have had child protection training that equips them to recognise and respond to child welfare concerns. These concerns are passed to the Designated Child Protection Officer, in our case the Headteacher, who then follows strict guidelines on how to deal with issues raised. Legislation stipulates that parents **are not always contacted by the school when children are referred**, this will then become the responsibility of other related services.

Access to Information

The school retains records on each individual child. These provide a personal and academic profile as progression is made throughout each year.

The records are available for parents to inspect at school and copies can be made to be taken away. It is a statutory obligation that records should be made available within a reasonable time frame. We comply with the requirements of GDPR.

We have many children in school whose parents are separated, where this is the case we usually only send out one copy of a letter and we rely upon parents to communicate with each other.

Parents who wish to inspect documents relating to the school's curriculum should contact the Headteacher.

EQUAL OPPORTUNITIES

The school's philosophy and practice regarding equal opportunities are linked with its inherent ethos and belief in equality for all. We believe that we should cater for the needs of all children in our community regardless of race, ethnicity, culture, religion and ability. We believe in equal opportunity and equity for both staff and pupils. All children have access to a broad and balanced curriculum allowing them to achieve standards according to their levels of ability and aptitude. Staff understand how factors such as nationality, language, gender, social circumstance and giftedness can impact on learning. Work is planned, organised and delivered to take full account of the needs of the individual child. Provision is also made for our more able and talented pupils. We are compliant with the Discrimination and Disability Act.

Arrangements for the disabled

The school building has facilities to accommodate disabled children and adults. We are committed to inclusion and full access to the curriculum and all aspects of school life for all children. Occasionally Health and Safety issues demand that some exceptions be made. In these instances each case is looked at very carefully on an individual basis and suitable differentiation is negotiated. A full risk assessment will be taken prior to admission.

Our Equal Opportunities policy can be accessed through our school website for further information.

MEDICAL

Please will you ensure that the school is informed about any medical condition known to you that is likely to affect your child's education. This information will be added to our records.

No medication can be given by staff in school. You may, however, come into school yourself and administer medicine to your child at an appropriate time. The class teacher or teaching assistant should be informed if your child is to have medication. The exception to this is asthma medication or an Epi Pen.

Asthma Sufferers

If your child suffers from asthmatic complaints please ask for a copy of the school policy on Asthma. **Parents of Asthma Sufferers will be required to complete the relevant medical form,** which is also available from the school office. We will require two inhalers to be kept in school, one in the classroom under the teacher's supervision and one in a secure cupboard.

First Aid

Every effort is made to keep all our children and staff safe. If an accident does occur we have members of staff who are qualified in First Aid at Work and Emergency Aid. A qualified staff member is available throughout the school day and during after-school activities.

If your child needs treatment other than that which can be provided at school, we will notify you immediately. **It is therefore extremely important to complete the 'Admission Form' giving emergency contact numbers and also to ensure that these are kept up to date.**

As a matter of course, if a child receives a knock to the head, we will inform you. All accidents/injuries are reported and an accident form is completed by the member of staff who deals with the incident.

Screening

Eyesight, hearing, weight and height will be screened by the health service during your child's early years in school. You will be given the opportunity to opt out of this screening if you wish.

Illness at school and Covid-19

You should notify the school if your child has Covid symptoms (or has been in directed contact with someone who has been symptomatic). In this event you should follow the national guidance for self-isolation which is currently 14 days. Any child who is unwell or symptomatic before school should not attend school. Their absence needs to be reported to the school as per our usual practices. Any child, staff member or visitor who is unwell or displaying symptoms will be placed in isolation. The necessary arrangements for collection or seeking of medical advice and drawing upon Environmental Health support will be made. Personal Protective Equipment will be worn as necessary in the event of such a need. However, it is still not a general requirement for staff or pupils to wear PPE for usual circumstances

When a pupil becomes generally ill at school (other than Covid-19), we will endeavour to contact parents immediately. Whilst staff are very caring and aware of individual problems and personalities, children often need a parent to comfort them and to this end we would ask that they are collected as soon as possible. Additionally should you change your home or mobile number or that of your nominee to collect your child should change please inform us as soon as possible. **This is essential.**

If your child is unwell then please do not send him or her to school. As you will appreciate not only might children pass on their illness to others but they cannot also be expected to give of their best. Should your child experience a sickness/diarrhoea bug, **please ensure that 48 hours elapse AFTER recovery before returning to school.**

Should your child contract head lice, please inform the school and keep your child at home until treatment has resolved the problem. Advice about suitable medications can be obtained from the school nurse.

HEALTH AND SAFETY

The Health and Safety of your child is of paramount importance. The school adheres to the guidelines outlined by BGCBC regarding Health and Safety in Education.

Such issues are monitored and reviewed on a regular basis. Regular fire drills are undertaken and the school is equipped with appropriate safety equipment. Risk assessments have been undertaken on potential hazards and also pertaining to educational visits.

Health and Safety issues are brought to the Headteacher's attention. Where appropriate these issues are brought to pupils' attention via assemblies and class discussions. Personal and Social Education lessons also address Health and Safety issues.

Children are required to observe standards of dress consistent with safety and/or hygiene. There are strict guidelines with regard to the wearing of jewellery. Please see above.

Please note that dogs are NOT ALLOWED on the school site and the school has a strict NO SMOKING policy on the whole site. Any person using inappropriate language or demonstrating threatening, intimidating or otherwise inappropriate behaviour within the school grounds will be requested to leave.

SECURITY

We have to ensure that the security of children, staff and visitors is safeguarded at all times.

Visitors MUST report to the school office where they will be asked to sign in wear identification badges if working in or around the school. Access is via the school gates and main entrance. Parents/visitors report to the main reception and will be asked to sign in for Open Door events.

In case of an emergency children will leave their classrooms via the classroom door or nearest exit if not in their class. Fire drills are held regularly and children are fully aware of their assembly point.

All staff have been DBS checked.

CHARGING AND REMISSIONS POLICY

At St Illtyd's Primary School we believe that all of our pupils should have an equal opportunity to benefit from school activities and visits (both curricular and extracurricular), independent of their parents' financial means. Our policy which can be viewed upon request. It fully describes how we will do our best to ensure that a good range of visits and activities are offered, whilst trying to minimise the financial barriers that could prevent pupils from taking full advantage of such opportunities.

Whilst the school's educational provision and most of the activities organised by the school are financed via funds received from BGCBC, there are, however, some valuable educational experiences that cannot be provided by the school without financial support from parents.

Where a visit occurs during school time, **voluntary contributions to enable the visit to take place may be invited.** Activities for which voluntary contributions are sought generally will be cancelled if the cost to the school is not adequately covered, although many class visits are subsidised from school funds.

The Headteacher in consultation with the Chair of Governors will make authorisation of remission in any of these areas.

SCHOOL DATA

The National curriculum assessment results for St Illtyd's Primary academic Year 2018-2019 were as follows:

Foundation Phase; Pupils achieving Outcome 5+

Foundation Phase Indicator (FPI)	70%
Language, Literacy, Communication (LLC)	83%
Mathematical Development (MD)	78%
Personal Social Development (PSD)	87%

Key Stage 2; Pupils achieving Level 4+

Core Subject Indicator (CSI)	76%
Welsh	71%
English	82%
Maths	76%
Science	88%

National test results are shared with parents as part of the annual report in July.

TRANSFER

Believe, Enrich, Succeed Together
Credu, Cyfoethogi, Llwyddo gyda'n gilydd

The majority of pupils transfer at the end of Year 6 to Abertillery Learning Community or Newbridge School.

COMPLAINTS

The School has a Complaints policy which is available on our website and a paper copy is available in the main entrance.

The Local Authority has a complaints procedure as required by the Education Reform Act. It describes how anyone with a complaint can exercise his or her right to have the complaint processed within the legal framework of the Act. The arrangements cover complaints made by parents and others in respect of duties or exercise of powers by the LA or Governing Body.

The document is available for inspection at the school, public libraries and education office. A copy will be given if desired to any person wishing to make a complaint under the specified arrangements.

It is in everyone's interest to resolve complaints at the earliest possible stage. The experience of the first contact between the complainant and the school can be crucial in determining whether the complaint will escalate. Staff will be fully aware of the procedures and know what to do if and when they receive a complaint.

A complainant might feel they would have difficulty discussing a complaint with a particular member of staff. As a school we will be flexible and refer the complainant to another member of staff. If the complaint is about the headteacher, the complaint will be referred straight to the Chair of Governors.

If a staff member directly involved feels compromised and unable to deal with the matter, then a member of the LAST will deal with the matter.

If a complainant approaches a governor in the first instance, the complainant will be referred to an appropriate member of staff. Governors will not act on individual complaints outside the formal procedure or be involved in the early stages in case they need to sit on a panel at a later stage.

Any person against whom a complaint is being made should be informed at the outset.

STAGES OF COMPLAINT

Stage 1 – Complaint heard by a Staff Member

Stage 2 – Complaints heard by the Headteacher

Stage 3 – Complaint passed to Chair of Governors

Stage 4 - The Governors' Complaints Committee

Should the school and complainant fail to reach a resolution, LA and Welsh Government guidelines and procedures will be followed. However, it is usually possible for queries and problems regarding all aspects of school life to be dealt with effectively by good home/school communication.