



Willowtown Community Primary School

GENERAL INFORMATION



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.

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

Jewellery

Jewellery presents a problem in physical education and games – it is a particular source of danger, 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.

We actively discourage boys from wearing studs because of the nature of their play, which may lead to injuries to ear lobes. Parents have generally co-operated in this matter and we should be grateful for similar support from parents of all new pupils.

Hairstyles

Dyed and/or shaved patterned hairstyles are not permitted in term times and the wearing of gel/wax is not allowed. Our experience is that hairstyles are becoming increasingly bizarre and are not suitable for a primary school environment. Long hair needs to be tied back due to possible transference of headlice when children are working closely together. This applies to boys as well as girls.

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.

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.

A number of parents help with supporting readers, cooking or art and craft activities. If you would like to help then please do let your child's class teacher or the headteacher know.

BREAKTIME ARRANGEMENTS

Nursery children have their mid-session break in the classroom with staff. Children in Reception and above are expected to be outside during breaks including lunchtime.

As our younger children have outdoor play activities throughout the day please ensure that your child has a coat so that he/she will be comfortable whatever the weather.

FREE 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 pupils have a 'snack break' in the classroom when they sit down together and chat with each other and staff. This is also an opportunity for all children to have a drink of milk, or if preferred water.

For Reception and Years 1 and 2 there is a play break during the morning session when free milk is available. You may also wish to send fruit for your child to eat at playtime (*please peel oranges for younger children*). A healthy cereal bar is permitted, but please note that it should not contain chocolate. **All other snacks are not allowed.**

Years 3, 4, 5 & 6 have the opportunity to purchase a piece of fruit from the Fruit Trolley at breaktime. They may also bring their own fruit or cereal bar but as we are striving to be a Healthy Eating School this must not contain chocolate. **No other snacks are allowed.**

LUNCHTIME ARRANGEMENTS

At Willowtown Community 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 an excellent kitchen, managed by Blaenau Gwent Catering, which produces meals that represent good value for money. In Willowtown we operate a Cashless Catering system, whereby parents/carers make payments to a secure account, accessed by a unique pin code in the school lobby area. Parents will receive their unique Cashless account details at the start of the school year. **We are unable to accept other payment or cheques in the School Office.** All pupils will be given a copy of the School Menu 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 requirement 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 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 mid-day break.

GOVERNING BODY POLICY ON CHARGING FOR SCHOOL ACTIVITIES

The school's educational provision and most of the activities organised by the school are financed via funds received from Blaenau Gwent County Borough Council.

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.

Contributions may be requested for visiting workshops to support work being carried out in curriculum areas.

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

EXTRA-CURRICULAR ACTIVITIES

In our school we are beginning to provide a wide variety of extra-curricular clubs at lunchtime and after school, throughout the week.

Clubs are available for children from Year 2 – Year 6, some clubs are age-specific and are limited to maximum numbers for health and safety reasons.

Further details on the clubs available will be provided from the Spring Term.

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 Person for Child Protection, in our case the Inclusion Manager, who then follows strict guidelines on how to deal with issues raised. Legislation stipulates that parents **are not contacted by the school when children are referred**, this will then become the responsibility of other related services and agencies.

TRANSFER

The majority of pupils transfer at the end of Year 6 to Ebbw Fawr Learning Community. We are building strong links between the high school and its feeder schools with an emphasis on achieving seamless transition at the end of a child's primary years.

PARENT, TEACHER AND FRIENDS ASSOCIATION

Throughout the year the PTFA organises various fund-raising activities. The money raised is spent in school to purchase resources to support the education of the children. We welcome ideas and suggestions from all parents, even if you cannot commit to attending every meeting.

COMPLAINTS

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.

All complaints should in the first place be addressed to the appropriate person at the school. This should be the headteacher. Complaints about the actions of a member of staff must always be made to the headteacher in the first instance.

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

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.

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 should this prove necessary. It is a statutory obligation that records should be made available within 15 days – but normally it is possible to arrange for them to be seen more quickly than this.

We send regular newsletters to parents and communicate via letters and text messages using the Call Parent system. 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. All parents with parental responsibility are entitled to information and separate copies can be made available on notification to the School Office.

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

GOVERNORS

The school's governing body comprises members nominated by the local authority, representatives from commerce, industry, the community, parents and staff.

The names of our current Chair of Governors and all other governors are included. Contact details are available from the school.

Governors meet at least six times a year and hold their annual meeting in the autumn term. Full information on the work of the governing body and minutes of meetings are available upon request.

HEALTH AND SAFETY

The health and safety of your child is of paramount importance. The school adheres to the guidelines outlined by Blaenau Gwent County Borough Council 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. The school works closely with other agencies such as the police and Traffic Safety Team who visit on a regular basis.

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 refer to the school's policies on Uniform and Jewellery.

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 within the school grounds will be requested to leave.

ARRANGEMENTS FOR THE DISABLED

The school building has facilities to accommodate disabled children and adults. It is fully compliant with all current regulations. 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.

ADMISSION PROCEDURES

The school is maintained by Blaenau Gwent County Borough Council. Please contact the council for all admissions questions in relation to Nursery or Reception:

Blaenau Gwent County Borough Council
Municipal Offices
Civic Centre
Ebbw Vale
Gwent
NP23 6XB
T: 01495 311556

For 'in year' admissions from Reception up to Year 6, please contact the School Office directly for further advice.

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 and wear identification badges if working in or around the school. Access is via intercom systems at the school main entrance. Parents/visitors should not enter the school via classroom doors but report to main reception.

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 CRB checked. This includes volunteer helpers and contract workers.

Children's belongings are often left behind, to avoid upsetting your child should something go missing **PLEASE ENSURE THAT ALL YOUR CHILD'S BELONGINGS ARE CLEARLY MARKED WITH THEIR NAME.**

DISCLAIMER

The content of this document represents the information required in the *Regulations about reporting school and pupil information: September 2011*. The information is correct as at 30th November 2016. It should not be assumed that the arrangements described in this document before the start of, or during, the school year in question or in relation to subsequent years may not be subject to change.

