



# School Prospectus 2024-2025



## Llantilio Pertholey Church in Wales Primary School

**Headteacher:**

**Mrs H King**

**Chair of Governors:**

**Ms K Flynn**

***In God we believe, together we achieve***



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# Welcome Croeso

Dear Parents and Carers,

On behalf of the staff and the governors, may I warmly welcome you and your child to Llantilio Pertholey Church in Wales Primary School.



We look forward to working with you and making your child's time at our school happy, exciting and successful. Choosing a school for your child is an important decision. Every school is unique, as indeed is every child, and making sure you get the right 'fit' is so important. At Llantilio Pertholey, we are a close-knit, caring team who strive to offer a rounded, broad curriculum that meets the needs of all of our children: we pride ourselves on our philosophy and ethos for education.

We believe that learning should be inspiring and engaging to encourage children's social, academic, personal and emotional development. By encouraging respect, love and care for each other and valuing the opportunities and experiences we have, we motivate the children to grow and learn together. We encourage our children to become self-confident and independent learners and we work in close partnership with parents and the local community to achieve high standards of work and behaviour.

I hope you find this prospectus useful. If you have any queries or concerns please do not hesitate to contact us.

Mrs Helen King

(Headteacher)



# Important Information

<b>Headteacher:</b>	Mrs Helen King
<b>Deputy Headteacher:</b>	Mrs Nicola Balkwill
<b>Chair of Governors:</b>	Ms Kirsty Flynn
<b>Address:</b>	Hillgrove Avenue Mardy, Abergavenny NP7 6LZ
<b>Telephone:</b>	(01873) 853746
<b>Local Authority</b>	Monmouthshire County Council (01633) 644644
<b>Twitter:</b>	@LPCommunity_
<b>E-mail:</b>	<a href="mailto:llantiliopertholeyprimary@monmouthshire.gov.uk">llantiliopertholeyprimary@monmouthshire.gov.uk</a>
<b>Website:</b>	<a href="http://www.llantiliopertholeyvc.monmouthshire.sch.uk">www.llantiliopertholeyvc.monmouthshire.sch.uk</a>





# Mission Statement and Aims

*'Be Kind, Be The Best You Can Be!'*

**Llantilio Pertholey Church in Wales Primary School will provide an inclusive, supportive and nurturing learning environment to meet the needs of all of our children in a changing world.**

The Governors and staff aim to:

- provide an exciting, stimulating and motivating education in which every child can develop to their full potential, within a school firmly based on Christian principles.
- develop ethical, informed citizens in preparation for their role in tomorrow's society as responsible contributors of Wales and the world.
- encourage our children to become life long learners who are ambitious, capable learners, independent and confident who challenge themselves and each other.
- develop enterprising and creative children with enquiring minds through an authentic, relevant and enriched curriculum.
- create a learning environment to encourage children to respect themselves and others who take pride in their own achievements, and celebrate the achievement of others.
- provide an education for our children which promotes good health and nutrition.
- develop strong collaborative partnerships within school, with our families, and the local, wider and global community.
- encourage our children to appreciate their Welsh heritage, culture and language.



# Meet the Staff

## Teaching Staff

Reception

Year 1

Year 2

Year 3

Year 4

Year 5

Year 6

Miss Samantha Rolph

Mrs Stephanie Hall/Mrs Nicola Balkwill

Miss Harper/Mrs Cecilia Bawler

Miss Kathy Morgan/Mrs Nicola Balkwill

Ms Gail Davis

Miss Hazel Facey

Mr Geraint Langdon

## Teaching Assistants

Mrs Louisa Assirati

Miss Carys Cleaton (HLTA)

Mrs Jamie Harrhy

Mrs Emma Jenkins

Mrs Tanya O'Shea

Mrs Emma Philips

Mrs Sian Whiteman (HLTA)

Mrs Sally Wood

## Administration Staff

Mrs Kath Sutherland

## Caretaker

Mr Steve Wilkinson

## Midday Supervisors

Mrs Diane Moreton

Miss Abi Riddell

## Cooks

Ms Melissa Browne

Miss Nina Lewis





# The Governing Body

## The Governing Body

Ms Kirsty Flynn	Chair	Parent Member
Mrs Sarah Lewis	Vice chair	Local Authority
Mrs Helen King	Headteacher	Ex-officio

### **Community Governor** (appointed by the governing body)

Haidee Clarke

### **Ex-officio Member** (as vicar of St Teilo's Church)

Father Julian Gray

### **Foundation Members** (church appointed members)

Mrs Hazel Evans

Mr Karl Sage

### **Parent Members** (elected by parents)

Mrs Angharad Brankley

Mrs Lynn Green

Mrs Sara Ruck

Mrs Amanda Wham

### **Staff Members** (elected by members of staff)

Mrs Nicola Balkwill

Mrs Katherine Sutherland

### **Local Authority Members** (appointed by the county council)

Mrs Sarah Lewis

Ms Kirsty Flynn





# The Governing Body

The School's Governing Body is responsible for the overall strategic direction of the school including the responsibility for the content of the curriculum particularly with regard to Health and Sex Education, the appointment of staff and control of the school finances.



Members of the governing body are either elected by parents and members of staff, co-opted by the governing body when they have a specific skill that they can bring to governance, or appointed by the local county and community councils. All governors serve for a term of four years and are required to undertake some training, which can be done online, when they first join the governing body. All Governors are offered further training, and take advantage of the many courses run by the Education Achievement Service.

Each governor is a representative of a specific group, all of which have a direct role in the life of the school. Once appointed the governing body acts as a single organisation in the best interests of the school. There are two meetings of the Governing Body each term held at the school.

## The Local Authority

The school, which is a primary school, is under the jurisdiction of the Monmouthshire County Council.

Head of Service for Education and Leisure  
Monmouthshire County Council  
County Hall  
The Rhadyr  
Usk  
NP15 1GA  
Telephone: 01633 644644







# Routines and Term Dates

<b>Gates Open:</b>	8:50
<b>School Starts:</b>	9:00
<b>Morning Break:</b>	10:30 to 10:45
<b>Lunch:</b>	12:00 to 1:00
<b>School closes:</b>	3:20

The school provides a child care Breakfast Club that starts at 8.00am for a charge of £2 per child per day. Pupils are offered cereal, toast and drinks. The club is supervised by school staff and a range of activities are provided. Pupils should arrive at the hall door. Children arriving between 8.30 until 8.40 will not be charged. There is no admission after 8.40.

In order for teaching to start at 9.00 we open our gates at 8.50. This also allows pupils to come into school in a calm and orderly manner.

Messages for the teacher can be left with members of staff who supervise the school gates.

School finishes at 3.20. Teachers will bring pupils to the appropriate door and dismiss them in a quiet and sensible manner. Reception to Year 2 pupils are handed over to parents and carers. Year 3-Year 6 pupils are taken to the yard and staff are at hand until all pupils are collected.

We offer wrap-around care with our After School Club. This is run by school staff from 3.20pm until 5.15pm each day. Children are offered a snack and drink. They participate in fun activities and we try to use the outdoors as much as possible (weather permitting). Children must be booked in using our ParentPay system. The price is £7.50 per session.



# Routines and Term Dates

2024/2025	Term begins	Half Term	Term Ends
<b>Autumn</b>	Mon 2 <sup>nd</sup> Sept	Mon 28 <sup>th</sup> Oct- Fri 1 <sup>st</sup> Nov	Fri 20 <sup>th</sup> Dec
<b>Spring</b>	Mon 6 <sup>th</sup> Jan	Mon 24 <sup>th</sup> Feb-Fri 28 <sup>th</sup> Feb	Fri 11 <sup>th</sup> April
<b>Summer</b>	Mon 28 <sup>th</sup> April	Mon 26 <sup>th</sup> May-Fri 30 <sup>th</sup> May	Mon 21 <sup>st</sup> July

**Teacher Training Day – Monday 2<sup>nd</sup> Sept**

**Reception & Year 6 pupils only – Tuesday 3<sup>rd</sup> Sept**

**All other pupils to start school on Wednesday 4<sup>th</sup> Sept**

*All staff are required to undertake 6 INSET training days within the next school year and the school will be closed to pupils on these days.*

## **INSET Days (School closed)**

Day 1: **Monday 2<sup>nd</sup> September**

Day 2: **Friday 25<sup>th</sup> October**

Day 3: **Monday 4<sup>th</sup> November**

Day 4: **Friday 7<sup>th</sup> March**

Day 5: **Friday 27<sup>th</sup> June**

Day 6: **Monday 21<sup>st</sup> July**



# Church in Wales School

Llantilio Pertholey Church in Wales Primary school opened in April 1991 and replaced the old school which had been part of the community for over 100 years.

Our school has excellent facilities and all areas of the building are fully accessible. We have a large hall which is multipurpose being used for PE lessons, assemblies and dining. There are seven classrooms with activity areas, a small groups room, a multi-use room, offices, and staffroom. Outside, we have a large grassed field and two hard surface areas. Extensive use is made of our grounds as they provide additional facilities for outdoor learning. Our school has a maximum of 210 pupils with 30 in each class from Reception to Year 6 (5-11 years old).



## **Religious Education (RE)**

RE is planned and taught throughout the school and, where possible, is linked to topics and themes. It is hoped that RE will encourage pupils in their personal search for the meaning and purpose of life through an exploration of religious and spiritual beliefs and concepts. We believe that RE encourages a reflective approach to living, knowledge and understanding of religious beliefs and practices and a development of personal skills in forming reasoned opinions, based on evidence and argument. RE makes a strong contribution to the spiritual, moral, social and cultural development of our pupils. Through the teaching of RE and our values, we hope to give the children a sound basis of Christianity and other faiths.

*Parents may ask that their children are withdrawn from religious assemblies and such requests should be made in writing.*

# Church in Wales School

## Collective Worship

The school is a Church in Wales Voluntary Controlled School and has strong links with St Teilo's church and its associated community. Each school day features an assembly for collective worship and is an important part of our school day. Father Julian, the vicar, regularly leads our assemblies.



Collective worship link to a different one of our 12 Christian values each half term.





# School and Partnerships with Parents and Carers

Viewing our school is always welcomed, simply make an appointment with the school office. We will hold meetings during the summer term for the parents of children starting in Reception to talk about our school and to answer any questions you may have.

When your child joins Llantilio Pertholey Primary School we place a high priority on establishing good links with parents and carers, as we know that children thrive when home and school work together.

Parents and carers are invited to a variety of school activities and celebrations throughout the year. These include class assemblies, sports day and concerts in school; also the Christingle and Leavers' Services which will be held in St Teilo's Church. Parents and carers will be invited to come in to see children's work.

Parents and carers are formally invited to meet their child's teacher three times during the course of the year. These meetings offer you the chance to discuss the progress of your child and how you can support learning at home. A short report is sent home each term and a full and comprehensive written report is provided in July which clearly outlines your child's progress and sets targets for the future.

You are most welcome to discuss your child at any time. Your first port of call should always be the class teacher as they know your child best and are more involved in the day to day goings on in the classroom. Please speak to them at the end of the day or make an appointment for a longer conversation. If you need to speak with the Headteacher, simply contact the office to make an appointment.





# School and Partnerships with Parents and Carers

All schools are required to have **Home-School Agreements**. These important documents detail how we are going to support each other to benefit the children. We kindly ask you to read through the agreement with your child, sign the document and return it to school.

**Home Learning Activities** are set so that parents can support their child's learning at home. Children may be asked to find out information or bring items into school related to a topic.

We emphasise the importance of **regular reading to and with** your child. This is one of the most valuable activities that helps your child to make good progress.

Children will regularly bring home reading books together with a reading record book. Talking together, sharing books and reading to each other is beneficial to your child's progress.

**Parents are kept fully informed by regular newsletters outlining curriculum content, forthcoming events and other items of interest. We have an informative website, and a busy TWITTER feed. The office use SCHOOP to send messages home. The class teacher and your child will use SeeSaw to share some of their work with you.**





# School and Partnerships with Parents and Carers

Our Parent Teacher and Friends Association (**PTFA**) would like to extend a warm welcome to new families joining the school.

Our PTFA are an invaluable part of our school family. The team are keen to involve families, friends, and members of the local community both in their traditional role of fund-raising and in creating opportunities for parents, staff, pupils and friends to get together and enjoy themselves at informal events - just as important as fund-raising!

We hope that you will support us and come to the social events and meet other members of our school community in a more relaxed setting.

## Helping In School

We always welcome parent helpers, both from a practical point of view and also because it can give parents an insight into what children are doing at school. This in turn means that parents are better informed and more able to support what their children are learning in a more informal way.

Volunteers may be asked to complete a DBS check and provide 2 written references before volunteering, depending on the nature of the role.

We welcome parents and grandparents to support the children's learning in school. This can be done in a number of ways including:

- Volunteering in class
- Helping with the school grounds development
- Helping on school trips
- Making resources
- Repairing books
- Making costumes
- Fund raising
- Being a school governor





# Admissions

All parents have to apply for a school place for their child. Places are allocated according to the Monmouthshire County Council School Admissions Policy.

Applications are made via the online system or through paper applications to the Monmouthshire County Council Student Access Team.

Telephone: 01633 644644 Email: [studentaccess@monmouthshire.gov.uk](mailto:studentaccess@monmouthshire.gov.uk)

The application process opens during the Autumn Term and closes early in the Spring Term. Any appeals should be lodged using the appeals process also set out in the Admissions Policy.

## **Moving On**

King Henry VIII 3-19 School is the destination for most pupils when they leave Llantilio Pertholey at the end of Year 6. A great deal of effort is made to ensure a smooth transition between schools. In the Summer Term Year 6 pupils have opportunities to visit their new secondary schools and their pastoral well-being is discussed with staff of the receiving school. The close liaison between our schools is imperative and driven by our desire to offer our children the best opportunities. On occasions, additional transition links are set up for pupils with specific needs. All pupils participate in a transition project jointly arranged with King Henry VIII School to promote smooth transition and address any concerns the children may have about their transfer.

We also have procedures in place to ensure the smooth transition from class to class through the school through moving up day and transition meetings.







# Uniform

We believe that wearing a uniform encourages children to have a sense of belonging and of being part of a community. It is an outward expression of the school's identity and promotes a feeling of pride and equality and contributes to helping children understand that they come to school to work and learn.

## Uniform

- Burgundy sweatshirt or cardigan
- Light blue polo shirt (plain or with school logo)
- Charcoal grey or black trousers, skirt or shorts
- Sensible black shoes
- In summer a blue gingham dress may be worn

Please check that your child can manage fastenings on shoes and clothes to ensure that they can change for PE and use the toilet independently.

We ask that all children present themselves in school in a neat and tidy manner. If hair is long please tie it back with a sensible bobble, which corresponds to school colours.

## Personal Property

Please **mark all items** of clothing (including shoes) clearly with your child's name. We discourage children from bringing in toys, unless there is a particular reason, as these can be a distraction and easily lost. The school cannot take responsibility for any damage or loss of property.

All children are required to be outside during the day including break time and lunchtime. Please ensure that your child has a coat or jacket so that he/she will be comfortable whatever the weather. In addition, during sunny weather we ask that pupils bring sun hats to be worn whilst pupils are outside.

Uniform with the school logo is available from our supplier:

Reflex  
Unit 1 Crown Business Park  
Dukestown, Tredegar  
NP22 4EF

All uniform can be ordered online: [www.reflexembroidery.co.uk](http://www.reflexembroidery.co.uk) or by telephone 01495 725777

Uniform is delivered free of charge to school on a Friday.

Reflex also offer a range of other items with the school logo.



# Uniform and Physical Education

All children have physical education lessons each week. We encourage our children to be active and lead a healthy lifestyle. All children are encouraged to play actively at break times and participate in sporting activities both in and out of school. We have an annual "Sports Day" containing a range of sporting events for the children to take part in.

Children come dressed for PE on their PE day:

- T-shirt (plain white or house colour/ with or without the school logo)
- Black shorts or joggers
- Plimsolls or trainers
- Burgundy fleece or hoodie (plain or with school logo)

For health and safety reasons we ask that the children do not wear any jewellery to school. Small earring studs may be worn along with a sensible wristwatch. If stud earrings are worn, children must take them out for PE sessions or, for safety, we are obliged to place a plaster or micro pore tape over them.



*We also have our Community Cabin which is full of pre-loved children's clothes, including school uniform.*





# Health and Safety

In order that we keep our children safe we would ask all parents to comply with the following:

1. No smoking on the school site.
2. No dogs are allowed on the school site, except guide dogs or accessibility dogs.
3. All parents entering the school should do so through the main front door.
4. All visitors must report to the school office and sign in and out on the iPad.
5. Parents must sign their child in or out on the iPad when arriving late with your child or when taking school out of school early to ensure that we know exactly who is in the building.

## **Information from Parents**

If your child becomes unwell while at school, we will call you to collect them. It is essential we have at least two correct and up to date contact numbers for each child. It is very important that we are kept informed of any changes in circumstances, change of address, or place of work, or phone number so that in an emergency we can contact you. We will require a daytime number that is available at all times.

In extreme cases the emergency services will be contacted. Your child will be accompanied and you will be notified where your child has been taken for treatment. Our nearest hospital is Neville Hall, Brecon Road, Abergavenny.





# Medical Information

## First Aid

We ensure we have a number of staff with First Aid Qualifications. There is a designated First Aid station and mobile kits are placed at strategic points around the school. All injuries are recorded in an accident book. If there are any issues that arise which cause us concern, then we shall contact you, therefore emergency contact details are vital. If a child has a bump to the head we will notify you by a phone call or a message at the door depending on the severity of the bump.

## School Nurse

Children in school are the responsibility of the School Health Service. Our school nurse is Nicky Harray and she can offer advice on health problems. She is also for advice and support when children fail to progress in school as we would expect. The contact number is 01873 735202.

## Screening

Eyesight and hearing will be screened by the Health Service during your child's time in Reception.

## Medicines In School

If children are unwell, the best place for them is at home. However, if your child does require medication during the day a **parent or carer** must bring the medicine to the school office. Medication should be **clearly labelled** with name, dosage and be accompanied by a signed **Medicine Administration Permission Form**, which can be obtained from the office.

If your child has to take medication on a regular basis, e.g. an inhaler, please contact the office as a risk assessment may need to be made. You may need to provide information from a medical professional and give written instructions and permission for medication to be given.

## Head Lice

Head lice are a national problem. Children with head lice can find it hard to learn as an itchy head continually distracts them. It is recommended that you comb your child's wet hair, with conditioner, with a fine-toothed comb to check for lice, every week or more frequently if lice or eggs are found. Lice are caught through direct hair contact so tying long hair back can help prevent the spread. There is no need to keep your child at home (and this absence would not be authorised) but they should be treated as soon as possible.



# School Meals and Snacks

At Llantilio Pertholey we are committed to encouraging our pupils to lead active and healthy lives. We work hard to be a healthy school. We believe that healthy children are best able to take full advantage of the educational opportunities that school provides and the Monmouthshire Catering team ensure that their menus comply with strict national guidance.

All meals are cooked on site and a vegetarian option is always available along with water.

All children in primary school receive free school meals in Wales. The menu is available on the school website.

If children choose to bring packed lunches, our policy of healthy eating still applies. We encourage children to have a balanced healthy lunchbox and we ask that parents provide a well-balanced and nutritious lunch for their child, avoiding sugary drinks and snacks. Water is available to drink; other drinks should be in non-spill containers. Please note that it is recommended that an ice pack is placed in with all packed lunches to keep food cool: even in winter the school building can be quite warm.

*The dinner supervisors will help our younger pupils with their lunch, but it is important that you help us and encourage your child to be as independent as possible.*





# School Meals and Snacks

Pupils may bring fruit/dried fruit/vegetable sticks (no other snacks please) into school to eat at break time. During the day free milk is available for our Reception – Year 2 children. 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.

Drinking water is available freely throughout the day and we encourage all children to bring a water bottle into school with a sport's cap which can be kept in the classroom: water is important to keep your child alert. As inline with MCC and Welsh Government guidelines children should only have water in their bottles: please, no squash) These should be refreshed daily and clearly labelled with your child's name.

***Please do not provide anything containing nuts because some children may have serious or life threatening allergies. If your child has any allergies, it is essential that parents inform us.***





# School Meals and Snacks

## Birthday Cakes

While we recognise and celebrate children's birthdays, we do not allow cakes to be brought in to school and shared. This is to ensure children are not affected by ingredients that they may be allergic to and links to our healthy food policy.

## Free Schools Meals - Are You Claiming What You're Entitled To?

All primary aged children are entitled to a free school meal under the Universal Free School Meal Scheme.

**We would encourage you to apply even if you do not intend to use free school meals as it effects our funding.** For every child who receives free school meals from their local authority, an extra amount of money is allocated to the school they attend. This money is spent on helping these children to develop to their full potential. You may also receive other benefits such as support to pay for school uniform.

Please contact Monmouthshire County Council for information or to apply for free school meals:

Telephone: 0300 456 3559 Email: [benefits@monmouthshire.gov.uk](mailto:benefits@monmouthshire.gov.uk)

Some parents do not claim free school meals for their children despite being entitled to do so. Please be assured:

- Your child does not have to have school meals every day. You can pick and choose when you take them depending on your child's preferences.
- A choice of hot meal or jacket potato is offered to the children.
- It is entirely confidential. No children in our school know who is receiving free school meals.





# Attendance

The Education Act states that parents have the primary responsibility for ensuring that children of compulsory school age receive a suitable education. The exceptions for attendance include when children are too ill to attend, for medical appointments or for religious celebrations. Each year we have to report to the Welsh Assembly Government the number of unauthorised absences and the percentage of attendances. We work very closely with the local authority's Educational Welfare Officer (EWO) who monitors our registers. Individual absences are scrutinised by the EWO half termly and they may decide to visit individual children's homes to discuss any poor attendance.

At Llantilio Pertholey Primary School we ask parents and families to support us in promoting good attendance in the following ways:

- Ensuring that your child attends school regularly and arrives on time as registration is often a time when teachers will discuss with children the programme for the day. A child arriving late disrupts his/her continuity of learning and also, the learning of others in class. Please note that we start teaching pupils at 9.00am prompt. Children arriving after 9.00am are recorded as late and these are regularly monitored by the school and the EWO.
- Registers are closed at 9:30 each morning and at 1:30 each afternoon, which means that if your child arrives after these times they are marked with an unauthorised absence. Persistent unauthorised absences become the responsibility of the Education Welfare Service of the LEA.
- If your child is ill please contact the school as soon as possible on the first day of absence so we can update our records. Unless we receive a reason for absence your child will be given an unauthorised absence mark in the register. This should be done by letter, telephone or in person. We have an answer phone service to report a child's absence. If a child is absent and the school have not been informed then a telephone call will be made to parents/carers asking them to contact with a reason for absence.

***If your child has sickness, diarrhoea or conjunctivitis please ensure that he/she is clear from symptoms for 48hrs before he/she returns.***



# Attendance

- Where the absence or lateness is due to appointments such as medical appointments, the school must be informed beforehand and letters or record cards shown. Children with such appointments should be collected from the school office and returned to school as soon as possible afterwards.
- We recommend that holidays are not taken during term times, as they can disrupt education. Our school policy is that the Headteacher is only able to authorise a holiday absence during term time if the child's attendance meets the allowed threshold (currently 95%). If you are planning to take a holiday please request a holiday form from the school office.
- Children who miss school for other reasons may be marked with an unauthorised absence and this will be marked on records and reports.
- We have an iPad to record lateness or children leaving during the school day to enable us to monitor absence and to ensure that we know exactly who is in the school at all times.

The Governing Body have adopted MCC's policy of issuing fixed Penalty Notices in certain circumstances.





# Teaching and Learning

Starting school is a very important time for you, your child and the school. We all need to work together to make the transition smooth and rewarding.

Children are taught using the Curriculum for Wales framework which gives schools flexibility to create their own bespoke curriculum to meet the needs of the learners with the school.

At Llantilio Pertholey Primary School our approach is centred on the holistic development of the child, building on their previous learning experiences, knowledge and skills. Children experience a carefully planned mix of indoor and outdoor learning. These activities will also have a mixture of teacher-led learning as well as independent group learning. We provide an outdoor and indoor environment that is exciting, stimulating and safe, to promote children's development and natural curiosity to explore and learn through first-hand experience and structured play. We provide a learning continuum in all areas of learning and development with flexibility to meet the diverse needs of all our children. We aim to help children learn and develop their thinking skills and acquire positive attitudes towards lifelong learning.

During the first half of the Autumn Term the Reception Class teacher will carry out a baseline assessment for every child. The results of this early assessment will be shared with parents at the parental consultation in the Autumn Term. By the end of the year the teacher will have built up an accurate profile of each child's development.



# Teaching and Learning

The curriculum has a clear focus on teaching of skills and covers six areas of learning:

- Mathematics and Numeracy
- Language, Literacy and Communication
- Expressive Arts
- Humanities
- Health and Wellbeing
- Science and Technology



The six areas of learning are divided into statements called Statements of What Matters. These cover the whole 3-16 curriculum.

Statements of What Matters					
Science and Technology	Expressive Arts	Languages, Literacy and Communication	Mathematics and Numeracy	Health and Well-Being	Humanities
Being curious and searching for answers is essential to understanding and predicting phenomena.	Exploring the expressive arts is essential to developing artistic skills and knowledge and it enables learners to become curious and creative individuals.	Languages connect us.	The number system is used to represent and compare relationships between numbers and quantities.	Developing physical health and well-being has lifelong benefits.	Enquiry, exploration and investigation inspire curiosity about the world, its past, present and future.
Design thinking and engineering offer technical and creative ways to meet society's needs and wants.	Responding and reflecting, both as artist and audience, is a fundamental part of learning in the expressive arts.	Understanding languages is key to understanding the world around us.	Algebra uses symbol systems to express the structure of mathematical relationships.	How we process and respond to our experiences affects our mental health and emotional well-being.	Events and human experiences are complex, and are perceived, interpreted and represented in different ways.
The world around us is full of living things which depend on each other for survival.	Creating combines skills and knowledge, drawing on the senses, inspiration and imagination.	Expressing ourselves through languages is key to communication.	Geometry focuses on relationships involving shape, space and position, and measurement focuses on quantifying phenomena in the physical world.	Our decision-making impacts on the quality of our lives and the lives of others.	Our natural world is diverse and dynamic, influenced by processes and human actions.
Matter and the way it <u>behaves</u> defines our universe and shapes our lives.		Literature fires imagination and inspires creativity.	Statistics represent data, probability <u>models</u> chance, and both support informed inferences and decisions.	How we engage with social influences shapes who we are and affects our health and well-being.	Human societies are complex and diverse, and shaped by human actions and beliefs.
Forces and energy provide a foundation for understanding our universe.				Healthy relationships are fundamental to our well-being.	Informed, self-aware citizens engage with the challenges and opportunities that face humanity, and are able to take considered and ethical action.
Computation is the foundation of our digital world.					



# Teaching and Learning



## What is 'Curriculum' in Llantilio Pertholey?

A school curriculum is everything a learner experiences in school. When developing our vision and designing Llantilio Pertholey's curriculum we had the needs of all of our learners at the forefront of our minds: the academic and holistic journey of every learner and their needs through our school. Our curriculum design model will allow teachers to respond to emerging issues to ensure authentic learning experiences can respond to our changing world.

Our Curriculum contains the 6 Areas of Learning and Experience (AoLEs), it encompasses the Statements of What Matters and reflects the Principles of Progression. It includes the required curriculum elements and encompasses the required cross-curricular skills. We carefully considered: What we teach, Why we teach it and also How we teach it.

## What Do We Teach?

The Four Purposes are central to everything that we do at Llantilio Pertholey. Our curriculum is broad and balanced and provides the right amount of support and challenge in order for children to make progression. The National Literacy and Numeracy Framework (LNF) and Digital Competency Framework (DCF) underpin our entire curriculum provision, ensuring children have the opportunity to develop and apply excellent literacy, numeracy and ICT skills within all of the Areas of Learning.

## Why Do We Teach It?

Our teaching and learning experiences provide high quality experiences, which motivate and engage our learners in school and beyond.

## How Do We Teach It?

We have a clear focus on teaching using effective feedback. We plan rich learning experiences promoting active learning. We foster children's natural curiosity and use effective questioning to move learning forward.



## Cross Curricular Skills: Literacy, numeracy, digital

- develop listening, reading, speaking and writing skills
- be able to use numbers and solve problems in real-life situations
- be confident users of a range of technologies to help them function and communicate effectively and make sense of the world



# Teaching and Learning

At Llantilio Pertholey Primary, the staff worked closely together to decide our non-negotiables for teaching and learning:

- clear focus on teaching – effective lesson planning is essential to provide children with the necessary structure and direction to receive a relevant and engaging education. This allows us to meet the diverse learning needs of all children through differentiation and increased choice.
- effective feedback and collaborative assessment – marking with the children during the lesson has had a positive impact on standards
- active learning – we endeavour to have practical learning not passive learning every lesson
- rich learning experiences – teachers consider individual needs, interests and stage of development of each child, and use this information to plan challenging and motivating experiences
- effective questioning – use a range of questioning techniques such as literal, inferential, deductive, asking for justification, evaluative
- positive ethos – our school ethos and culture promotes positive relationships and behaviour
- curiosity – we encourage children to ask questions and inquisitive thinking skills such as exploration, investigation. When children are curious about a subject, they are much more likely to remember information we learned about that subject.
- focus on the cross-curricular skills – literacy, numeracy or digital competency underpin every lesson



Our school follows 12 values.

We focus on one each half term over a 2-year rolling program.



# Teaching and Learning



Resilient Rhian



Reflective Rhodri



Collaborative Carys



Resourceful Raj

We believe that children with a **Growth Mindset** believe that ability and skill can change as a result of effort, perseverance, and practice. We teach our children to see mistakes and difficulties as ways to learn, embrace challenges, and persist in the face of setbacks. We use praise for effort rather than just attainment and so encourage children to choose to progress to more challenging tasks.

With the help of the children we created four Key Stage 2 characters and four Foundation Phase pet characters. We created stories to reflect each characteristic. These were introduced to the children through assemblies. The characters are referred to during every lesson. The stories are available on the website in written and oral form.

Callie  
The cat



Freddie  
The fish



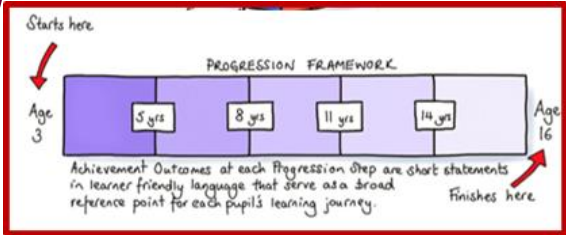
Dot  
The dog



Rob  
The rabbit



# Teaching and Learning



**Five Principles of Progression** underpin progression across all AoLEs:

Increasing effectiveness	Increasing breadth and depth of knowledge	Deepening understanding of the ideas and disciplines within the Areas	Refinement and growing sophistication in the use and application of skills	Making connections and transferring learning into new contexts
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Learner progression along a continuum of learning from ages 3 to 16 is central to Curriculum for Wales. We will utilise various assessment strategies, which will enable each individual learner to make progress at an appropriate pace, ensuring they are supported and challenged accordingly. We use the strategies to contribute to developing a holistic picture of the learner – their strengths, the ways in which they learn, and their areas for development – in order to inform next steps in learning and teaching.

Staff will use assessment for:

Supporting individual learners on a daily basis using formative assessment for learning of consistently high quality in the day-to-day classroom provides children and staff with a clear picture of attainment and next steps.

Identifying, capturing and reflecting on individual learner progress over time

Understanding group progress in order to reflect on practice.

The Curriculum for Wales gives us the opportunity to ensure that learners' progress is the primary purpose of assessment and not an accountability exercise. We develop 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 emphasize 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.

Teachers are given specific and regular periods to discuss the progress and needs of learners and specific groups of learners through professional dialogue in order to plan for further progress. Such discussions will also facilitate and facilitate any transfer and transition between classes and schools.

Formative use is made of national and standardised tests e.g. PASS and CAT4 as required in these discussions.

Regular discussions are held with learners and their parents / carers to discuss progress involving external agencies when necessary.





# Teaching and Learning

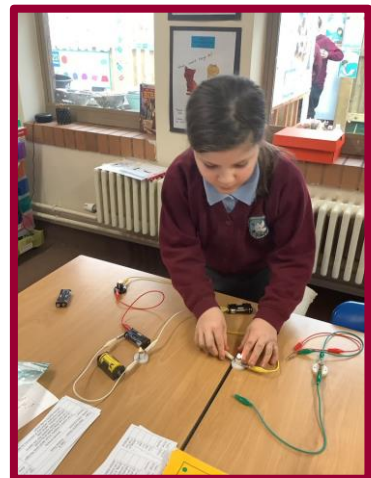
## Cwricwlwm Cymreig

Pupils are given opportunities to develop and apply knowledge and understanding of the cultural, economic, environmental, historical and linguistic characteristics of Wales.

The Welsh language is taught throughout the school. In the Foundation Phase incidental Welsh is introduced, and includes colours, numbers, greetings and songs. Incidental Welsh is developed throughout the school and all children are encouraged to use Welsh in all aspects of school life.

## Health and Wellbeing

The personal and social development of children is an important part of children's education. In order to allow individuals, friendship groups, and classes to react to, and cope with, the pressures of the world around them, we allow time for talk, discussion and reflection so that everyone knows that they are important and that their opinions are valued.



Our ethos is to allow children to develop responsibility for their own behaviour and learning. It aims to encourage the development of self-esteem, interpersonal skills and strengthen relationships, whilst at the same time allowing all involved to have fun together. This forms an integral part of our positive behaviour policy and pastoral support for the children.

Children learn about themselves as developing individuals with their own experiences and ideas, and as members of their communities. Younger children learn the basic rules and skills for keeping themselves healthy and safe and become aware of the views, needs and rights of other children and older people. Older children learn how to make more confident and informed choices, to take more responsibility, individually and as a group, for their own learning.





# Teaching and Learning

## Health And Sex Education

Health and Sex Education are provided as part of a continuing programme throughout the primary phase. School follows a detailed framework of Health and Sex Education as recommended by Monmouthshire County Council. In all aspects of health education, we do not intend to replace the role of parents. Health Education is taught as part of the normal class curriculum and integrated where appropriate into cross-curricular programmes of study. Lessons will be appropriate to the pupil's age and experience and will be presented within a moral, family orientated framework. Teachers will answer children's direct questions in an open and factual way with honesty and sensitivity. Teachers will not enter into discussions about personal issues and lifestyle. For younger children all Health and Sex Education is of a very general nature and relates to everyday situations that are familiar to children. Parents may be able to view any 'sensitive' resources (usually in Year 5&6) before they are used with the children and to ask questions and express any concerns at these meetings. Some aspects of Health Education such as drug abuse, smoking, individual safety and puberty are undertaken as formal topics with support from the various appropriate outside agencies.

A copy of the school policy for Sex Education and Substance Misuse is available to read from the School Office.



# Teaching and Learning

The Curriculum for Wales allows schools to design their own curriculum based on the needs of the pupils in their own school. It contains information on the proposed legal requirements, guidance on how to develop a school curriculum, and an explanation of the purposes and principles of assessment. In other words schools can now decide what their pupils should learn, how they should learn and the reasons why they should learn. The Framework is designed to help practitioners to develop a more integrated approach to learning.

All schools have a curriculum that helps children and young people to achieve four main aims or purposes. The Four Purposes are to help children and young people to be:

- **Ambitious and capable learners** This means they believe in themselves and what they can do. They want to learn and do better. They have the skills to learn.
- **Enterprising and creative contributors** This means they can be creative and think of new ideas. They can solve problems. They can use this in their work.
- **Ethical and informed citizens** This means they understand their rights and responsibilities. They take part in their community. They care about the world.
- **Healthy and confident individuals** This means they have healthy minds and bodies. They feel good about themselves and what they believe in.





# Teaching and Learning

To make sure children and young people learn about lots of different subjects there are six **Areas of Learning** that bring together familiar subjects and encourage strong and meaningful links across the areas of learning. These are:

- **Health and Well-being**

Schools must teach children how to take care of themselves. This includes having a healthy body, having a healthy mind, having healthy relationships with people and making good life decisions.

- **Expressive Arts**

Schools must give children opportunities to explore the arts and learn how to enjoy and think about the arts. Children should also have the chance to be creative. They can learn through a mix of different disciplines such as art, dance, film, drama, music and digital media.

- **Humanities**

Schools must teach children to think about the world to help them understand it better. This can be through subjects like history, geography, religion, values and ethics, business and social studies.

- **Languages, Literacy and Communication**

Schools must teach children to understand and use different languages including English and Welsh. Literacy includes speaking, listening, reading and writing skills which help us to make sense of the world around us. Schools must also teach children to understand literature and create their own including books, poems and films that you read, view and hear.

- **Mathematics and Numeracy**

Schools must teach children to understand and to use numbers. Numeracy is about using numbers in daily life. Learning about maths and numeracy includes how numbers work, how symbols can be used and what they mean, how to measure things and work with different shapes and how to collect and use information to make decisions.

- **Science and Technology**

Schools must teach children to understand nature and living things. They must teach about the forces all around us. Schools should also teach children about how technology works and how to use technology to solve problems. This can be through subjects like biology, chemistry, physics and computer science.



# Extra Curricular Activities

Extra curricular activities take place during lunchtimes and after school. Activities offered last academic year included fun and fitness, netball, badminton, choir, drama, art and knitting. Days and times of activities are confirmed termly and appear in the newsletters.

Music tuition is given for a range of instruments through the Gwent Music Service. Currently we offer woodwind, brass and percussion. Payments for any music tuition is made directly to Gwent Music.

## Pupil Voice

All children in Year 2-Year 6 are allocated a Pupil Voice group giving them opportunities to express their views, share their ideas and to contribute on issues that affect them. Article 12 and 13 of The United Nations Convention on the Rights of the Child, or the UNCRC state:

Article 12: You have the right to be listened to and taken seriously.

Article 13: You have the right to find out and share information, and say what you think.

These groups aim to embed many skills such as leadership, creativity, listening and speaking skills. are opportunities for pupils to have a say in the decisions made within their school that will affect their learning and education.

The children named the groups themselves. They include:

*Faith Forever (Celebrating Christianity and other religions)*

*Llantilio Heroes (Outdoor environment)*

*Eco Committee (Environment and wildlife)*

*The Mighty Dragons (Promoting Welsh language and culture)*

*Play Squad (Yard games and kindness)*

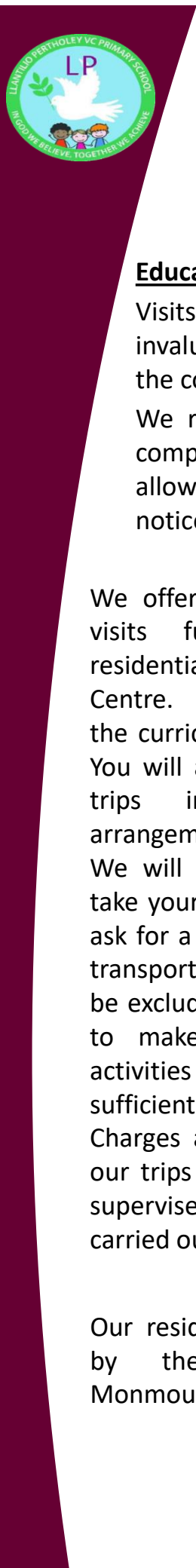
*School Council (Pupil voice for whole school issues)*

*Children's Rights (Children's Rights)*

*The Wellies (Health & Wellbeing)*

*Digital Wizards (ICT Leaders)*





# Extra Curricular Activities

## Educational Visits And Visitors

Visits out of school are an important part of education. The experiences are invaluable in helping to bring topics alive and helping pupils to understand the community in which we live.

We require your consent to take your child out of school and ask you complete a general consent form at the beginning of each academic year to allow us to make short local visits. You will not necessarily receive prior notice of small local trips unless they fall outside of school hours.

We offer a wide range of educational visits further afield, including a residential trip to an Outdoor Pursuit Centre. These are planned to enhance the curriculum we offer to our children. You will always receive details of these trips including timings, catering arrangements, and so on, in advance. We will request written permission to take your child on the visit and perhaps ask for a voluntary contribution towards transport and entry costs. No child will be excluded because parents are unable to make a contribution, but these activities can only be provided if there is sufficient voluntary funding. (Please see Charges and Remissions Policy). All of our trips are well-planned and properly supervised and risk assessments are carried out beforehand.

Our residential trips are authorised by the governors and by Monmouthshire County Council.



# Additional Learning Needs

At Llantilio Pertholey Primary School we aim to support the needs of all children and are an inclusive school. This includes meeting the needs of all children who require additional support to make expected progress and those who need to be challenged in order to fulfil their potential. We look to meet the needs of children with additional learning needs and physical needs through a variety of strategies and programmes. The Additional Learning Needs Co-ordinator (Miss Davis) works with class teachers and learning support assistants (LSAs) to provide appropriate support.

A variety of strategies are deployed to meet the needs of the children, these may include additional support or scaffolds in class, as well as being withdrawn for small group work. We offer nurturing provision and encourage a close relationship with educational professionals working through Monmouthshire Education Services and health professionals. Parents and carers are always informed if school feels their child needs extra support and at that stage the child is put on the school's Additional Learning Needs Register, at one of the stages outlined in the Code of Practice. All children on the ALN Register will have their needs regularly reviewed by the class teacher, ALNCO and the Headteacher to ensure that differentiation and support meets every child's individual needs.

On occasions, children are referred to other professionals for advice, e.g. a speech therapist, the teacher for the hearing impaired, educational psychologist etc. Parents are always asked for their permission for these referrals to take place and are kept informed of the outcomes.

We are committed to developing a culture of awareness, tolerance and inclusion.

The Governing Body undertakes an annual assessment of the access to the school and the curriculum; an action plan is agreed on, which addresses identified issues so the needs of all children are met. The present school site has been designed to ensure there are no physical access issues for children with mobility problems. If your child has a specific need then we would be pleased to discuss any possible issues that might arise from them joining our school.





# Equal Opportunities

We aim to provide equality of opportunity for all children whatever their age, ability, gender, race, religion or background. Our school aims to be inclusive where equality of opportunity is a reality for all our children and for our staff. We promote positive attitudes so that all the children can fulfil their potential and make choices, unhampered by expectations based on gender or role stereotyping. The school liaises with the L.A. when assessing the needs and providing for children with particular needs.

The Mission Statement and Aims of our school ethos underpin our commitment to equality of opportunity to all groups:

- Male and female
- Minority ethnic and faith groups
- Children with special educational needs
- Children with physical needs
- More able and talented children
- Children whose first language is not English

Staff and governors of Llantilio Pertholey Primary School will:

- Promote fairness and justice for all.
- Ensure that all pupils are treated with respect
- Not discriminate against any child
- Ensure that all pupils have equal access to the full range of educational opportunities provided by the school
- Strive to remove any forms of discrimination, either direct or indirect that may form barriers to learning or to the development of any child or group of children
- Challenge stereotyping and prejudice

We will ensure that our children:

- Feel secure and know that they are valued
- Appreciate and value the differences in others
- Are encouraged to participate in all aspects of school life

*The Governing Body will take into serious consideration any complaints regarding equal opportunity issues from parents, staff and pupils.*



# More Able and Talented

## More Able and Talented Pupils

More able and talented children may be thought of as pupils within a year group who achieve, or have the potential to achieve, significantly higher than the average for their age.

'More Able' is a term which describes achievement at a very high level, often accompanied by very well developed learning skills. This may include pupils with academic abilities, defined abilities, in one or more subjects in the statutory school curriculum other than art, music and PE.

Talented usually refers to one or more specific talents and not necessarily across all areas of a pupil's learning. Pupils with talent are defined as those with abilities in music, sport or creative/performing art, design, technology, ICT or those with enhanced visual, spatial, mechanical, social and/or leadership skills.

At Llantilio Pertholey Primary School, we strongly believe that every child deserves to reach their full potential and we actively strive to create the best environment where this is fulfilled.

We are working at the cutting edge of developing pedagogy in line with the new curriculum orders in Wales, encouraging our children to gain entrepreneurial skills, be bold, energetic learners and become the very best they can be.

We have a learning philosophy of high expectations and aspirations for our children and work hard to create learning opportunities which allow all children to flourish. We believe challenging each of our pupils and having high expectations for all, creates an ethos of engaged, independent learners, who have the skills to make well-considered choices about how and what they learn. It is essential that we equip our children with the skills of evaluating their own learning robustly, to know what the need to do to improve their work, and to gain a sense of responsibility for moving their own learning forward.





# Behaviour

At Llantilio Pertholey Primary School we believe that if all staff use a consistent approach to routine situations, pupils will become used to what is expected of them and this will have a positive effect on discipline. At our school we use a restorative approach with the use of positive praise at its heart. Care is taken to reward pupils who are behaving well and positive statements are used to challenge poor behaviour. By using this technique throughout the school we ensure that we foster a positive ethos within the school.

To reinforce good behaviour, at Llantilio Pertholey Primary School we also teach the children manners and values, which underpin the ethos of the school promoting tolerance, kindness and positive behaviour.

We teach the children how to have good manners and these are displayed throughout the school. These are:

- Always say “Please” and “Thank you”
- Say “Good morning” and “Good afternoon” (Bore da/Prynhawn da)
- Knock on classroom doors and say “Excuse me”
- Let adults go through doors and say “After you”

Good standards of behaviour are essential to the smooth running of the school if we are to provide a safe and secure environment for children to learn. A high standard of behaviour is expected of all children and our Code of Behaviour and School Rules set out our expectations very clearly.

At Llantilio Pertholey we will be vigilant for signs of bullying and always take reports of incidents seriously. We begin the year with an anti-bullying week to make children aware and to give them strategies to deal with bullying. We will use the curriculum whenever possible to reinforce the ethos of the school and help pupils to develop strategies to combat bullying-type behaviour. All incidents of ‘bullying’ are carefully investigated by class teachers and the Headteacher. Whenever necessary parents are involved and the school maintains vigilance following any reports of bullying.

The general classroom expectations of behaviour are the first part of the classroom discipline plan. Our ‘Be a Proud Busy Bee’ posters are displayed in every classroom and they are also displayed in communal areas of the school. In addition rewards and sanctions are also displayed in the classrooms. The agreed rules, rewards and consequences are regularly revised with the children to ensure that all children stay familiar with discipline procedures.

*Be a Proud Busy Bee!*



**Be Ready**

**Be Respectful**



**Be Honest**

**Be Hardworking**



**Be Kind**





# Health and Wellbeing

Looking after children's wellbeing is a real passion and strength of our school. Without the right mindset and behaviour for learning, children will never reach their true potential. All of the staff have undertaken a mindfulness course. We teach children a selection of strategies to help them cope with their frustrations including prayer, mindfulness and yoga.

We use the power of yet: instead of I can't do it, we encourage the use of the language of, 'I can't do it yet'. We teach children to have a growth mindset instead of a fixed mindset. In a growth mindset, people believe that their most basic abilities can be developed through dedication, perseverance and hard work—brains and talent are just the starting point. This view creates a love of learning and a resilience that is essential for great accomplishment.

We have our 'Sunflower Room' dedicated to wellbeing.



The 'Sunflower Room' is set away from the classrooms and is a bright, safe room where children can have some space away from their peers to talk through their problems. We have an 'ELSA' trained specialist who offers some of our children one-to-one support to work through issues that may be affecting their wellbeing such as relationship issues, bereavement and low self-esteem. Such sessions will only be carried out with parental permission. However, it is important to stress how these sessions have really supported a number of our pupils, especially following the difficult times of lockdown and the pandemic.

Each class has a box of '**fiddle toys**' to help support children when they sense that they may be becoming frustrated. Fidget toys allow the child to fidget which can be a minor disruption at first, but can have a vast amount of benefits such as a soothing or calming effect. This can then develop to increased concentration and focus which boosts the productivity and learning for the child and classmates.

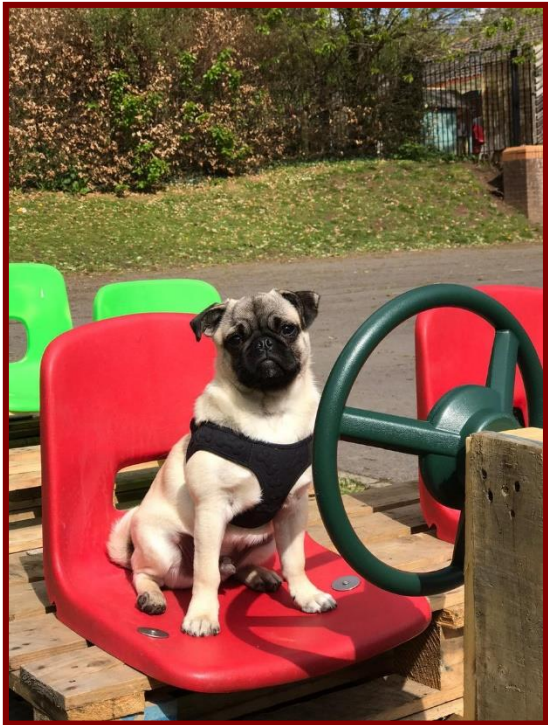
# Health and Wellbeing



Milo is Llantilio Pertholey Primary School's 'wellbeing dog'.

Milo is a pug who belongs to Mrs King, the headteacher.

Studies have shown that dogs can have physical and mental health benefits. Pets, especially dogs and cats, can reduce stress, anxiety, and depression, ease loneliness, encourage exercise and playfulness, and even improve your cardiovascular health. Caring for an animal can help children grow up more secure and active. Pets are a great motivator for people. Dogs especially are great at encouraging owners to get exercise, and studies show that dogs can also have calming effects. Just by stroking, sitting next to or playing with a pet can give owners a chance to relax and calm their minds. Caring for a pet also gives your day purpose and reward, and a sense of achievement. It also helps you feel valuable and needed. Perhaps most importantly, though, a pet can add real joy to your day and gives unconditional love.



Milo loves to socialise with the children and they love to socialise with him!



# Safeguarding

<b>Designated Safeguarding Person</b>	<b>Mrs Helen King</b>
<b>Deputy Designated Safeguarding Person</b>	<b>Mrs Nicola Balkwill</b>
<b>Governor Responsible for Safeguarding</b>	<b>Mrs Sarah Lewis</b>

The safety and welfare of all our pupils is of paramount importance, it overrides all other considerations. We take our responsibilities in this area very seriously. All staff and adults who work with children have DBS checks in place.

Children may disclose information to staff regarding problems with their home or personal life or teachers may have a concern. The authority requires Head teachers to report any obvious or suspected cases of child abuse which includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse. This procedure is intended to protect children at risk.

All staff are instructed to inform the **Designated Safeguarding Person** immediately if they have any concerns. We will then notify the relevant agencies as necessary. In matters of child protection, this may need to be without parental consent.

If you have concerns regarding the Headteacher please contact the governor responsible for safeguarding, Mrs Sarah Lewis or the Chair of Governors, Kirsty Flynn. Alternatively you could contact Children's Services.

The All Wales Child Protection Procedures and the school Child Protection Policy are available to read in the school office.

If you have any concerns about a child you may speak to Mrs King or call Children's Services Child Duty & Assessment Team: **01291 635 669**

## **Positive Handling/Physical Intervention**

At Llantilio Pertholey Primary School we are committed to ensuring that all staff and adults with responsibility for children's safety and welfare will deal with all incidents following local authority advice. We have staff trained in positive handling techniques and de-escalation techniques. These will only be used as necessary and in the context of a respectful, supportive relationship with the pupil. We would always aim to ensure minimal risk of injury to pupils and staff. We have to report these incidents to the LA and inform parents.

# Other Information



### Homework

Your child will have homework throughout his/her time in school. It will be related mainly to developing literacy and maths skills but will develop as he/she progresses through the school. We hope that you will support your child, as it makes a great difference to his/her confidence and educational success.

### Transport Arrangements

If children live more than 1.5 miles from the school transport can be arranged through the School and Student Access Unit at Monmouthshire County Council: Telephone: 01633 644644

### Emergency School Closure

From time to time, especially in winter, situations may arise where it is necessary to close the school. Where possible parents will be informed the day before the school is to close. If the school has to be closed at short notice we will inform you as soon as possible through our communication channels on SCHOOP, Twitter and on the school website.

### Use of Pupil Photographs and Videos

The school may want to use photographs or short clips of pupils for a number of reasons such as use in documentation, for display or shared on school media such as the school website or the school TWITTER feed. Parents are required to fill in a permission slip to allow the children’s images to be used. This permission slip will be available on entry to the School.





# Policies and Documents

There are policies and documents available for you to read regarding your child's education and wellbeing.

Have a look at our website for any information you may need:

<https://www.llantiliopertholeyvc.monmouthshire.sch.uk/index.html>

Look at our Twitter feed to see the exciting learning taking place every day in our school:

[twitter.com/lpcommunity](https://twitter.com/lpcommunity)

**If you have any further questions please do not hesitate to contact the school.**

# Complaints

Last but not least, although we work very hard to do our best for your child, things can go wrong or you may have occasion to question what we do or even make a formal complaint. If you have a concern about your child please come and share it with us.

If you have a problem concerning your child please discuss any concerns that you have with the class teacher in the first instance. We would ask that unless it is urgent, appointments are held at the end of the day as teachers are always busy before school preparing lessons for pupils. Most problems can be dealt with informally by the teacher concerned. The Deputy Headteacher may become involved if the matter is not easily resolved.

If the standard procedures have not been effective in resolving the issue or you have a more serious concern or complaint this should be discussed with the Headteacher. Please make an appointment via the office.

The governing body has adopted the local authority's recommended procedure for dealing with formal complaints.

Copies of the school Complaints Procedure are available on the website or from the main school office on request.

