

# Information for Parents



Gwynfryn Primary School,  
Pontyates,  
Carmarthenshire,  
SA15 5SN.

Telephone - 01269 860665  
E-Mail: [admincgp@ysgolccc.org.uk](mailto:admincgp@ysgolccc.org.uk)

Headteacher	Mrs Rhian Evans
Assistant Headteacher	Miss Wendy Evans
Chair of Governors	Mr Ian Evans
Vice-Chair	Mr Tudur Jones

Number on Roll : 64

The School is part of Federation of three schools, located in a traditionally Welsh, rural area. The Federation is categorised as a Welsh Medium Primary School.

### **THE SCHOOL'S VISION**

**Create a community of enthusiastic learners whereby children develop skills, knowledge and understanding so that they become active and respectful members of our ever- changing community, in a happy and secure environment which encourages them to be independent learners on their journey through school.**

### **WELCOME TO OUR SCHOOL**

We are delighted to welcome your child to us. We hope they will be happy in our school. We aim to assist you during your child's journey through our happy school. Please remember that we are available to discuss any of your concerns or queries. Feel free to contact the Head teacher via the school office or any of the above contact points at any time. This is an exciting time for you and your child; we are there to share it with you.

### **SCHOOL STAFFING STRUCTURE**

#### **Teaching Staff**

Mrs R Evans	Headteacher
Miss W Evans	Assistant Headteacher and Year 4, 5 and 6 teacher
Mrs L Lloyd	Teacher Year 2 and 3
Miss E Evans	Teacher - Foundation Phase (Reception / Year 1)

Teaching Assistants - Mrs L Walters, Miss N Davies, Mrs E Evans, Miss L Davies

Administration Assistant	Ms A Edwards
Cook	Mrs P Davies
Lunchtime Supervisors	Ms Nesta Davies, Mrs L Williams, Mrs E Evans
School Meals Clerical Officer	Mrs M Rowlands

## THE SCHOOL'S LANGUAGE POLICY

Ysgol Gwynfryn is a 'Welsh Medium' primary school according to the definition in Carmarthenshire County Council's Language Policy. Welsh is the only teaching language during Early Years and Key Stage 1 (3 to 7 years old). English is introduced during Key Stage 2 (7 to 11) where the children are educated through the medium of English and Welsh. In accordance with the Education Authority's Bilingual policy, teaching resources of a high standard are provided to ensure that pupils are able to express themselves fluently and easily, verbally and in writing, in Welsh and in English by the time they leave the school.

For children who start school and have no understanding of the Welsh language the following steps are taken: Foundation phase to year 2 - For children to feel settled and secure in the school environment, English is used as appropriate. After the initial settling in period, the Welsh language is introduced gradually through practical activities which include structured oral work. The child is then taught to read, write and speak in Welsh. The class teacher is aware of the child's use of the English language during this period.

Years 3 to 6 - For the children who start school without any knowledge of the Welsh Language there is again an initial settling in period. Whilst English is used, Welsh is introduced as soon as possible, through oral and practical activities. The pupils are also offered an opportunity to attend Welsh courses at the local authority's Language Unit.

## SAFEGUARDING CHILDREN

At this school, the health, safety and well-being of every child are our paramount concern. We listen to our students and take seriously what they tell us. Our aim is that children will enjoy their time as students in this school.

We want to work in partnership with you to help your child to achieve their full potential and make a positive contribution. Our Designated Safeguarding Person is **Mrs Rhian Evans (Headteacher)** and **Mr Ian Evans (Chair of Governors)**.

The Governor responsible for safeguarding procedures is **Mrs Kathryn Davey**.

On rare occasions our concern about a child may mean that we have to consult other agencies even before we contact the parents. Occasions do arise when our concern about a child requires us to consult other agencies. Whilst we would always aim to work in partnership with parents, there may be exceptions to this, when concerns are raised for the protection of a child.

If you want to know more about our procedures or the policy, please speak to the Headteacher or visit the website.

## SAFETY IN SCHOOL

Your child's safety and comfort within our school is of paramount importance to us. Fire drills are held regularly (at least once a term) so that pupils are familiar with vacating the school in an organised and speedy manner. There is a fire alarm system in school with alarms fitted in various parts of the building.

Main doors are protected by fob key access and all doors are secure. Any visitors are requested to ring the bell and await a member of staff. Children are not allowed to open the door to visitors. The gates to the school are locked during the day.

All visitors are requested to visit the school office on arrival and must wear a visitor badge. We kindly request that parents do not park near the main entrance, bright yellow hazard lines denote the area to avoid. If a relative or friend is collecting your child from school, we would appreciate prior knowledge. Health and Safety issues form a part of our weekly staff meetings. The security of the children is of the utmost importance at all times. Teachers assume responsibility for the care of the children a quarter of an hour before the commencement of the morning session until lunchtime. The Education Authority provides Mid-day Supervisors during the lunch hour. Teachers will again be on duty for a quarter of an hour after the end of the afternoon session when they hand over the children into the care of their parents.

The Education Authority does not allow parents to drive their cars onto the school yard. It is emphasised that the teachers are not responsible for any accident that might occur to any person or their property outside the main entrances to the building. Therefore, responsibility for the safety and security of the children is transferred at the doors of the School building. The senior pupils at school i.e. year 6 are encouraged to accept cycling lessons under the Road Safety Scheme. Local police officers visit the school regularly to discuss appropriate matters with

the pupils.

### **Safe Parking Arrangements at School:**

(In line with the recommendations of the County Road Safety Officer and Dyfed Powys Police.)

It is emphasised that EVERY driver that transports children to school must conform with the following rules:

Drive SLOWLY at all times;

Parents are not allowed to drive on the school yard;

Vehicles are not permitted to park on the yellow zigzag lines in front of the school.

### **SCHOOL ADMISSIONS**

Children will be accepted at the beginning of the term in which they celebrate their fourth birthday. Welcome sessions are arranged for new pupils towards the end of the previous term. Parents are welcomed, so that they can acquaint themselves with staff and discuss any matters which arise. A pack of useful information about the school is distributed to all new parents. The school operates an 'open door' policy and parents are welcome to contact the school at any time to discuss any issues.

Pupils are able to start full-time education at the following times:

September (for those pupils who are 4 between September and December). January (for those pupils who are 4 between January and March). April (for those pupils who are 4 between April and August).

The deadline date for the receipt of applications for admission to a **nursery and primary schools** is the **31<sup>st</sup> January in the school year** before the child is due to start school. Applications received after that date will be treated as being late and will be considered after those received on or before the 31<sup>st</sup> January.

Not getting a place at a school of the parent's choice can be very upsetting and distressing for both the parents and the child.

To assist parents and carers, and to maximise the possibility of obtaining a place at a school the Authority has developed an online application form accompanied by documentation to guide parents through the application process.

[www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales)

The system will also allow parents to make an application for admission to a nursery or primary school for up to five years in advance which will assist schools and the Authority with the forward planning. Whilst early application will not guarantee or give priority to an application it will ensure they meet the deadline date.

#### ***An important notice from Carmarthenshire County Council:***

***The Council through its Admissions Manager must direct Governing Bodies, and through them the Headteacher, to make it clear to parents that when an out-of-catchment child is admitted to any school that it will may have an implication when the child transfers to secondary education. It does not follow that admission to a primary school automatically allows admission to the catchment secondary; it is the home address of the pupil which is the determining factor. Parental feedback during the Admission Appeals process suggests that there are cases where this information is not made clear at the outset.***

## **SCHOOL TRANSPORT**

It is the responsibility of parents to provide / arrange transport for the daily delivery and collection of their children. Transport for field visits and excursions will be organised by the school, closely adhering to LEA guidelines.

## **SCHOOL DOCUMENTATION**

Our school maintains a large amount of documentation. Pupil profiles, school policy etc. All parents are welcome to see any relevant documents. Please feel free to contact the Headteacher.

Further copies of the school prospectus are available from the school office. The information within it is updated regularly.

## **SEX EDUCATION**

Sex Education is introduced as part of the Health Education programme and is done sensitively as part of a theme. It is not taught as an individual subject. During the summer, the school's Health Visitor distributes 'Growing up' packs to year 6 girls, which discuss the following: Changes to the Body; Further Changes to the Body.

The Community Health Visitor provides assistance when necessary. The school provides a full education in all the subjects and gives opportunities for children to be aware of life in the area and Wales as a whole.

## **CHARGING POLICY**

Wherever possible, the school will provide extra curricular activities at no cost to the pupils. On occasions the cost of an activity will not be able to be met by the school e.g. school trips. In such cases The Friends of the School will make a contribution towards travel costs and parents will be asked for a voluntary contribution towards the remaining costs. If any parent feels they need financial assistance towards the cost of an activity then they can approach the governing body at the appropriate time requesting remission.

The school will only charge for the following activities:

- Educational trips, where we ask parents for contributions.
- Extra-curricular activities organised by external organisations.

## **NO SMOKING POLICY**

Everyone is asked to comply with this policy in order to set a good and healthy example to our children. Smoking is forbidden in all school buildings and outdoor areas.

## **MILK PROVISION**

The Local Education Authority operates a scheme to provide free milk to children under 7 years of age.

## **ARRANGEMENTS FOR THE ADMISSION OF DISABLED PUPILS**

The school provides access to disabled people and ensures equal opportunity for all. The main part of the building complies fully with the requirements of the Disability Discrimination Act. All disabled pupils are welcomed by the school and any necessary modifications will be made to ensure that all pupils are treated fairly. All classrooms are accessible from the main entrance.

## **LOOKED AFTER CHILDREN**

The Headteacher is the staff member with responsibility for the educational development of Looked After Children. As the designated person, the Headteacher will keep a record of all Looked After Children at the school, develop PEPs as required, monitor their progress and liaise with all other agencies involved. The Headteacher will ensure that the social inclusion policies are adhered to effectively eg SEN, Equal Opportunities etc.

## **EQUAL OPPORTUNITY**

The school and governing body have a policy for Equal Opportunities which is available from the Headteacher. It emphasises that we will:

- oppose any unfair discrimination, as individuals or as a school, whether it is direct or indirect discrimination on the basis of sex, rare ethnic origin, religion, disability, financial status, social standing, HIV status, age, appearance, ability, language, political opinion, size, or married status.

- challenge any preconception or unreasonable ideas about groups in society and will strive to develop tolerance and a willingness to accept difference.
- to promote and celebrate differences within communities and beyond.
- try and be an inclusive community in the broadest sense of the word.
- prepare pupils to participate as adults in a multi cultural society.

### **SPECIAL EDUCATIONAL NEEDS**

The school's Special Educational Needs provision complies with the guidelines of the Code of Practice for Identifying and Assessing Special Educational Needs that was introduced following the 1993 Education Act. The school has adopted the LEA's plan for recognising and assessing pupils who may display a level of special / additional educational need. Parental request is needed before a pupil can be placed on our Special Educational Needs register. Therefore, parents will be contacted immediately upon recognition of a level of need by the class teacher. An open dialogue between home and school is always our main priority.

In the school's Special Educational Needs policy, there is information on the school's aims regarding children with Special Needs. There is also a description of the school's approach in identifying children with Special Educational Needs as soon as possible and providing them with the necessary support. The policy describes the different steps of the Code of Practice and its implications as well as the monitoring and reviewing procedures. It also refers to staff training, working with specialised agencies and working in partnership with parents. The school emphasises the importance of confidentiality at all times. The level of funding for special needs provision is dependent on an annual inspection as well as the additional provision for children with statements. A copy of the Special Educational Needs policy is available from the school.

The school employs learning assistants who support groups and individuals within the classroom.

### **HOMEWORK**

Homework is an integral part of the teaching. It is seen as a tool which can enhance the development of activities taught in the classroom. As soon as practicable, pupils are expected to read in their own time to further develop reading skills. However, this is not emphasised as 'homework' in order to develop a sense of freedom and enjoyment to the activity, rather than an obligation.

Parents are encouraged to contribute to the teachings of the school curriculum. We encourage 'family learning' through enjoyable activity. It is important to encourage your child, being positive in your praise throughout all aspects of learning. Homework is set at an appropriate level throughout the whole school. It will reflect pupils' maturity and ability as they progress through the school. By the end of Key Stage 2 (Year 6), the norm will be up to two homework tasks a week. This assists pupil preparation for their increased responsibility in the secondary school.

### **PASTORAL CARE**

We aim to create a warm, friendly environment within which the pupils feel safe and secure. The staff work with the Headteacher to ensure the care of each pupil. When a pupil begins school, parents should always inform the school of a telephone number which can be reached in emergencies, including updated MOBILE phone numbers.

If a child becomes ill the parents are informed, so that arrangements can be made to collect the child. No pupil will be sent home from school unless there is a responsible adult to look after him / her.

If for any reason the school has to be closed i.e. bad weather, lack of heating, services etc, every effort is made to inform parents of the decision at the earliest opportunity. No child will be allowed to leave the school until notification is given that there is a responsible adult at home to meet them, or preferably to collect from school.

Parents are asked to inform the school if their child is absent for any reason by sending a note with a sibling or by telephoning. It is also the parent's responsibility to inform the school if they wish their child to leave school early.

### **MEDICINES**

In accordance with the Education Department's Policy, a request must be made to the Headteacher in order to administer any type of medication, including inhalers, to a pupil. Application forms are available from the Headteacher. Pupils with specific medical needs for example a nut allergy, asthma and diabetes are provided for.

## **SCHOOL LUNCHES**

School lunches are prepared in the school kitchen daily. The menu is distributed to every family and is displayed in the school. Money is collected by the school meals clerk Mrs M Rowlands. All cheques should be made payable to **Carmarthenshire County Council**. Applications for Free School Meals are made online on the Carmarthenshire County Council website. Pupils who do not require school meals can bring their own packed lunches or return home for lunch. All school meals and packed lunches are eaten in the school hall. The pupils are supervised during the lunch hour by our team of mid-day supervisors.

You are able to bring your child /children to the breakfast club that takes place daily in the school hall between 8.00 and 8.45 every school day. The breakfast club is free as it is financed by the Welsh Assembly Government.

## **SCHOOL UNIFORM**

The school has a recognised uniform. It includes a navy sweatshirt and yellow polo shirt upon which appears the school logo. These items can be ordered through school. We actively encourage pupils to wear school uniform at all times.

## **SCHOOL STRUCTURE AND ORGANISATION.**

Gwynfryn is a rural school for pupils (boys and girls) from 3 to 11 years old. Pupils are taught in classes, small groups and individually according to the task. The school comprises of three classrooms; a library; an art room and a dining room / hall. Morning assemblies are held in the hall as well as Physical Education lessons, Music sessions and many other activities.

## **GENERAL AIMS AND OBJECTIVES OF THE SCHOOL.**

- Each pupil should feel happy and safe in a homely background.
- To present opportunities for each pupil to develop to the best of his / her ability in every aspect of the Curriculum.
- To introduce an education which is relevant to the pupil's experiences in the community.
- To encourage and develop bilingualism and an appreciation of Wales and Welshness.
- To introduce equal opportunities to every pupil and to respect the variety of the school.
- To encourage communication and co-operation with the parents.
- To encourage the respect of others and their property.
- To form a partnership with the community.
- To emphasise good behaviour, courteousness, and appearance.
- To foster the devotion and enthusiasm of the teacher.

## **AIMS AND OBJECTIVES OF THE CURRICULUM**

The Curriculum has to:

- a) Encourage the spiritual, moral, cultural, mental and physical development of the pupils in school and society.
- b) Prepare pupils for the opportunities, responsibilities and life experiences of adulthood.

It is intended that the educational aims of developing a pupil to his / her full ability are reflected in the whole school curriculum.

- Pupils should be fostered to develop enquiring and lively minds, with the ability to enquire and discuss reasonably and to respond to tasks.
- To create a consciousness and appreciation of society, language, culture and the pupil's environment and to develop an awareness of other periods and places.
- To fully develop language skills, so that it can be used purposefully, meaningfully to communicate, including listening, speaking, reading, and writing, appreciating literature in their first and second language.
- To develop mathematical skills, knowledge and understanding.
- To develop scientific and technological skills, knowledge and understanding in a changing technological age.
- To develop self-expression through music, mime, drama, art, design and technology and physical education.

- To display care when using resources and objects eg Mathematics, Science, Music, Physical Education, Art, Design and Technology etc.
- To develop self discipline.
- To develop an awareness of the need for personal hygiene, morality and courteousness.
- To develop an awareness of safety in the school, the home and society.

### **SCHOOL VISITS**

Pupils enjoy visiting areas and places of interest and learn from personal experiences. Many school visits are arranged to support areas / subjects that are taught. Pupils of Years 5 and 6 are given the opportunity to spend three nights at The Urdd Camp in Llangrannog.

These field activities are considered to be opportunities for children to exchange experiences, learn to live independently and nurture citizenship in an environment that is based on the Welsh way of life. A great effort is made to ensure children have experiences which are not usually encountered in their every day life.

Every effort is made to keep costs as low as possible, however, a small, voluntary parental contribution is usually requested. Parents are informed in advance of details and cost of the visits. Parental consent is always sought and written permission will be necessary. The Governors and staff of the school believe strongly in creating close links with the community it serves. We enjoy visits and participation at a village level as frequently as possible.

### **ECO SCHOOL, HEALTHY SCHOOL**

We are proud to be an Eco School and have received our third Green Flag. As a school we promote the fact that we are global citizens and that we have a responsibility to our environment - both local and further afield.

We have received our fourth healthy school's leaf for our work on developing the pupils' understanding of their personal health and well-being.

The School Council is elected democratically by the pupils. They meet regularly. The members are free to raise any issues and represent the opinion of their peers in an open manner.

### **FOUNDATION PHASE AND THE NATIONAL CURRICULUM**

There are six key elements to the curriculum for pupils in the foundation phase:

Personal, Social Development, Well-being and Cultural Diversity;

Language, Literacy and Communication skills;

Mathematical development;

Knowledge and Understanding of the world;

Physical Development;

Creative Development.

Understandably, at such an early age our main aim is to ensure that the children are settled and comfortable with life at School. These early learning experiences set a wonderful foundation for all pupils. We strive to provide the happiest and most enthusing environment for them all.

The National Curriculum is divided into 4 Key Stages:

Foundation Phase: 4 - 7 years old and

Key Stage 2: 7 - 11 years old

Both the above Key Stages that are introduced at this school.

Key Stages 3 and 4 are introduced at secondary school level.

Core subjects: Welsh, English, Mathematics and Science.

Foundation subjects: History, Geography, Design and Technology, Art and Design, Physical Education, Music and Information, Communication Technology.

Religious Education and Personal and Social Education must also be taught.

Transfer from The Foundation Phase to Key Stage 2 is achieved smoothly within our school family. Staff are able to pass on important information, thus enabling continuity for each child.

The National Curriculum is mainly introduced by studying a theme or following activities in a cross-curricular manner.

Themes are chosen for the whole school and are planned for each term noting the relevant elements of the subjects of the National Curriculum. The concepts that are introduced as well as the levels attained are noted. Each theme is a general guideline. Teachers are not restricted to solely teach elements related to the theme.

Parents are welcome to discuss any aspect of their child's curriculum. We actively encourage such participation during Open Evenings and target setting evenings.

## **GAMES**

Every child is expected to participate in physical education and in games, and to wear suitable clothing for the purpose. Experiences are offered in a wide variety of games in order to foster and promote the development of various skills. The school has a multi-purpose hall and playing field for all aspects of the physical education curriculum. We also receive training and mentoring under the PESS scheme.

Swimming lessons are provided for the pupils in the swimming pool at the Leisure Centre in Carmarthen on an annual basis.

Teams from the school compete against teams from other schools in competitions that involve all the primary schools of the valley, and in various sports organised by the Urdd, not only for the sake of the competition but also to give the children a chance to associate with children from other schools in the area in games such as soccer, rugby, netball, cricket and cross-country. Individuals with expertise in a variety of sporting areas are also used such as rugby, football and dance. The children participate in the Mynydd Mawr School Sports annually.

It is emphasised that taking part in the events is more important than winning.

## **COMPLAINTS PROCEDURES**

The school operates a Complaints Procedure Policy. It sincerely hopes that all difficulties can be overcome by early intervention and discussion. However, if necessary, the following steps are available to all parents and carers:

1. Discuss the concern with the class teacher,
2. Make an appointment to discuss the concern with the Headteacher,
3. Write to the Headteacher, who will inform the Chairperson of Governors, Clerk to the Governors and LEA,
4. The Governing Body will then follow procedures outlined in the School Policy (copy available on request from school office).

## **MONITORING PUPIL PROGRESS AND REPORTING TO PARENTS**

Parent's evenings are held twice a year in order to discuss pupil progress. Parents will be informed of the relevant dates by newsletter. However, parents are welcome to visit the school at any other time to discuss their child's progress. Children placed on our Special Educational Needs register receive an Individual Education Plan (IEP). These plans are updated on a termly basis, with their content being discussed with parents. Strategies of continuous, formative and summative assessment are utilised throughout the year. A profile of each pupil's work is kept which includes examples of individual pieces of work and remarks on his /her development.

## **HOME SCHOOL AGREEMENT**

The school has a home / school agreement which promotes the school's code of behaviour and attendance, outlines the arrangements for homework and e-safety as well as pastoral support and extra curricular activities provided.

## **THE TRANSITION TO SECONDARY SCHOOL**

The pupils of Gwynfryn attend Maes y Gwendraeth School, Cefneithin. A strong partnership exists between us. Parents are actively encouraged to visit the school as their child approaches the transition stage.

The Headteacher and Key Stage 2 teachers attend a variety of activities designed to enhance contact, interaction and understanding.

We also greatly benefit from the resources and expertise of Maes y Gwendraeth such as their sports hall, technology department and information communication technology department. We receive visits from the staff

of Maes y Gwendraeth in order to discuss the development and specific needs of our pupils as part of the transition process.

### **FRIENDS OF THE SCHOOL**

The school is extremely lucky to have an active and supportive Friends of the School. The cost of many activities such as educational visits, as well as educational equipment, has been paid for by the Friends. Even though this is the case, we do at times have to ask for voluntary contributions towards costs.

### **EDUCATION / INDUSTRY / BUSINESS LINKS**

The school maintains and develops links with various businesses and industries to further the educational development and welfare of the pupils of our school. Every effort is made to provide stimulating and unique opportunities for our pupils to enjoy.

### **THE SCHOOL DAY**

Pupils should arrive at school between 8:35 and 8:45 in the morning, unless they wish to take advantage of our free breakfast club, which is open between the hours of 8:00 and 8:45 every morning. Pupils should not be on school property any earlier than quarter of an hour before the school day commences (not before 8:35 unless in breakfast club), due to the fact that neither the school nor the Education Authority will be responsible for the health and safety of pupils.

#### **Foundation phase**

Morning:	8:50 am - 11.45 am
Afternoon:	12.45 pm - 3:10 pm

#### **Key Stage 2**

Morning:	8.50 am - 11.45 am
Afternoon:	12.45 pm - 3:15 pm

### **SCHOOL ATTENDANCE**

Staff mark the register every morning and afternoon. If your child is absent and we have not been notified of a reason, it will be recorded as an unauthorised absence. We appeal to you as parents to contact the school, either by telephone call or by e-mail in order to inform us of the nature of your child's absence.

### **RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP**

Great emphasis is placed on the Christian faith. Equally, we follow the Carmarthenshire SACRE (Standing Advisory Council for Religious Education) guidelines, which include introducing and studying the faiths of the world. Joint worship is held daily. Pupils are encouraged to participate in these assemblies. Parents wishing to discuss any level of withdrawal from assembly or any aspect of Religious Education are kindly asked to contact the Headteacher.

### **THE ASSESSMENT OF THE NATIONAL CURRICULUM**

NFER tests are taken by year 2 to year 6 pupils in May (These commenced in May 2013). These test pupils in Welsh, English and Mathematics. Pupils are also assessed continuously by the class teacher in a more purposeful manner. At the end of the Foundation Phase, pupils are awarded levels by Teacher Assessment in Welsh, Mathematics and Personal and Social Development.

Foundation phase pupils are assessed and awarded levels in three subjects - Welsh, Mathematics and Personal and Social Development.

Year 6 pupils (end of KS2) are assessed and awarded levels in four subjects - Welsh, English, Mathematics and Science. Parents are informed of the assessments and NFER test results at the end of the school year and invited to discuss them, along with the complete content of their child's Annual Report.

### **SCHOOL BEHAVIOUR POLICY**

In order to prepare pupils to be good, active, obliging and respected members of the community, everyone is expected to behave in a way that creates a happy and safe environment within the school.

#### **Objectives:**

- Promote a positive attitude towards the school as a civilised society;
- Develop self discipline, respect and sympathy towards others;
- Create a happy environment for every pupil inside and outside the school;
- Convey clear guidelines and rules that are appropriate for every aspect of school life;
- Encourage every individual to contribute towards creating a safe and happy environment for all.

#### **Good behaviour**

It is extremely important to give praise and support for good effort. Good discipline is based on the understanding of each other's needs and the school commends the children's contributions in helping others with school activities, during break times, lunch times and with extra curricular activities. We praise good behaviour on a regular basis.

#### **Behaviour Expectations:**

- That everyone behaves decently and courteously;
- That everyone speaks to each other in a polite, respectful and tolerant way;
- That everyone behaves in a non threatening and non harmful way;
- That everyone respects their own property and the property of others.

Pupils are encouraged to be part of the process of creating and maintaining school rules via the Pupil School Council.

If a child continues to misbehave, parents will be informed and invited to school to discuss the pupil's misbehaviour. If a pupil is misbehaving in such a way as to endanger themselves and / or others, the head teacher may exercise the right, in exceptional circumstances, to exclude the child from school.

The parents, Chairperson of Governors and the Local Education Authority will be informed of such a decision. A more detailed explanation of our policy on behaviour is available from the school office.

#### **REMEMBER**

**IF YOU HAVE ANY CONCERNS REGARDING YOUR CHILD'S EDUCATION, PLEASE CONTACT ME IMMEDIATELY AT THE SCHOOL.**

Rhian Evans  
Headteacher