



YSGOL
PONTROBERT

Ymdrech a Lwydda

Ysgol Gynradd Pontrobert
Pontrobert
Meifod
Powys
SY22 6JN

Phone 01938 500394

E mail office@pontrobert.powys.sch.uk

Web-site <http://ysgolpontrobert.weebly.com>

Headteacher Mrs. Catherine Parry BA





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Pontrobert,
Meifod,
Powys
SY22 6JN

Phone / Fax 01938 500394

Dear Parents

As Headteacher of Ysgol Pontrobert I have much pleasure in introducing our school prospectus. This booklet only gives an outline of the facilities and opportunities available at Ysgol Pontrobert. As parents we hope that you visit us in school and see for yourself the supportive atmosphere and rich learning environment for yourself. Please contact us at school to arrange a meeting.

Ysgol Pontrobert is a Welsh Medium Primary School. All aspects of the curriculum are taught through the medium of Welsh throughout the school. English is taught as a subject to every pupil in the junior class. Our aim is to make every child welcome whatever their home language. We are proud of the many successes that pupils of Ysgol Pontrobert have achieved over many years.

Ysgol Pontrobert is a small school that provides a broad and rich curriculum and provides many varied opportunities for pupils. In the recent inspection of the school it was noted that "Pontrobert Primary School is a good school with some outstanding features. Pupils achieve good standards and are effective independent learners, and the school provides rich opportunities for them that promote their learning well".

We hope that you as parents and guardians choose to join the close knit community that is Ysgol Pontrobert. If you wish to visit the school at any time, please contact me.

Yours sincerely
Catherine Parry
Headteacher

The Governing Body consists of the following governors and their responsibilities:-

Governors	Responsibilities
<u>LA Representatives</u> Councillor Emyr Jones Mr. Gareth Jones	Remodelling of the School Workforce Attendance, Data, Music
<u>Parent Governors</u> Mrs Denise Jones (Chair) Mr Jim Macdonald Mr Mike Lincoln (Vice chair)	Literacy, History, Safeguarding and Recruitment, LNF, Religious Education Child Protection, SEN/ALN Website, Equal Opportunities, PSE, ICT, Design and Technology
<u>Community Council Governor</u> Mr Emyr Jones	Health & Safety
<u>Community Governors</u> Mr Alan Broughall	Science, Numeracy, Geography Art, Physical Education
<u>Headteacher</u> Mrs Catherine Parry	
<u>Teacher Governor</u> Mrs Rhian Robinson	

Please note - If you have any matters you wish to discuss please contact the clerk to the Governors
Ellyw Pickstock on 01938 500394

STAFFING

Head Teacher/Key Stage 2 Teacher Mrs Catherine Parry

Key Stage 1 Teacher - Mrs Llinos Edwards/Miss Haf Howells

Early Years Assistants - Mrs Delyth Lewis

Key Stage 2 Assistant - Mrs Rhian Robinson

PPA Teacher - Mrs Annwen Watkins

Music Tutors-

Brass -Mr and Mrs Philip Pryce

Guitar - Mr Mike Wilcock

Woodwind -Mrs Sian Edwards

School Secretary – Mrs Ellyw Pickstock

Dinner Assistant - Mrs Kate Mc. Breen

Mid-day Supervisor - Mrs Delyth Lewis / Mrs Rhian Robinson

Cleaner - Mrs. Emma Roberts

School Representatives 2018-19

Chairperson School Council – Mared Price

Chairperson of Eco Council –Chloe Taylor

Digital Leader -Owain Alun

Bronze Ambassadors - Chloe Taylor, Bethan Stephens,Owain W Jones

Our **School Development Plan** is compiled to address the aims of the school which are:-

1. To provide a balanced and broadly based curriculum through the medium of Welsh, which promotes the spiritual, moral, cultural, mental and physical development of all pupils.
2. All forms of learning are respected and given value.
3. Learning is promoted to take place in school, at home, in the community and in the wider world.
4. An active, investigative, questioning approach is encouraged and planned throughout the curriculum.
5. Pupils are prepared for the opportunities, responsibilities and experiences of adult life.
6. Provision is made for pupils of different abilities and maturities.
7. The Governing Body of the school aims to provide the best environment and atmosphere for the promotion of learning, subject to available resources and funds.
8. We aim to enhance all areas of development by involving the community

SCHOOL RULES FOR PUPILS

HONOURED BY PARENTS/GUARDIANS

TAKE CARE AND RESPECT:

- Yourself and your belongings
 - Other pupils and their belongings
 - Members of staff
 - The school building and equipment.
-
- You are expected to walk in an orderly fashion in school at all times.

- Provide your best work at all times.

SCHOOL TIMETABLE:

- Arrival by	8.55am
- Assembly	9.00am
- Break	10.40 - 10.55am
- Lunchtime	12.00 - 1.00 pm
- Break	2.15 - 2.30 pm
- School finishes at	3.30pm

- After break times you will be called back to school by the sounding of a bell.
- You must stay on the premises during the school day.
- At the end of the school day infants will wait in an orderly fashion by the hall door and juniors will wait outside the entrance of the junior classroom.
- No pupil will be released unless parent/ guardian or authorised person is there to receive them. If a stranger is to collect you from school (a person not known to staff) then your parents need to inform the head teacher.
- We do not want you to get hurt so we do not allow you to climb anything unsupervised, play by or in the toilets. All litter is to be placed in the bins provided.
- If any item such as a football leaves the school premises, tell a member of staff.
- Ysgol Pontrobert is a healthy school and sweets and sugared drinks are not to be brought to school.
- You may only bring toys to school if you have been invited to do so by your teacher as part of your school work.

- Bring your dinner money and healthy eating money to school on Monday mornings.
- Use break times to visit the toilet.

HOME-SCHOOL AGREEMENT

PUPIL NAME

The School's Commitment

The school will make every effort to:-

- Encourage children to do their best at all times to achieve their full potential.
- Provide a broad and balanced curriculum (in line with National Curriculum requirements), which is appropriate to the age and ability of the pupil with a particular regard to the needs of the most gifted and those with learning difficulty.
- Inform parents of their child/children's progress at parents' evenings and through annual written reports.
- Provide a caring, well disciplined working environment.
- Keep parents informed about general school matters.
- Be open and welcoming and offer opportunities for parents to become involved in school life.
- Set regular homework in accordance with government guidelines.

Signed

.....

Class Teacher

Head teacher

The Parent's Commitment

Parents will make every effort to:-

- Make sure their child attends school regularly on time and avoids any term time holidays.
- Inform the school promptly about any reason for absence.
- Attend parents' evenings to discuss their child's/children's progress.
- Consult the school regarding any queries and make the school aware of any concerns or problems that might affect their child's work, behaviour or happiness.
- Support the policies and initiatives of the school.
- Encourage their child/children to do their best at all times.
- Support their child/children in homework and other opportunities for home learning.
- Encourage their child/children to respect all school property.

Signed Parent

The Pupil's Commitment

The child will make every effort to:-

- Work to the best of their ability at all times.
- Share the responsibility for and respect the school environment.
- Recognise the importance of good behaviour and fulfil school and classroom expectations.
- Treat all school staff and pupils with respect and be polite, kind and helpful to others at all times.

General Information for Parents

1. School meals are recommended to all pupils at all times as this is part of the social development of every pupil. Our meals are transported from Ysgol Meifod. Anyone not wishing to take advantage of the school mid-day meal should arrange a packed lunch for their child.
2. Fruit is provided at break time at a cost of £1.50 per pupil. Pupils may bring in their own fruit if they so wish. Chocolate bars or crisps are not allowed to be eaten at break times.
3. It is advised that early years pupils should carry with them a change of clothing in case of accidents.
4. Pupils do not need to bring any personal equipment to school in the way of pencils, crayons, books, etc. Everything required for the education of each pupil is provided by the school.
5. Any pupil bringing personal belongings from home do so at their own risk. Although the school will endeavour to take care of them, unfortunately we cannot be held responsible for them.
6. Educational visits are arranged to encourage and further develop pupils' learning. You will be informed by letter before such visits.
7. On your child's entry into school you will be asked to complete a number of permission forms. These include permission to take photographs, low risk activities and visits around the village.
8. Pupils regularly take part in concerts and services. Usually pupils will take part in an annual harvest thanksgiving service in the hall, a Christmas concert, Christingle service and sometimes a summer production. We encourage all pupils to take an active part in these services and concerts.

9. Pupils also compete in an annual School Eisteddfod. This is held in February and all pupils are expected to take part. Performing in front of an audience encourages pupils to develop greater confidence.
10. Pupils from the school compete regularly at the Urdd Eisteddfod and at the Powys Eisteddfod.

Curriculum

The School's curriculum follows that of the revised 2008 National Curriculum. On entry into school pupils will join the Foundation Phase. The school is committed to delivering the key skills as described in the "Skills framework for 4 to 19-year-olds in Wales".

Pupils within the school are part of two key stages.

Foundation Phase (Ages 4-7)

At this stage the main building blocks of learning experiences are laid. The emphasis will be on developing essential skills of communication, literacy and numeracy. By providing a broad rich curriculum using an integrated approach, we aim to develop the children's interests whilst also recognising their level of maturity. These are the important years where children learn how to observe, listen, respond and develop not only as individuals but also as caring members of the community.

Key Stage 2 (Ages 7-11)

The essential skills of communication, literacy and numeracy will still be the central focus of the curriculum. As their understanding of the different disciplines increases, more time will be given to science and the foundation subjects. The curriculum will take place within integrated themes where it is meaningful and relevant. The school plans according to the enquiry approach as advised by the Powys Educational Support Team.

If a parent wishes to make a complaint about the curriculum provision please contact the school to make an appointment with the Headteacher.

Secondary Schools

Most pupils leaving school at the end of Key Stage 2 (KS2) transfer to Caereinion or Llanfyllin High Schools. Parents of pupils in year 6 must complete a parental choice form and return the form to school by the end of November each year. Parents are invited to open evenings at the high schools before this date so that they have the information to make the best choice for their child.

I.C.T

As a school we are proud of the resources available to teach ICT. Full use is made of all possible resources and pupils' skills and abilities in ICT were recognised as outstanding in the inspection of 2008. <http://www.estyn.gov.uk/english/provider/6662041/>

The school web site is currently under construction –

www.pontrobert.org

Language Policy

As Pontrobert is traditionally a Welsh area, the school has therefore been designated by the Authority to be a Welsh-medium school. This means that all aspects of the curriculum are taught through the medium of Welsh in the Foundation Phase and at KS2. English is introduced as a subject at KS2 level. Welsh is the natural language of communication within the school. Pupils are very confident in the use of both languages and by the end of KS2 move effortlessly between Welsh and English.

When children from English speaking homes come to school, or indeed newcomers to the area, the first task is to ensure that they feel happy and secure in their surroundings. Our intake has a high percentage of English speaking parents, therefore all efforts are made to provide support for pupils. The governing body employs additional support so as to welcome pupils and ensure success in the Foundation Phase. Every effort is made to enable pupils to learn Welsh as soon as possible so that they can take a natural but positive role in the life of the school and community.

Children of pre-school age are given the opportunity to join 'Ysgol Feithrin', a Welsh medium playgroup which provides an excellent

foundation for learning the Welsh language. All of our pupils continue their education through the medium of Welsh in Caereinion High School.

Equal Opportunities

The following is an extract from the school Equal Opportunities Policy, a full copy of which is available on request.

“The school will strive to ensure equal opportunities to every pupil in its school.”

This policy will be observed and implemented by the teachers, non-teaching assistants, secretary, dinner assistant and by anyone else who will have contact with the children when in the school itself or outside the school when on an educational visit. By adhering to the provisions of this policy, an attempt will be made to influence the attitude and behaviour of children towards their school friends and peers, the school staff and their surrounding society. The school has adopted an equality plan to work towards abolishing differences between achievement of boys and girls. The purpose of this policy is to draw attention to the steps being taken to ensure equal opportunities; and also to draw attention to other aspects where every member of staff can endeavour further to ensure fairness and impartiality to every pupil.

The aspects that will be looked at will be:

1. Opportunities for boys and girls.
2. Opportunities for the talented pupil and the pupil will learning difficult.,
3. Opportunities for the pupil with disability.
4. Opportunities for pupils from a different background.

In assessing the policy's success we will be looking into:

- a) The success of children educationally.
- b) The behavioural attitude of children towards each other.
- c) The use of resources.
- d) The outlook and response of staff.
- e) The response of pupils to activities outside the school.

Equal opportunities are provided for all pupils with disabilities at all times. Appropriate arrangements will be made on entry to meet individual requirements.

Accessibility

As a school we welcome all pupils. All pupils are treated equally whatever their ability, disability, race or gender. In consultation with governors, parents, staff and past pupils an accessibility plan has been published, which is available for anyone who wishes to read the document.

Under the Strategic Equality Plan a disability access plan is available at the school along with the objectives set under this plan.

Child Protection

Our first priority is your child's welfare. There may be occasions when our concern about your child means that we have to consult other agencies even before we contact you. The procedures we follow are the All Wales Child Protection Procedures and if you want to know more about these procedures please contact the head teacher. All staff, both teaching and non-teaching, have been trained in the procedures to follow should they have any concerns.

Looked after children

The headteacher will be responsible for promoting the educational achievement of looked after children.

School Security

The health and safety of our pupils is of paramount importance to us and we make regular checks to ensure a safe learning environment for them. There are detailed policies in school if you want further information.

Other School Policies

The school has adopted the following statutory policies. The school has other additional policies. Please contact school if you would like copies.

- School Aims and Values
- Curriculum Statement
- School Development Plan
- Religious Education and Collective Worship
- Sex Education
- Pupil Discipline, Behaviour and Exclusion

- Special Educational Needs
- Health and Safety
- Complaints Procedure
- Careers Education
- Charging for School Activities
- Staff Pay Policy
- Redundancy Procedure
- Staff Discipline and Grievance
- Equal Opportunities
- Staff Development
- Action Plan following School Inspection
- Anti-bullying
- Drugs and Alcohol
- Race
- Admissions
- Disability
- Performance Management

Religious Education and Morning Assemblies

The school follows the Religious Education Syllabus of Powys Education Committee. In the '1888 Education Act' it is compulsory to conduct an act of worship; also Religious Education must be taught in every school. If parents wish to withdraw their pupils wholly or partly from religious education and collective worship, please contact the head teacher.

At Ysgol Pontrobert we aim to make worship joyful and pupils are encouraged to take an active part in morning worship. This is also a time to celebrate achievements and to encourage and promote Christian values.

Sport Provision

Sport is covered in the curriculum as well as many extra-curricular activities. The school has enjoyed many successes over the years.

In hockey, football and netball the school team performs well against



schools much larger in number. We provide Hockey, netball and rounders after school clubs on Wednesday nights. (3.30-4.30)

Rounders team



Netball team

As a healthy school we encourage all pupils to be active. Regular after school clubs are held which are usually open to those from year 2 upwards (this may vary according to activity). A large number of pupils enjoy these activities. Pupils stay from 3.30 - 4.30 to further develop skills and to play in small game situations.

Physical education lessons are held on Wednesdays. Pupils should ensure that they have the following clothing;

- trainers
- shorts (track suit bottoms may be worn outside, please make sure shorts are always brought in case lessons have be transferred to the hall)
- t-shirt / top

Pupils will receive 20 swimming lessons per academic year. Ten lessons will be arranged in the autumn term and ten in the summer term, all on Friday afternoons. All pupils participate in the swimming lessons.

Healthy School

Ysgol Pontrobert secured its fifth healthy schools award in July 2017.



Physical and Social Education (PSE)

As a school we place great emphasis on the spiritual, moral, cultural and social development of all pupils. Not only do these features thrive throughout the curriculum but also through all aspects of school life. Every child will receive Health Education. The aim is to assist pupils to understand how to arrive at decisions and to avoid anything that might endanger health, disability or accidents.

Additional Learning Needs

Intellectual, social, physical and emotional needs are catered for within all aspects of the school.

Any pupil experiencing difficulties in learning - language or mathematical - will be given additional support. This will be in the form of a small group of teacher and pupil/s working closely together. Teaching assistants are employed to support in this work. A special educational scheme of work is prepared for them. Assistance will be given through support in class and individual groups as necessary. Parents/guardians will be involved in this process. External support may also be sought in some cases. In the inspection of 2012 the support provided by the school for those with additional learning needs was deemed to be very good.

Sex Education

Such education will be presented in a simple form through science and health education lessons. Controversial issues are discussed and dealt with in a sensitive and informative manner through class activities and talks by the School Nurse (years 5 and 6). The following is an extract from the school's sex education policy the full copy of which is available on request.

Aims and Objectives of School Sex Education Policy

Ysgol Pontrobert believes that Sex Education will be developmental and a foundation for further work in the Secondary School. Sex Education will conform to the requirement of the Education Act, which :-

- 1) Promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society.*
- 2) Prepares such pupils for the opportunities, responsibilities and experiences of adult life.*

The school will work towards this aim in partnership with parents.

The aim of the Sex Education Policy is to clarify the content and the manner in which sex education is delivered in this school.

Moral and Values Framework

The Sex Education programme will reflect the school ethos and demonstrate and encourage the following values:-

- 1) Respect for self.*
- 2) Respect for others.*
- 3) Responsibility for own action.*
- 4) Responsibility for family, friends, school and wider community.*

Pupils may be withdrawn from all or part of the sex education provided by the school - in this respect please contact the head teacher.

Medical

The class teacher is in charge of Health Matters. First Aid facilities are available for all staff to treat minor accidents. All members of staff have received basic first aid training.

- a) In minor cases the pupil will be treated or allowed to sit in a quiet area until they feel better.
- b) Arrangements made for parents to collect their child and to take them home if the child is too unwell to stay in school.
- c) In the case of serious accidents arrangements are made for the pupil to visit surgery immediately to see their doctor. Parents will be informed at the same time.
- d) It is advisable that any prescribed medicine should be administered at home. Permission must be sought from the head teacher before a teacher can administer medicine to a pupil in school. If administering medicine in school time is necessary please complete the form in Appendix A to seek permission. Please note that the school retains the right not to administer medicines.

Charging and Remissions

The school has a Charging and Remissions policy for all educational visits during school hours and outside the school day. This complies with the Education Act 1996. A full copy of the policy is available in school on request.

Parents are asked to contribute voluntarily towards the cost of transport to the Flash for swimming lessons.(£1.50 per week per pupil).

A healthy snack is provided at morning break (£1.50 per pupil per week).

Educational visits are subsidised by Ffrindiau'r Ysgol. Usually parents are asked to pay entrance fees with transport costs paid by Ffrindiau'r Ysgol.

Brass tuition – parents are asked to pay £10 per term for hire of instruments. This is used to repair instruments and to fund replacements. The cost of tuition (over £2000) is paid for by Ffrindiau'r Ysgol.

Admission Arrangements

All pupils are admitted at the beginning of the Autumn term after their fourth birthday if that is the wish of the parents, following Powys County Council guidelines. Compulsory school age is on their fifth birthday. The children will have four taster afternoons before they start.

The pupils of Ysgol Pontrobert come from a wide catchment area, consisting of Pontrobert, Dolanog, Meifod and Llangynyw. The County provides transport from Meifod and Dolanog. Admission forms must be sent to Powys before a pupil can start school. Forms are available from school. Please contact the school for further information regarding admission.

Term Dates and Session Times

Please see Appendix B for the current year's term dates.

Session Times	Morning	09.00 – 10.40 11.00 – 12.00
	Afternoon	13.00 – 14.15 14.30 – 15.30

Ffrindiau Ysgol Pontrobert

Ffrindiau Ysgol Pontrobert is a very active body of people who, with the support of the whole community, fund raise to provide a better quality of education and to act as a social basis to gain knowledge of the school activities, staff and parents. They are highly successful in their achievements and accumulate a great deal of money which is spent to enhance the education of the pupils.

Meetings are held frequently during each term of which all parents are advised in advance. For the academic year 2017-18 Ffrindiau'r Ysgol has undertaken to pay for;

- brass tuition for all pupils wishing to learn to play an instrument
- membership of Urdd to all pupils in years 1-6
- transport costs for educational visits
- £3000 which will be spent on resources.

Cylch Meithrin Pontrobert

We encourage a very close relationship with Cylch Meithrin, where through play children are encouraged to develop their learning and social skills in preparation for school. We are delighted in all that they do and appreciate their hard work.

Cylch Meithrin: (2½ - 4 year olds) Monday & Thursday 12.30-3pm

Cylch Meithrin: (3-4 year olds only) Monday, Tuesday, Wednesday & Thursday 8.45 – 11.45, Tuesday & Wednesday 8.45 – 11.45, lunch club 11.45-12.30.

Ti a Fi (0 years plus & Mum) Tuesday 1 – 3pm

Funded places are available – for further details please contact the leader Mrs Lowri Lewis (01938 500784).

Homework

The pupils are encouraged to read at home with their parents - daily. In years 3, 4, 5, and 6 - weekly spellings are issued on a Monday and tested on a Friday. Written language and mathematical tasks are also set.

Parents are encouraged to be involved with children's homework.

School handbook

A school handbook is issued to all pupils. This includes sections for a reading record book, letters, homework tasks, and targets.

Pupils must bring this handbook to school every day.

Lunchtime Arrangements

All pupils are expected to follow the given arrangements.

- (a) To wash hands before dinner.
- (b) To stand obediently by the table in preparation for grace.
- (c) To eat in a mannerly way using the appropriate cutlery provided.

Lunchtime supervisors are employed.

Parents are expected to pay dinner money on a Monday for the week in a clearly marked envelope.

A choice of school meals is offered. The cost is currently £2.20 per day.

School Uniform

In 2014 the school council decided on introducing a school uniform for four days of the week. It is suggested that pupils wear their uniform on Mondays, Tuesday, Wednesdays and Thursdays. On Fridays pupils may wear any suitable clothes. Second hand uniforms are available at school.

If you are interested in purchasing polo shirts, sweatshirts or coats please contact the school. The new school logo designed by Jasmin Teague in 2014 is on all items of uniform, including a new PE kit.

Uniform is compulsory when pupils go on educational visits or

take part in games tournaments or athletic meetings.



Security

On arriving at school please ring the bell installed by the main entrance. In the interest of security, only staff have knowledge of the door code - plus two elected governors.

School Council

A school council has been formed which meets at least once every half term to air views and opinions on general school matters. The schools council has very active members. In recent years they have met representatives from Powys Catering regarding the quality of school meals. They also met the local parish committee to discuss plans for a Christmas carol service around a Christmas tree in the village.

Members of the school council are elected from each year group from year 2 upwards. The school council has a bank account and every year they produce a balanced account. Pupils develop their entrepreneurial skills though raising money for the school council. Activities are also arranged by the school council purely for fun!



School council
2014-2015

School Eco Committee

The school eco committee meets at least every half term to discuss matters relating to the school environment and wider environmental



issues. The school eco committee is also responsible for promoting Fair Trade. In 2008 many bulbs were planted around the school

which bloomed in late spring. School Eco Committee 2014-2015
The school eco committee also works hard to raise money to pay for their plans. They have elected officials who monitor their account and budget. The school eco committee also has the task of collecting Morrisons vouchers to be spent on gardening equipment.



Harvesting vegetables from the school garden.

Criw Cymraeg

These are a group of busy, enthusiastic pupils who meet regularly to ensure the Welsh charter is being implemented in school by organising Welsh events.

Instrumental Tuition

Free brass instrumental tuition is offered to those in the Junior Class who wish to participate. Funding is being received from Ffrindiau Ysgol Pontrobert. We continue to have a number of pupils who pass the Associated Board examinations with pass, merit and distinction. The school brass band has been very successful in recent years winning the county Urdd competition on numerous occasions. The school also offers guitar, clarinet and flute lessons.



The school band
Parc Eifion

The school is fortunate to have a wonderful park just outside the school grounds. Pupils regularly visit the park at lunch time, during PE lessons and to carry out curriculum based investigations.

Parc Eifion is also the venue for the area athletics meeting every other year.



Extra Curricular Activities

The school provides a wide range of extra curricular activities. Pupils in recent years have had opportunities to take part in after school clubs including games, dance, art and homework. Every year pupils are given the opportunity to visit Llangrannog, Glan Llyn and every two years Key Stage 2 children can go on an overnight visit to Cardiff.



This prospectus is intended to give parents information about the school. At the time of publication all information is correct although changes in school organisation, management and curriculum may occur in the future.

(Published November 2010)
Updated September 2018

Appendix A

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the head teacher has agreed that staff can administer the medication

Details of Pupil

Surname_____

Forename(s)_____

Condition or Illness

Medication

Name / Type of Medication (as described on the container)

For how long will your child take this medication

Date
dispensed_____

Full Directions of Use

Dosage & Method _____

Timing_____

Special
Precautions_____

Side Effects_____

Self Administration_____

Procedures to Take in an Emergency

Name

Phone (Work)_____

(Home)_____

I understand that I must deliver the medicine personally to a member of staff and accept that this is a service which the school is not obliged to undertake.

Signature(s)_____

Date_____

Appendix C

Results of National Curriculum Assessment 2018, KS2- available on application to the school

Attendance for 2017-2018-97.6%

Unauthorised attendance- 0.22%

Authorised attendance- 2.18%

<http://www.estyn.gov.uk/english/provider/6662041/>

The Complaint Procedure

Those parents who are unhappy with the provision of the National Curriculum, Religious Education, School Worship or any aspect of school life should contact the school immediately. The Headteacher is always ready to meet with concerned parents in order to resolve any difficulties. Those parents who are still dissatisfied should contact the Clerk of the Governing Body. Full details of the complaint procedures are available from the school.