

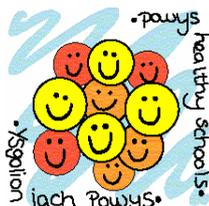
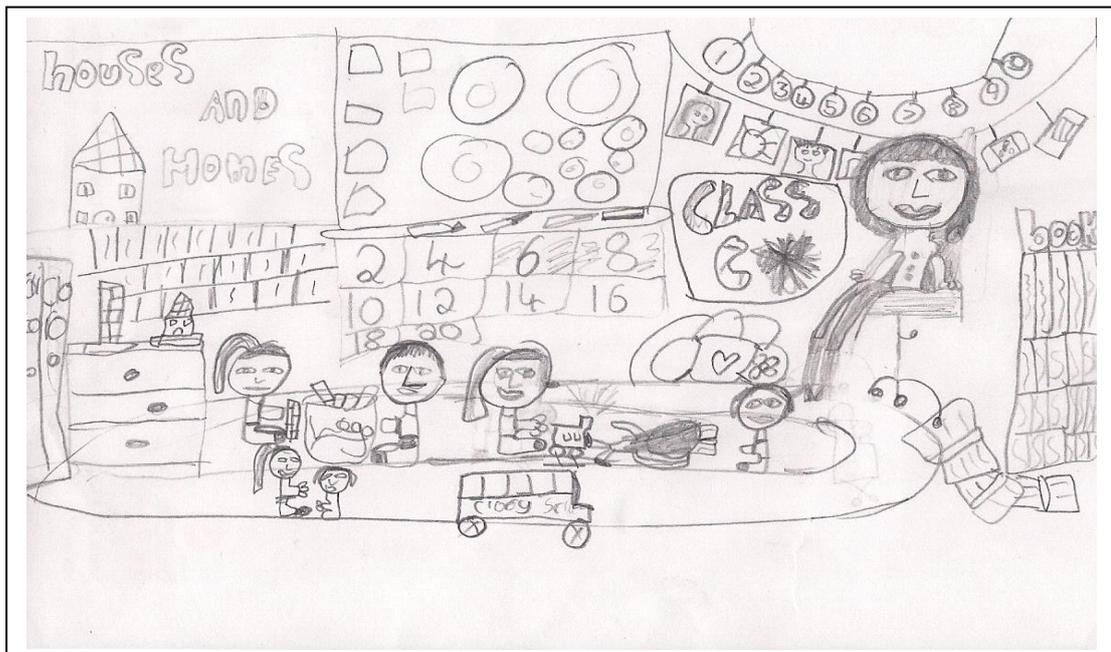
# Welcome to Clyro Church in Wales Primary School

"Many hands build a house, many hearts build a school"

*Welcome to our school. I hope that you find this booklet useful - it will tell you a great deal about our school and how it works, about what we believe in and how we try to achieve the best for all the children in our care.*

*Do please read what is here but come and look as well and, if there is anything that you want to know that is not in the booklet, please ask.*

*Please arrange to visit us by telephoning the school office between 9.15 am and 3.30 pm.*





"Welcome to our lovely new school! I feel very privileged to be the Head of such a successful and happy school at the centre of a thriving village community, in a beautiful rural setting. We are thrilled that our recent Estyn and RE Inspections in June and July 2019 confirmed what a great school this is! Clyro Church in Wales Primary School prides itself on its warm, friendly atmosphere, where everyone cares for each individual child. We see education as a team effort involving children, parents and staff, all contributing to provide the best learning environment. It is important to us that children enjoy their time here, leaving us as confident, well-rounded individuals, equipped for the future. We would love you to join us."

Sarah Groves  
Headteacher



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*ESGOB ABERTAWE AC ABERHONDDU, Y GWIR BARCHEDIG JOHN D E DAVIES  
BISHOP OF SWANSEA AND BRECON, THE RIGHT REV'D JOHN D E DAVIES*

Dear Friends,

Although the majority of schools in England and Wales are maintained and run by Local Education Authorities, a significant number of them were founded by the Church and the Church still plays a significant part in the management of many.

Church Schools reflect the continuing commitment by the Anglican Church to the education, nurture and welfare of children, and Clyro Church in Wales Primary School is part of the family of Church in Wales Schools in the Diocese of Swansea and Brecon. Currently, around 25,000 children are pupils in Church in Wales's schools, around 2,000 of them in our own Diocese.

Church Schools have a special and legal responsibility to bring to the lives of their pupils a sound understanding of Christian principles and practice whilst at the same time seeking to serve, not only local Christian families, but also the community in which each school is set.

Like all schools, our Church Schools receive advice and support from Local Education Authorities. But, in addition, they also receive advice and support from the Diocesan Board of Education, the Diocesan Director of Education plus a team of committed Bishop's School Visitors, and each church school's Governing Body has 'Foundation Governors' appointed by the Church. All of these bodies and individuals play their part in the oversight and governance of the school, but they also share in the special role of ensuring that the Christian foundations of the school are maintained and developed in such a way that each and every pupil feels valued, cared for and safe, and, through experiencing sound Christian teaching and example, is enabled to become a caring and loving individual member of both the school family and the wider community.

I hope that your child or children will find Clyro Church in Wales Primary **School** to be a place of happiness, learning and fulfilment.

With my very best wishes.

+John Davies  
Bishop of Swansea & Brecon

## Our school

Clyro Church in Wales Primary School is situated in beautiful countryside, in the village of Clyro, on the A438 road from Hereford to Brecon. Approximately one mile away across the River Wye is the historic town of Hay-on-Wye, famous for books and the annual Hay-on-Wye Literary Festival.

We moved to a brand new, state of the art school building in June 2018. We have superb, modern facilities - a large school hall with wall bars and staging, a catering kitchen, four light and airy classrooms, plus a private on-site nursery classroom with either their own or shared toilet facilities and cloakrooms, several Foundation Phase outdoor classroom areas, two group rooms and "The Street" - a superb large learning space from which the classrooms emanate out from, which is used daily for teaching and also houses our new library and food technology area. Outside, we have a variety of play areas, including a MUGA playground, a pond, wildlife area and field. There is also the fantastic Pirate Adventure playground, constructed in 2012, in memory of Tom Grahame, one of our pupils who tragically died, which we use daily at playtimes and in After School Club. The school is set in beautiful grounds, surrounded by mature trees, grazing land and woods. We also have a private on-site nursery - "Little Stars", who operate out of a large classroom facility within the school, with their own cloakroom and toilet facilities, as well as their own outdoor classroom area. Clyro Church in Wales Voluntary Controlled Primary School takes children between the ages of four and eleven. Teaching is carried out primarily in English, with Welsh taught as a second language.



## School Security

All visitors must report to our main entrance to sign in. All connecting doors within the school are operated on a swipe card system and we have a state of the art CCTV system in operation. Our gates are opened to pupils and parents at 9am, ready for school to start at 9.15am. Parents arrive at their child's cloakroom doors, where the children are encouraged to put away their belongings independently and parents have the opportunity to talk to staff, if necessary. Cloakroom doors are locked at 9.15am. Any pupil arriving after 9.15am reports to the main entrance where a member of staff will take them to their classroom. Gates are opened at 3.15pm for parents to collect their children from school. At the end of the school day, pupils are dismissed from their cloakroom doors with a member of staff present. All gates are locked at 4.30pm. After School Care pupils can be collected from the front double hall doors. Breakfast Club pupils enter school through the small back door, behind the hall.

# Our staff

## Our teaching staff



**Mrs. S. Groves**  
*Headteacher and  
PPA teacher*



**Miss S. Griffiths**  
*Deputy Head and  
Class 2 teacher*



**Miss E. Morgan**  
*Class 1 teacher*



*Class 4 teacher*



**Mrs. E. Kenchington**  
*Part-time Class 3 teacher*



**Mrs. C. Phillips**  
*Part-time Class 3 teacher*

## Non-teaching staff



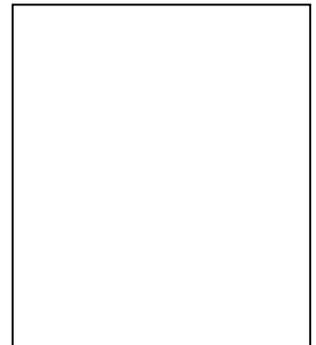
**Mrs. J. Lewis**  
*Learning Support  
Assistant & Secretary*



**Miss J. Lloyd**  
*Learning Support  
Assistant & Midday  
Supervisor*



**Miss J. Burnett-Thomas**  
*Learning Support Assistant  
& Midday Supervisor*



**Mrs. A. Carlisle**  
*Learning Support  
Assistant*



**Mrs. W. Green**  
*Cook*



**Mrs. K. Clifton**  
*Kitchen Assistant*



**Miss D. Lewis**  
*Cleaner*



**Mrs. E. George**  
*Breakfast Club Supervisor*



**Mrs. V. Williams**  
*Part-time Secretary  
& Clerk to Governing Body*

## Subject Leaders

- |                     |   |  |
|---------------------|---|--|
| Mrs. S. Groves      | - | Safeguarding, Child Protection Officer & Looked After Children Officer, Humanities and RE leader |
| Miss. S. Griffiths  | - | Language, Communication and Literacy leader & Health & Safety Officer                            |
| Mrs. E. Kenchington | - | Science, Technology and ICT leader   |
| Miss E. Morgan      | - | Welsh and Eco leader   |
| Miss R. Long        | - | ALN Co, Expressive Arts and Health & Well-Being leader   |
| Mrs. C. Phillips    | - | Mathematics and Numeracy leader  |

## Child Protection

Your child's safety is of paramount importance to us. Our responsibilities under the Duty of Care require us to adhere strictly to safeguarding principles, which are outlined in our Child Protection and Safeguarding policies. If staff have evidence which leads to deep concerns about the safety and wellbeing of a child in their care, they are duty bound to make a direct referral to the appropriate outside agency. Of course, we will always try to put our concerns into the context of the family, but we will, if we are not reassured that the child is safe and rightly protected, make this referral without consulting with parents in order to safeguard the child.

Wherever we can, we would want to work with parents/guardians to ease concerns and pressures before it becomes necessary to contact outside agencies. Members of staff in school hold designated responsibility for Child Protection, but all staff have a duty of care to safeguard and protect pupils. Mrs. S. Groves, our Headteacher, holds this post, with the Deputy Head, Miss. S. Griffiths, taking responsibility in her absence. Our governor who takes responsibility for Child Protection and Safeguarding is Mrs. C. Price.

## Our ethos



*"Many hands build a house, many hearts build a school"*

We aim to create a secure, structured, stimulating environment in which our pupils may learn those skills and concepts necessary for them to develop into caring, respectful, lifelong learners. As a Church in Wales Primary school, we underpin all our work with an intention to equip pupils with knowledge and understanding of Christian Values.



We help our pupils to respect other people, communicate freely, co-operate and work with determination to achieve their goals. We believe that children should be encouraged to enquire thoughtfully and question intelligently. We aim to instil in them an open appreciation of human achievements and wish for them to view themselves as valued individuals in society, who have a lot to offer and a responsibility to care for others.

Our vision is to enable all pupils who enter the school to become more able and talented during their time with us. We want to build within them a love of learning, the ability to think and problem solve and to have the aptitude to take these skills with them for a lifetime of learning. "Educating for their future, not our past".

## Admissions



Currently, we have 86 pupils on roll and we have a Pupil Admission number of 15 per year group. We have only one intake in school each year in Powys. Children start in the September after their fourth birthday; therefore, all children will be admitted at the start of the autumn term.

<b>If your child is born between</b>	<b>They commence school</b>
1 <sup>st</sup> September 2014 - 31 <sup>st</sup> August 2015	September 2019
1 <sup>st</sup> September 2015 - 31 <sup>st</sup> August 2016	September 2020
1 <sup>st</sup> September 2016 - 31 <sup>st</sup> August 2017	September 2021

Before entry, parents are welcome at any time to visit to discuss their children's needs and view the school, please contact the office to arrange an appointment. Prospective parents who wish their children to be admitted should register them well in advance if possible. Children are invited in the summer term before they begin to spend time enjoying taster transition sessions in Class 1 and parents are asked to meet with the class teacher, Miss Morgan, who will explain about school routines and the daily life of the class.

Transport will be provided in accordance with Powys LEA transport policy, please contact Powys County Council for further information regarding your child's transport needs.

### **Parent & Toddler Group**

The school has its own Parent & Toddler Group, which meets in the school hall on Monday mornings from 9:15-10:30am, in term-time, run by some of our parents. All pre-school children are welcome. Further details of these facilities can be obtained from the school office or school staff.



## Nursery - “Little Stars”



Funding for 3+ pre-school education is for 12.5 hours per week from September 2017. A child can begin at a registered, funded pre-school education setting at the start of the term following their third birthday.

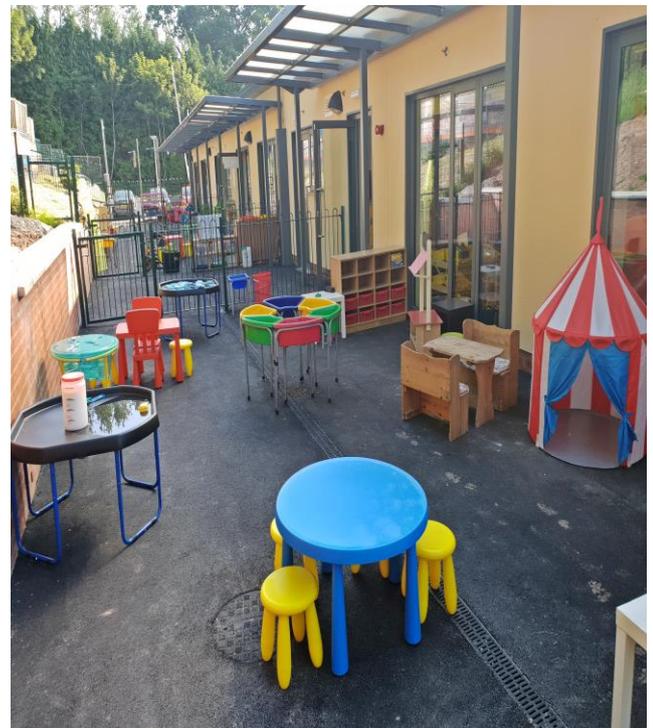
We have our own private Nursery on-site, “Little Stars at Clyro”, which began in September 2017. “Little Stars” works closely with the school and they come and have lunch with the rest of the school children in the hall every day. They are housed in a lovely large classroom with their own cloakroom and toilet facilities, as well as a gated outdoor area. Being part of the school makes the children’s transition into school life very smooth and seamless.

If you are interested in a place or would like further information, please telephone the school office on 01497 820860 or alternatively Becky Golesworthy on 07532257971.

Little Stars also run our Holiday Club during holiday times. This is open to all pupils in school and to other school pupils in the cluster. If parents are interested in this facility, they are advised to contact Little Stars on the telephone number above.

## Foundation Phase

From four until seven years of age, children follow the Foundation Phase Curriculum. Children starting school are initially taught through a variety of 'learning experiences' as laid down in the "Foundation Phase Framework for Children's Learning for 3-7 year olds in Wales". Much work in the Foundation Phase is "learning through play" and is outdoors. The acquisition of language in early childhood is a complex process. If a child has a wide range of language experiences, that mastery should become well established and the child's intellectual, emotional and social development will be enhanced. By the time they are five, the nursery experience that the children will have had should enable them to listen, respond to and recall songs, nursery rhymes, poems and jingles, choose a book, hold it the right way up and discuss aspects of the story. When teaching mathematics, the youngest children begin to understand the concepts of number and the processes through structured play and group work, so forming the foundation of numeracy. Pupils need to see the process in action. Once these are embedded, children can move on to a more formal style.



## Our curriculum philosophy

At Clyro, we aim to give our children a broad and balanced skills based curriculum, which encompasses all the Foundation Phase and National Curriculum areas of learning. The Core skills and subjects receive high priority. Each child is taught according to his or her age and ability and to the targets set by the National Curriculum. The curriculum is organised with the needs of individual children in mind. Each class contains children of different ages with widely varying needs, aptitudes and abilities. No limitations are put on what children can achieve and all efforts are equally valued. Younger children learn from older children who in turn learn to set an example worth following.

All work is organised to ensure progression through the school years so that work completed in one class will be built upon in the next. A topic-based approach allows for seasonal events - Christian festivals, musical and sporting events, to be utilised as part of the curriculum. Planning acknowledges that children in reception are required to follow the Foundation Stage. This is then built upon as the children progress from Years 1-6.

We purposefully set out to link the development of thinking skills to all of the teaching and learning across the school. We believe that we must make thinking happen in order to maximise the potential for pupils to develop as independent, intelligent life-long learners. There are a bank of thinking tools, which are used to act as analytical aids to enquiry based learning. In 2011, Clyro Church in Wales Primary School was the first school in the country to be awarded the International Award for Excellence in Habits of Mind. Since then we have embedded this methodology into the school and believe it has enhanced the learning experience for our pupils.

We have a strong tradition of music and sport in the school. All children have the chance to learn a woodwind instrument, guitar, piano or drums. The choir performs at various events in the local community and we have a Foundation Phase Christmas production and a Key Stage 2 production in the summer. Sport plays an important part in the life of the school. Our teams compete in several local tournaments and competitions. In addition to the weekly timetabled P.E. lessons, sports and games clubs are run after school. The school also encourages coaching by specialists, when possible. All children in the school take part in swimming each year. The school has Activemark status, which recognizes our commitment to high quality P.E. and sport provision.

## Our curriculum

The National Curriculum subjects are - **Core subjects:** Numeracy, Literacy, Science, Information Communications Technology; Welsh; **Foundation Subjects:** History, Geography, Music, Art, Physical Education, Craft, Design & Technology; PSE and **Religious Education:** in accordance with the Swansea and Brecon Agreed Syllabus.



## Core subjects

The core subjects of literacy, numeracy, welsh, science and ICT are all undertaken as part of the skills based curriculum, set within the Literacy and Numeracy Framework (LNF) and the Digital Competency Framework (DCF), taught to the goals set by the National Curriculum 2008, revised in line with the Literacy and Numeracy Framework of 2013/2014. We are working towards the New Curriculum 2022 and have already undertaken much work in school with our pupils on the four core purposes, being *“Ambitious, capable learners who are ready to learn throughout their lives; Enterprising, creative contributors who are ready to play a full part in life and work; Ethical, informed citizens who are ready to be citizens of Wales and the world; Healthy, confident individuals who are ready to lead fulfilling lives as valued members of society.”*

Language development is a core element in all aspects of learning. It is a key priority both in the development of specific language skills and in its use in all subjects across the curriculum. The development of literacy skills is at the core of our teaching and we aim to provide opportunities for all pupils to reach their full potential in the skills of speaking, listening, reading and writing.

Our aim is to teach children to listen to each other and adults attentively and respond with understanding and empathy. Through their developing knowledge of the spoken word, children are continuously given opportunities to express themselves clearly, fluently and effectively through a variety of the activities across the curriculum.

The importance of reading cannot be over-emphasised. Throughout their school life, children are taught to be confident, fluent, independent readers. We aim for all children to develop a deep enjoyment of reading, with a love of books. Children are given experience of a range of text in as many different forms as possible. In all classes, we use a variety of strategies to promote the fluency and understanding of reading, so all children have skills to appreciate, understand and respond to a range of reading materials.

Throughout their schooling, children are given opportunities to write in varying styles and to produce work for different audiences. In order to achieve this range of expertise, pupils learn about processes through a variety of stimuli and techniques such as brainstorming, note making, drafting, reflecting and editing different features. Accurate spelling is taught in a structured and progressive way and cursive, clear, neat and legible handwriting encouraged from an early age.

Throughout the Foundation Phase and Key Stage 2, Mathematics is taught and explored through four key elements, which are having concrete experiences, using models, being emerged in concept related mathematical vocabulary and the use of images. Learning in this way encourages our pupils to develop to be confident mathematicians who are able to solve problems and present their understanding through accurate reasoning and recording. We endeavour to provide all pupils with a rich mathematical experience that links to everyday life. Teachers work hard to support all children to progress and achieve their very best and to be confident to make efficient mathematical decisions.

The National Curriculum for English, Mathematics and The National Literacy and Numeracy Framework (LNF) are supported by the teaching of core skills in Thinking and ICT. Literacy and Numeracy skills are practiced and developed throughout all other curriculum areas and all lessons have a link to the Literacy and Numeracy Framework.

Children's progress in all aspects of literacy and numeracy are tracked and monitored regularly, with children in years 2, 3, 4, 5 and 6 sitting the Welsh National Tests in May. They sit a reading test, a new online maths procedural test, which focuses on mathematical and numerical processes, and a maths reasoning test, which is based on testing the ability to understand what skills are needed to solve a problem and how to apply them. Through regular on-going assessment, we hope to ensure all children become confident in literacy and numeracy, make good progress and are challenged at their own level.

## **Foundation Subjects**

The Foundation Subjects - History, Geography, Music, Art, ICT, Personal, Social and Emotional Education (PSE), Physical Education (PE) and Craft, Design Technology (CDT) - are seen as essential in providing a broad and balanced curriculum and are often taught through cross-curricular work.

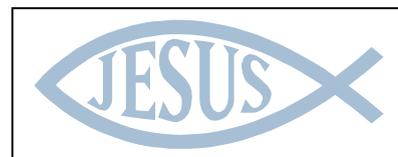
## **Welsh (as a Second Language) - Curriculum Cymreig**

We aim to foster awareness in our children that they are part of a community in Wales. Knowledge and understanding of the cultural, economic, environmental, historical and linguistic characteristics of Wales are integrated into all Foundation Phase and National Curriculum subjects, where applicable.

All schools in Wales are legally obliged to teach Welsh as a second language. We encourage a love of the language and a basic oral fluency in a pleasurable and meaningful way. We seek to develop through Welsh and other classroom activities, an understanding of our specific

cultural heritage. Incidental Welsh is used whenever possible throughout the school, this helps pupils to gain a more natural use and fluency in Welsh, aiming ultimately towards a desire for bilingualism.

## Religious Education



Clyro is a Church in Wales Controlled Primary School. Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church in Wales and in partnership with the Church at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, promotes Christian values through the experience it offers all its pupils and encourages empathy with other faiths.

The school follows the Diocese of Swansea and Brecon Syllabus 2014 and is regularly inspected by the Church in Wales Inspectorate for schools. (The latest inspection report of July 2019 is available either in school or on the school's website) We follow the "Values" Education programme which encourages and promotes a caring and respectful attitude to others, as borne out in our motto - "Many hands build a house, many hearts build a school".

We feel that children in our care should receive a programme of study which develops throughout their school life, aiming to give them an understanding of the Christian Faith and when appropriate to take a wider look at other religions, through lessons and Multi-Faith Days.

A daily act of Collective Worship is held in school, usually at 1.15pm and our local vicar, Rev. David Thomas, takes Collective Worship weekly. We hold special services to celebrate the festivals of the Christian year at St. Michael's and All Angels Church in Clyro: Harvest, Christmas, Easter, etc. as well as our Annual Leavers Service in the summer. We always invite parents to come along to join us, as well as other members of the local community. We contribute to the local church Parish Magazine "The Messenger" and use the church as a resource.

Parents do have the right to withdraw their child from RE lessons and from acts of worship. If parents wish to do so, please contact the Headteacher and we will attempt to make arrangements to meet this need.

## Additional Learning Needs (ALN)

At Clyro, we take care to ensure that we are a truly inclusive school, where all children can access all learning activities, whatever their needs, and feel a valued member of the school community. Children who have Additional Learning Needs (ALN) will be identified by their class teacher. As well as educational needs, a child may have ALN for medical, behavioural or physical reasons. For children who need some support in basic skills, we have intervention programmes run by Learning Support Assistants. At this stage, no formal identification of ALN is made. If the child does not benefit from the intervention or in-class differentiation, then they will, with parental permission, be given targeted support.

In accordance with the Welsh Code of Practice, children with ALN receive support at different levels: School Action (individualised programme of support), School Action + (increased

support, often with outside agency involvement) or a statement (a legal document outlining what support the child should receive and who should provide it). All children at School Action level and higher will have an Individual Education Plan (IEP) drawn up by the class teacher, in conjunction with the child and agreed with the parents. The plan will detail one or two short term achievable targets to help the child make progress in areas they find difficult. These are reviewed every term and parents are invited into school to discuss these with the class teacher. Where a local authority educational psychologist is involved, they make recommendations to help support the child.

The term ALN also incorporates children who are More Able and Talented, have English as an Additional Language, belong to the Traveller community, have a significant illness affecting their learning and a variety of other permanent or temporary situations that may affect a child's learning. The class teacher will identify children in their class who are More Able and Talented in a particular field and provide them with appropriate challenge. They will also provide support as needed for children with other aspects of ALN.

If any parent wishes to discuss their child's needs, please contact either the class teacher or the Additional Learning Needs Coordinator (ALNCo). Miss R. Long is the ALNCo for the school and our ALN policy can be found on our website.

## Sex and Relationships Education

At Clyro Church in Wales Primary School, sex and relationships education is offered to:

- enable pupils to cope with the physical and emotional challenges of 'growing-up'.
- give pupils an elementary understanding of human reproduction.
- help prepare pupils for the opportunities, responsibilities and experiences of adult life, and enable them to make sensible and informed choices.

Sex Education is not a subject in itself but is taught through the science curriculum and topic work. All information regarding sex education will encourage the development of the following values in our pupils:

**Responsibility** for self and others.

**Responsibility** for their own actions.

**Responsibility** for their families, friends, school and the wider community.

We believe that at primary level, sex and relationships education should be developmental and taught as an integral part of cross-curricular learning. We are aware, however, that with the age of the onset of puberty reducing all the time, our Year 6 pupils will need a programme of sessions with the class teacher, geared towards helping them come to terms with these changes. All children will receive sex and relationships education as part of the National Curriculum for Science where stipulated, and as part of our whole school policy for P.S.E. Skills, knowledge and attitudes are developed and built upon as the children progress through their 7 years with us.

At no time will staff instruct pupils below Year 6 in sexual matters, however, occasionally it may be necessary for a teacher to answer a direct question. Should this ever occur, consideration will be given by the teacher to the age of the child, the nature of the question and the urgency of a response. If, in their professional judgement, it is inappropriate for a reply to be deferred, the teacher will answer as truthfully as possible without giving more than the minimum of information in order to satisfy the situation. The child will then be encouraged to ask parents for more information, and where deemed necessary, a note will be sent home informing the parents of the situation.

## Assessment

Children are assessed at different times throughout the school through teacher assessment, National Testing at the end of Year's 2 - 6, as well as Year 4 Cognitive Assessment Tests (CATS). Results at the end of the Foundation Phase (Yr. 2) and end of Key Stage 2 (Yr. 6) are published nationally. An average child is expected to achieve Outcome 5 by the end of the Foundation Phase and Level 4 at the end of Key Stage 2. Children in the Foundation Phase are tested in Language, Literacy and Communication Skills in English (LCE), Mathematical Development (MDT) and Personal and Social Development (PSD). Children in Key Stage 2 are assessed in oracy, reading, writing, welsh, mathematics and science. Whilst we are very proud of our results, it should be understood that in small schools results vary annually depending on the size of each cohort. Where cohorts of children are less than ten pupils, results are not published nationally in order to protect individual children's achievement being identifiable.

## Results

Last academic year, 2018/19, standards in the Foundation Phase were good. 80% of all pupils achieved Outcome 5 in Literacy, Numeracy and Personal and Social Development at the end of the Foundation Phase. This is in line with national average levels. Our results at Outcome 6 are very good and are above the averages for Wales, in all subject areas. Within this cohort, we had 20% of children who were on the Additional Learning Needs register.

Standards in Key Stage 2 were very good. 100% of Year 6 reached Level 4+ in English, Maths and Science. All results at Level 5+ were significantly above national averages and several pupils achieved Level 6. Within this cohort, we had 18% of children who were on the Additional Learning Needs register.

**Foundation Phase Results 2019** - The number of pupils in the cohort was 10, therefore 1 pupil = 10%;

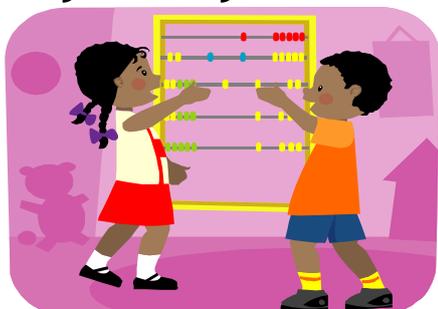
	Language, literacy and communication skills in English (LCE)		Mathematical Development (MDT)		Personal and social development, well-being and cultural diversity (PSD)	
	Powys	School	Powys	School	Powys	School
Outcome 5	86.3%	90%	88.6%	100%	94.6%	90%
Outcome 6	39.4%	50%	36.3%	30%	68%	80%
Foundation Phase Indicator (FPI - LCE, MDT & PSD combined)	84.6%	School 80%				

**Key Stage 2 Results 2019** - The number of pupils in the cohort was 17, therefore 1 pupil = 6%.

	Level 4 or above		5+		6	
	Powys	School	Powys	School	Powys	School
English	90.4%	100%	48.2%	47%	-	24%
Reading	-	100%	-	53%	-	18%
Writing	-	100%	-	35%	-	24%
Maths	91.1%	100%	46.8%	35%	-	12%
Science	91.8%	100%	47.4%	41%	-	0%

Core Subject Indicator (CSI) Eng, Ma & Science combined	89%	100%		
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## Day to Day life



Children are currently taught in four classes:

Class 1 - Reception; (Foundation Phase)

Class 2 - Years 1/2; (Foundation Phase)

Class 3 - Years 3/4; (Key Stage 2)

Class 4 - Year 5/6; (Key Stage 2)

This arrangement may change, according to numbers and budgetary constraints.

## School Times

The school day runs from **9.15a.m. to 3.30p.m.** Our morning session runs from 9.15a.m - 12.00p.m. for the Foundation Phase children, with the break for lunch until 1.10p.m. The morning session runs until 12.15p.m. for those children in Key Stage 2. All children then begin work after lunchtime from 1.10p.m. until 3.30p.m. Break times are at 10.45-11a.m. in the morning and 2.30 - 2.45p.m. for children in the Foundation Phase.



## Breakfast Club and After School Care

At Clyro Primary School, we offer wrap-around care in the mornings and afternoons. We run a Breakfast Club each morning from 8-9.a.m. in the school hall, for £2 a session, which has proved extremely popular. Last admission is at 8.40a.m. Your child will be provided with a healthy, nutritious breakfast, in line with our Healthy School status, followed by activities. If you are interested in your child attending, please see either Miss J. Burnett-Thomas or Mrs. E. George, our Breakfast Club supervisors or contact the office.

We also offer our own school-run After School Care, “Bees Knees”. This is run by Miss Lloyd, Miss Burnett-Thomas and Mrs. George from 3.40 - 5.30p.m. in the school hall. It costs £8.00 per child per session. At After School Care, the children get a snack and drink, followed by a weekly programme of activities for each night. This club runs for term time only. If you would like further information, please contact the school as booking is essential.



## Parents and School

We regard a close relationship between home and school as fundamentally important. The school cannot function effectively unless it receives the support of the parents. On entry to school, each family is asked to complete our Home/School Agreement, which outlines the responsibilities and commitment of the school, parent and child. This is a commitment on the school’s part, as well as that of the parent and pupil to ensure and encourage that each child does their best to fulfil their potential.



We pride ourselves on having an open door policy with regard to discussions with parents concerned with pupil progress or well-being. We are approachable and eager to act proactively rather than reactively. Teachers are available before and after school should the need arise. In addition to this policy, we also hold a “Meet and Greet the Teacher” session at the beginning of each academic year when parents have the opportunity to meet their child’s new teacher and find out ways in which they can help and support their child at home. There are also more formal times set aside for Parent Teacher Consultations. During the academic year, usually in the autumn and spring term, parents are given the opportunity to have a personal appointment with the class teacher in order to discuss the progress of their child. Arrangements for Reception pupils may vary from this pattern but should not be less than this allocation.

Parents often come into school to help in class. This can range from helping hearing readers to painting scenery for school plays. Regular involvement with children will necessitate a DBS check, but please do not let this deter you. Any help or expertise you are able to offer will be most gratefully received and utilised. Please contact us if you can help in any way. Parents are invited to attend various functions during the school year, for example, church services, Christmas Plays, other school activities, Sports day, etc. We look forward to you sharing these happy occasions with us.

## Transport

Most children arrive at school by car. We have a large parents car park around the back of the school, as well as parking available at the front. The back parents carpark is locked at 9.30am to allow the children an extra playground space and unlocked at 3.15pm, ready for parents to collect their children after school. Some children from outlying villages come to school by mini-bus and free transport is available to some children. This is through Powys County Council who can be contacted on 01597 826455. It is the parent's responsibility to inform the school of when their child is travelling to and from school on the minibus, as often this can vary on a daily basis. The school keeps its own list of those children travelling by bus which they need to update termly but we do rely on parents keeping us regularly informed.

## Working with your child at home

Our school hopes to encourage co-operation between teachers, parents and children. Encouraging parents to help with and support their child with their homework is of utmost importance. Homework in the Foundation Phase can often be sharing books at home, Learning Logs, word and number games. Homework is set more regularly for Key Stage 2. This work shouldn't be seen as a chore, but hopefully an enjoyable activity, relevant and purposeful.

## Pastoral Care

Each class teacher has immediate responsibility for the care of each child but all staff, ancillary and teaching, work together to try to ensure that children are secure and happy. The size of the school, the mixed age groups, our "Buddy" system, the "family" atmosphere, all help to create an environment in which children can feel safe and confident. If parents have any worries at all, they are encouraged to come in and talk to staff as soon as possible. Furthermore, if home circumstances are such that they may affect a child's behaviour at school, parents are urged to inform the class teacher or Headteacher. Our Christian ethos and Values Education play a vital role in our school life by promoting confidence, self-esteem, and responsible behaviour, developing positive relationships with a wide range of people, and fostering a respect for others to equip children for their role as adults.

## Friends of Clyro School

We are lucky to have a thriving group of parents and families who are most generous in their support for our school. This is often in contributing to the cost of transport for school visits or visiting groups but also in providing extra educational resources, such as our PE wall bars. All parents of the children attending the school are automatically members, in addition to other members of the local community who wish to actively support their school. Please enquire in school for meeting times and dates as these vary.



## Health Matters

The school nurse visits school on a regular basis to carry out routine health checks as laid down by the Health and Education Departments. The nurse is also available to see parents in school, if you have any health concerns about your child.

### Head lice in school

It is very important to inform the class teacher if your child has head lice. Parents are advised to carry out the appropriate treatment as recommended in the Health Authority guidance and to be vigilant in checking your child's hair. School will notify parents of any instance of head lice in school.



### Illness/Injury in school

If a child is taken ill at school, or receives an injury, and is unable to carry on with his/her schoolwork, then we will endeavour to contact parents so that the child may be taken home. If we are unable to contact parents, then the emergency contacts will be called upon to collect the child.



In an absolute emergency, when we fail to contact parents on emergency numbers, we may need to take your child to the Medical Centre in Hay-on-Wye or call an ambulance, if necessary.

We are only able to administer prescribed medication to pupils after the parent/guardian has signed the appropriate consent form. This form requires clear details of the condition for which the medicine has been prescribed by a Doctor; the dosage, the intervals for administration and must have the pupils name and address clearly detailed by the pharmacist/doctor on the bottle or packet. If your Doctor has prescribed medicine for your child and the dosage is three times a day, this can be administered outside of school hours and does, therefore, not need to be brought into school. We cannot administer over the counter remedies and these must not be brought into school for pupils to administer themselves. Parents are welcome to come into school and administer medicines themselves.

Where a child is prescribed an inhaler then these can be self administered under supervision from staff. In most cases, medicines prescribed for pupils mean either that the pupil is too unwell to be in school or that the doses can be given before and after school. However, we do realise that some children may need to undergo a long-term, continuous course of treatment. Parents are welcome to discuss these needs with the Headteacher so that appropriate arrangements may be made.

### **Every effort will be made to administer medication at the timings specified.**

It is the responsibility of the parent to inform the school of any allergies or medical conditions their child may have, through the admission form or in writing later when these occur. A list will be made, updated when necessary and given to each member of staff.

### First Aid

Miss J. Lloyd has responsibility for First Aid but the majority of staff are first-aid trained in school. We are fortunate that this exceeds the recommended number for our size of school. It does mean that we are able to ensure that a First Aider will always be present on any school visit. If a child requires First Aid, we follow the correct procedures outlined in the courses attended by our First Aiders.

If a child requires First Aid for any reason while at school or while on a school trip, we record the incident in our Accident Folder. The First Aider involved will fill in the report. The class teacher will always be informed and will speak to parents regarding this incident, if necessary. If a child bumps their head, a Bump letter will be given to the child to take home with a slip to be detached, acknowledging receipt of the letter, along with a bump sticker for them to wear. All serious incidents, which require doctor or hospital advice, have to be reported to Powys on their Incident Reporting form.

## Extra-Curricular Activities

We offer a variety of clubs, which meet at regular times throughout the school year, at lunchtimes or at the end of the school day. During inclement weather, out-door activity clubs are not planned. We provide various activities, including Film Club, ICT, Kwik Cricket, football, choir, netball, drama and Welsh Club. We have a very active School Council where child representatives are elected by each class. We also have other committees, such as Criw Cymraeg, Eco Committee and Digital Leaders, where children are elected as representatives for their year group. Children also have the opportunity to learn various musical instruments, taught by peripatetic teachers, such as guitar, woodwind, piano and the drums. If your child is interested, please enquire at the school office.



## Sport

Sport features strongly in the life of the school, the curriculum and as part of the extra-curricular activities, which we have on offer. We believe in teaching the children the importance of team games but also striving to be the best they can be. The children take part in various sporting events and activities as well as the timetabled PE sessions. Informal games are encouraged at break time and lunchtimes with the playing field in full use, whenever the weather is suitable. All children in Years 5 and 6 have the opportunity to attend Stackpole Outdoor Pursuits Centre, Staylittle Outdoor Centre or Llangrannog. Here they can take part in activities such as walking, adventure pursuits, canoeing, sailing, abseiling, etc.

As our catchment area includes the easily accessed banks of the River Wye, we place great emphasis on all children learning to swim. Therefore, we provide the opportunity for all children to attend swimming lessons. KS2 pupils travel to Brecon Leisure Centre to have their swimming lessons. We travel by bus and therefore ask for voluntary contributions towards the cost of the coach hire. Pupils in the Foundation Phase use the pool at Hay-on-Wye Primary School for their lessons.

# Uniform

All children wear uniform at school. All pupils are asked to wear a pair of indoor shoes when they are inside of the school, separate to their school shoes. Logo-ed sweatshirts, polo shirts, coats, dresses and hats are all available to order online, if parents wish to do so, from the School Trends website and we do keep a limited stock of essential uniform in school.

## Boys/Girls:

- Navy blue logo-ed school sweatshirt/navy blue jumper
- White polo shirt
- Black/grey trousers or skirt
- Dark appropriate school shoes
- Socks in school colours
- Shorts or summer blue and white gingham dresses are optional

## PE & Games Kit:

The children are required to change for PE into a kit, which consists of:

- white t-shirt
- dark shorts
- tracksuit bottoms
- separate plimsolls/trainers

A school book bag and PE bag, both with the printed logo, are also available for purchase.

Please clearly label all items of your child's clothing with their name. The responsibility for the whereabouts of clothing rests with your child, not with the school.

**Jewellery:** Our school policy, which follows the national guidelines, is for no jewellery to be worn in school, with the exception of stud earrings for pierced ears, which must be removed or covered for PE. Nail varnish is not permitted and all long hair must be tied back at all times.

# School Meals, drinks and snacks

Powys Catering provide hot daily meals and aim to encourage healthy eating. Menus are chosen with this aim in mind and known harmful additives are avoided. A variety of meal options are available, including traditional meals and salads. (Sample menus are available from the kitchen or online at the Powys Catering website). Children are welcome to bring a packed lunch from home, if preferred. However, we request that you provide a balanced, healthy lunch. We do not allow fizzy drinks or highly coloured squash drinks. Glass bottles or cans are not permitted. All children eat their lunches in the school hall under the supervision of the Midday Supervisors. Payment for meals is through the Cashless system, ParentPay.

Free School Meals (FSM) are available to children where the family income falls within the required scale. If you are in receipt of Income Support, Job Seeker's Allowance (income based) or Child Tax Credit (but not entitled to Working Tax Credit) your child may be eligible for free school meals. Forms can be obtained from Powys County Council or the school kitchen. All enquiries are handled confidentially and we would encourage parents to register, even if they would prefer not to take the meals, as this will result in increased funding for your child within school. These applications have to be renewed annually.

In order to promote a healthy diet, we encourage the children to eat a healthy snack at break time. Foundation Phase pupils bring in their own snack from home and there is a tuck shop, The Munch Hut, run by pupils for the Key Stage 2 children. As a 'Healthy School', we

discourage sweets, crisps or chocolate at break times. Thank you for your support.

All children are encouraged to have their own individual water bottles in class, which are readily available to drink from at anytime of the day and can be refilled from our water fountains in school. These bottles will be sent home every Friday for washing. Foundation Phase children receive free school milk daily.



## Behaviour

Every child is expected to behave in a sensible and responsible manner, treating everyone respectfully and courteously, in line with our Christian ethos and Values. We believe that children respond positively to praise and encouragement. Children are encouraged to reflect on their actions or words and to identify ways to enable everyone to move forward and take something positive out of the event.

The class teacher normally deals with poor behaviour at the time. Discipline is fair but firm. However, as the children are aware, every action has a consequence and if misbehaviour continues, then they must accept the consequences for their own actions. Consequences are measured and relevant to the action and may consist of loss of privilege (e.g. playtimes or withdrawal from certain activities for a short period). If problems persist, the Headteacher will be involved and parents informed. At lunchtime, the Midday Supervisors have responsibility for the children. We believe that children respond best to an informal atmosphere where they understand that the rules are for everyone's benefit. Bullying of any kind will not be tolerated. The school will deal promptly with any issues and maintains a log of identified incidents of bullying and unacceptable behaviour. (A copy of the school Behaviour Policy is available upon request.)

Under Section 550A of the Education Act, where it is assessed as necessary to protect others and individuals from self-harm or serious damage to property, we will safely restrain pupils. This would be carried out from a need to protect and care for all pupils and property. No pupils have been excluded either temporarily or permanently during the past five years.



## Equal Opportunities

It is the duty of the Governing Body and Headteacher to promote the understanding of the principles and practices of equality and good relations. We have adopted an Equal Opportunities policy outlining these and this is part of the schools Equality Plan, which is available to read at the school. The school has wheelchair and pushchair access into all areas of the school.

## Lost or Damaged Property

Parents are asked to pay the replacement costs of any school property or equipment that is lost or wilfully damaged. We strongly recommend that children do not bring valuables to school and we will accept no responsibility for any loss or damage to pupils' own property.

## Parental Contributions

It is the policy of the Governors that parents may be asked for a voluntary contribution towards the cost of activities, but that no child will be excluded from any activity taking place wholly or partly in school time, if the parents are unable to pay. However, such visits and events will depend upon our ability to attract adequate voluntary contributions to fund such projects. No child will be excluded from such activities simply on the basis of non contribution, but at the same time cancellation of visits may result from lack of funds. In the case of board and lodging expenses or travel to sporting functions outside of school time, parents in receipt of Income Support or Family Credit, or in certain cases single parents, may be entitled to a remittance of fees. Please contact the school if you have any problem at all with paying for trips.

## Parking

We have a large car park at the back and parents can also park in the drop-off area at the front of the school and walk their child into school. We ask parents to park sensibly and considerately, being aware of young children walking, mini-buses, and vehicles turning. Anyone collecting a child must do so inside the school gates. Children are not allowed to leave the school premises unless accompanied by an adult.

## Attendance

If children are absent, a parent should contact the school on the morning of the absence by 10a.m. at the latest. If absences are not explained, the school is obliged to record the absence as unauthorised. If pupils are absent on a regular basis or parents fail to provide

satisfactory reasons for absences, the Education Welfare Officer (EWO) will be in touch. In school we use computerised registers, therefore Powys can see day to day attendance, looked at regularly by the EWO, as they are required to do so. We follow the Powys Attendance policy, which is available to view online on the Powys website.

Parents needing leave for their child under exceptional circumstances, such as bereavement, etc. should speak to the Headteacher regarding this. Pupils are not normally granted more than 5 school days leave of absence in any school year and parents are discouraged from taking holidays during term time, due to the effect this may have on a pupil's attainment. (PLEASE NOTE: A school academic year is from September - July of the following year, not from January - January.) Parents do not have the automatic right to take holidays during term time but only in exceptional circumstances. Parents wishing to take their child on holiday must request a term-time absence form at least 28 days in advance, from the school office and complete the form, explaining in detail, why they feel their child's absence is exceptional and should be an authorised absence. It is for the Headteacher to determine if the request is reasonable. Each request can only be judged on a case-by-case basis and discretion will be used sparingly. Parents from Year 2 children upwards should avoid the month of May, leading to National Testing, usually the second week.

In 2018/19, our attendance was 95.6%. We are required to set targets for annual attendance and our target for 2019/20 is 96.5% and with your cooperation, this is achievable. The school must be informed in writing or by a parent in person, if they wish to collect their child early from school. We must also be informed prior to the event, of who will be picking your child up at the end of the day, if it is someone other than the parent.

## **Transfer to Secondary School**

Children transfer to secondary school at the age of eleven, at the end of year 6. Details concerning the transfer to LA secondary schools are made available to parents in the autumn term, the year prior to transfer. The majority of our children attend Gwernyfed High School and we enjoy strong transition links. Some move further afield and a few will go into selective schools in the area. The High School will inform parents of Open Evenings in order that they may visit and meet the staff and pupils visit the school of their choice during their final two years with us.

## **Complaints Procedure**

If a parent has a complaint, the first stage of the procedure will be an informal discussion with the class teacher. Should a resolution not be obtained, the matter should then be referred to the Headteacher. If this does not resolve the issue, a formal complaint may be referred to the Governing Body. Complaints to the School Governors should be addressed to the Chair of the Governing Body.

If the investigations fail to provide a satisfactory response, the complaints may be referred to the LEA. A complainant who is still dissatisfied after following the above procedure is entitled to take the complaint to the Secretary of State for Wales. (Our complaints policy is available on our website)

## Governors

The Governors at Clyro Church in Wales Primary School welcome prospective pupils and parents. Governors make decisions about how the school is run. They help decide what is taught, they set standards of behaviour, they interview and appoint staff and they decide how the school budget is spent. Governors have legal responsibilities, duties and powers and can only act together, not as individuals. Governors receive training to help with their work. The Chair of the Governors may be contacted through the school.

As you can see from the list below, Governors are parents, teachers and other staff members from the school, representatives of the Church, the Local Authority and the community. Parent Governors must have a child at Clyro, parents of the school elect them and they serve, as do other Governors, for four years. Parent Governors bring the views of parents to the governing body, but they speak and act as individuals supporting the school. They have equal status in the work of the governing body and they have voting rights. They should be aware of encouraging parental interest and be actively involved in drawing other parents into the work of the school. Governors are encouraged to visit the school and take an interest in school life.

Mrs. Mari Fforde	- Parent - Chair
Mr. David Jones	- Community
Mrs. Trish Richardson	- Local Authority (Vice Chair)
Mrs. Lynette Gallagher	- Foundation
Rev. David Thomas	- Foundation
Mr. Roddy Lewis	- Community
Mrs. Margaret Morris	- Local Authority
Mr. Damian Murphy	- Parent
Mrs. Ceri Price	- Parent
Miss Sinead Griffiths	- Teacher
Miss Jenny Lloyd	- Non-teaching staff
Mrs. Sarah Groves	- Headteacher (ex-officio)

### **POWYS COUNTY COUNCIL**

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