

# PROSPECTUS



‘Love of God, love of others, love of learning.  
Caru Duw, caru pawb, caru dysgu.’

**KNIGHTON CHURCH in WALES PRIMARY SCHOOL**  
**YSGOL yr EGLWYS yng NGHYMRU TREF-y-CLAWDD**

Find us at [www.knighton.powys.sch.uk](http://www.knighton.powys.sch.uk)

E-copies of up-to-date school policies can be found on this school website. Hard copies, signed by the Chair of Governors, are available to be viewed in the school office.

Updated autumn term 2019

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**Knighton Church in Wales Primary School**  
**Ysgol yr Eglwys yng Nghymru Tref-y-Clawdd**

Ludlow Road, Knighton,  
Powys LD7 1HP

Heol Ludlow, Tref-y-Clawdd,  
Powys LD7 1HP

Tel/Ffôn: 01547 528691

Headteacher/Prifathrawes: Mrs Mary Siân Strong BA (Hons) MA PGCE NPQH

Dear Parents,

Knighton admits children from 5 years to 11 years and provides teaching and learning experiences to ensure the highest possible quality of education. Currently we have 187 pupils, excluding Children's Centre pupils, and 200 including Children's Centre pupils. We work to provide a broad and balanced curriculum and as many interesting experiences of life as possible.

When you have read this prospectus you will know more about how the school is organised and managed. However, if you need any further information please do not hesitate to contact me.

Best wishes,  
Eirlys Spawton  
Chair of Governors

A letter from John Davies, Archbishop of Wales.

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 Knighton Church in Wales School is part of the family of Church in Wales Schools in the Diocese of Swansea and Brecon. Currently, over 25,000 children are pupils in Church in Wales schools, over 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 Knighton Church in Wales school to be a place of happiness, learning and fulfilment.

With my very best wishes.

John Davies,  
Archbishop of Wales

## **THE SCHOOL ETHOS**

### **Mission Statement**

The order and content of these statements were decided by all pupils across the school in school council sessions during 2018/19.

- **Rydyn ni'n dysgu am y bobl sy'n rhannu ein byd ac yn eu parchu.**  
We learn about and respect the people with whom we share our world.
- **Mae'r oedolion yn yr ysgol yn helpu ni i wella'r sgiliau sydd angen i lwyddo.**  
The adults in school help us to learn how to get better at the skills we need to achieve success.
- **Mae ein hysgol yn helpu ni i fagu hunan-hyder.**  
Our school helps us to build our confidence in ourselves.
- **Rydyn ni'n dysgu i barchu eraill fel rydyn ni'n hoffi cael ein parchu.**  
We learn to treat and respect others the way we like to be treated.
- **Rydyn ni'n mwynhau ein dysgu yn fawr.**  
We really enjoy our learning.
- **Yn ein hysgol ni, mae pawb yn gallu dysgu i fod yn ffrind gwell gyda chymorth.**  
Our school knows that, with help, we can all learn how to be a better friend.
- **Rydyn ni'n darganfod a datblygu'r gorau ym mhawb.**  
We discover and develop the best in everyone.

- **Mae ein hysgol yn helpu ni i wneud dewisiadau iach ac i fod yn weithgar bob dydd.**

Our school helps us to make healthy choices and to be active every day.

- **Mae ein ysgol ni yn gweithio'n dda gyda'n teuluodd a'r gymuned leol.**

Our school works well with our families and the local community.

- **Rydyn ni'n filch o'n diwylliant a'n treftadaeth Cyreig. Rydyn ni'n gallu siarad Saesneg, Cymraeg a Makaton.**

We are proud of our Welsh heritage and culture and speak Welsh, English and Makaton.

Knighton Church in Wales Primary School is an English medium Voluntary Controlled Church School which bases its teaching and learning on Christian values. It is a co-educational day school run by Powys Local Education Authority and the Diocese of Swansea and Brecon. The school is monitored termly by a member of the Local Education Authority's School Effectiveness Team, the Bishop and the Diocesan Director of Education.

The school's aim is to work together with our children, parents/carers, staff, the community, the Church and the Local Education Authority, to achieve the best possible for each child in school. We also work to ensure that our children are familiar with the teachings of the church: understanding the role Christianity plays within our everyday lives and taking seriously Jesus's command to treat each other with respect.

The school is based in the buildings of a former secondary school and is, therefore, larger than most primary schools. It shares a site with the town's leisure centre. On site we have: the school building, a swimming pool, playing field, tennis courts, sports centre and youth wing.

Access onto the site for all children is via gates in Ludlow Road, which are unlocked at 8am-8.30am for Breakfast Club and then twenty minutes before the start of the school day. The staff car park is for staff cars and disabled parents/carers only between 7.45am and 4.00pm. Children enter and exit the building via doors onto the playground at the front of the school. Entrances to the school buildings are security locked. Visitors during the school day should use the entrance from Farrington Lane and must sign in and out at the school office.

Access for the Children's Centre is through the Ludlow road gate. The gate is unlocked 10 minutes before sessions start.

## **ADMISSION to SCHOOL**

Unless other acceptable arrangements are made, a child is required to attend school from the beginning of the term following their fifth birthday. In Powys, a child may be admitted to school in the September following their fourth birthday. This means that:

<b>Pupils born between:</b>	<b>can start school in:</b>
1 <sup>st</sup> September 2014– August 2015	September 2019
1 <sup>st</sup> September 2015– August 2016	September 2020
1 <sup>st</sup> September 2016– August 2017	September 2021
1 <sup>st</sup> September 2017– August 2018	September 2022

Parents/carers are asked to ensure that their children are registered with the school well before this date. Parents/carers must complete a “Parental Preference for Primary School Admission” form in October prior to starting in the following September. There can be no exceptions to these admission arrangements. Children who attend the Knighton Children’s Centre will receive a form. Forms can also be obtained from the Powys Local Authority website.

Parents/carers of children moving from other schools must discuss any transfer they wish to make with the Headteacher of their existing school before approaching the Headteacher of Knighton Primary School. They must have confirmation from the local authority before they can be admitted.

We have a pre-school setting for three and four year-old children Called ‘Knighton Children’s Centre’. There are excellent links between this setting and the school’s Reception class to ensure a smooth transition for children moving from pre-school into school. Admission forms for Knighton Children’s Centre are available on the Powys website or from the Children’s Centre Leader. We are registered as a setting offering the New Childcare Offer: for more information contact the school or the Family Information Service.

Knighton Children Centre sessions are for 10 hours funded per week, in 2 hour sessions with additional hours available to be paid for by parents/carers or the New Childcare Offer. For session times please see school office or the setting leader.

## **THE SCHOOL DAY**

- Children Line Up (gates open at 8.40am) 8.50am
- Registration 9.00am – 9.10am
- Playtime 10.30am – 10.45am
- Lunchtime 12.00 (Nursery to Year 2)  
12.15pm (Year 3 to Year 6)
- Afternoon Session Starts 1.00pm

- Playtime – Foundation Phase 2.40pm
- School Lessons End 3.15pm

**Please note:** At the start of the year, parents/carers of Reception aged children are invited to escort their child into school **for the first week only**, signing in and out of the building. **Signing in provides us with an important list of adults in the building.** After this, no parent/carer should be coming into school except to access the school office, hear readers or attend assemblies on Friday mornings. Children who have a specific need that requires parental support to come in to school must have a plan agreed between the class teacher and individual parents/carers.

Many clubs take place during lunchtimes, however some take place after school. After-school clubs start shortly after 3.15pm and usually finish at 4.15pm. Parents/carers receive regular information about the activities available and the time of the sessions.

## **EDUCATION FOR SUSTAINABLE DEVELOPMENT & GLOBAL CITIZENSHIP (ESDGC)**

At Knighton Church in Wales Primary School we encourage/teach our children to “treat the world and its people as though we intend to live in it forever”. Education for Sustainable Development and Global Citizenship is an integral part of all our curriculum areas, exploring our roles and responsibilities locally and globally.

## **ECO GREEN FLAG AWARD**

In January 2009 we achieved the first Eco Green Flag status for our school. In May 2017 we achieved the top ‘Platinum’ award. The school continues to work to keep this award.

## **Pupil Participation and SCHOOL COUNCILS**

At the start of each year, all the children in school from Year 1 up choose to join a school council from the following wide range of options: Worship Council; Sports Council; Eco Committee; Young Entrepreneurs; Friendship Council; E-safety Committee; Healthy School and Criw Cymraeg (Welsh Council).

Councils meet every half-term to discuss matters that concern the children and to follow projects suggested by the children. The aim of each council is to put the children at the centre of decision-making, to help us make the school an even better place in which to live and learn. Governors and other stake-holders also attend these meetings.

Knighton Church in Wales Primary School also plays an important part in the local community. Every year the children elect a Mayor and Deputy Mayor to represent the school in key town events. As part of the town council, the school’s Mayor and Deputy Mayor are often invited to speak at the inauguration of the town’s Mayor and are present at the switching on of the Christmas lights and the Remembrance Day Parade.

## **HEALTH & SAFETY**

The school is protected via an alarm system and all external doors are closed during the school day. Visitors to school enter through the main door where a buzzer and CCTV camera are in operation.

Risk assessments of the building and subject areas are carried out regularly by the Headteacher, Deputy Headteacher and Subject Leaders. In addition, the Governors and Local Education Authority conduct regular Health and Safety audits. This prioritises action which needs to be taken to ensure a safe school environment.

To ensure the safety of pupils walking to and from school, parents/carers are asked not to park on pavements or in the entrance to the Football Club. Free parking permits, for use during school drop off/pick up time, are available for the Bowling Green Car Park: ask at the school office for details.

Teachers arranging visits off site for their classes are expected to conduct a risk assessment of the activity. From this they can identify the measures which need to be put in place to ensure a safe visit.

Parents/carers are asked not to bring their prams/pushchairs into the school building and to leave them in the entrance areas. This is to prevent injury to adults/children, damage to floors/carpets, damage to displays, and restriction of access preventing the immediate evacuation of the building during a fire. The school has termly fire evacuation practices to ensure that everyone is prepared in case of a fire.

**Any visitors into school, including parents, must sign in and out of the building at the school office.**

**Children are not allowed to bring sweets, chocolate, canned or fizzy drinks into school.** On the advice of our school nurse, fresh fruit only is allowable for a break time snack. Pupils will be asked to keep other snacks for lunchtime. Apples and bananas are available for purchase from the office for 30p. This is an excellent opportunity for children to practise using money.

We have 2 water coolers situated in the school. Children are expected to bring a clean water bottle from home that may be filled at break times, allowing them to have access to water throughout the day. Please do not put squash or juice in your child's water bottle as this can only be drunk at lunchtime.

There are four separate toilet facilities for children: one dedicated to the Nursery and Reception classes, one for boys, one for girls and a disabled toilet all of which are cleaned daily.



## **CHILD PROTECTION**

The school has a duty of care to all its pupils and there may be occasions when a member of staff is concerned about a pupil's welfare. When this happens the school will contact the parents/carers to discuss the matter.

On occasions, where there is an urgent concern or concerns do not seem to be being addressed, then a referral to Social Services may be necessary. Social Services are specially trained to talk to children about sensitive issues and school is duty-bound to refer certain types of incidents to Social Services. Social Services and school staff work together with parents/carers in a supportive role and our two child protection officers to contact in school are: Mrs Strong (Headteacher) and Mrs Rimmer (Deputy Headteacher). Our Child Protection and Safeguarding Governor is Mrs Eirlys Spawton.

## **CLASS ORGANISATION and TEACHING STAFF**

The school is presently composed of 7 mainstream classes and a Specialist Centre for children with additional educational needs. A peripatetic Welsh teacher also supports the teaching of Welsh across the school.

Our school is lucky to have an experienced team of support assistants who, under the guidance of class teachers, provide extra support for children.

### **TEACHING STAFF**

<b>Children's Centre</b>	<b>Staff</b>
Setting Leader	Vicki James BTEC
Play Assistant	Donna Tyler NVQ L3
Play Assistant	Sally Humphries CACHE L3
Play Assistant	Lee Davies

<b>Class</b>	<b>Teacher</b>
Reception Hwyaidd Bach	Sian Davies BEd (Hons) QTS
Yr 1/2 Eryr	Mandy Blower BEd (Hons)
Yr 1/2 Gwennol	Jess Fielding BSc (Hons) PGCE
Yr 3 Jac-y-Do	Rebecca Drakeford BA (Hons) MA QTS
Yr 4 Cnoc-y-Coed	Tara Jones BSc (Hons) PGCE/ Elin Edwards
Yr 5/6 Barcud Coch	Jane Watts BA (Hons) QTS
Yr 5/6 Aderyn Du & Deputy Headteacher	Charlotte Rimmer BSc (Joint Hons) PGCE
Specialist Centre	Louise Lowe BA (Hons) QTS, PGCE and Michelle Warner BA (Hons), QTS, PGCert, Adv Dip
Welsh Support	Jane Davies

Headteacher and ALNco	Mary Strong BA (Hons) MA, PGCE, NPQH
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<b>Class</b>	<b>Learning Support Assistant</b>
Reception	Emma Wozencraft NNEB
Yr 1/2	Mandy Evans NNEB / Pat Bywater
Yr 1/2	Edith Wood NVQ L3
Foundation Phase Support	Sally Humphries Cache L3
Yr 3	Natalie Jeakings BA in Education
Yr 4	Kath George NVQ L3
Yr 5/6	Jackie Shaw NVQ L3
Key Stage 2 Support	Ann Clarke BA ( Hons) PGCE
Special Education Centre	Maggie Mortimer
Whole School	Active8 Multi-Sports Coaches

### **NON -TEACHING STAFF**

The following people provide essential, non-teaching support to everyone in school:

Sarah Hamer	Administrator
Kath George	Cleaner in Charge
Jane Layton	Cook in Charge

Other adults who regularly come to work in our school include:

Lunchtime supervisors; cleaning staff; Rev Kevin Dare; Vicar Petra; post-graduate and undergraduate students; advisory and support teachers; educational psychologists; physiotherapists, speech and language therapists; counsellors from Action for Children and Xen-Zone and teachers who work with children who need support with their hearing. Our school nurse is Val Price.

We have a wonderful group of parents/carers, our Knighton Superheroes, who come into school to support children with a range of activities, especially reading and spelling.

All adults who work with children on a regular basis need Enhanced Disclosure and Barring Service clearance which is arranged by the Local Education Authority. They are also required to sign our policies relating to safeguarding and confidentiality.

## **THE GOVERNING BODY**

Day to day management and organisation of the school is the responsibility of the Headteacher. The School's Governing Body manages general school policy and strategic planning.

<b>Name:</b>	<b>Appointed by:</b>	<b>Term of office ends:</b>
Eirlys Spawton, Chair	L.E.A.	31.01.2022
Vice-Chair		
Councillor Angelique Williams	L.E.A.	31.05.2021
Karen Anderson	L.E.A.	05.12.2022
Brendan Rogers	Foundation	05.12.2022
Sarah Sanford	Foundation	13.12.2020
Judy North	Foundation	26.09.2022
Rev. Petra Beresford-Webb	Foundation	10.07.2022
Charlotte Rimmer	Teacher Rep	31.02.2021
Kath George	Non-teaching Staff Rep	11.03.2021
	Parent Governor	
	Parent Governor	
Rhodri Davies	Parent Governor	25.04.2022
Georgina Washington	Parent Governor	15.05.2020
	Community Governor	
Mary Strong	Headteacher	
Beth Groves	Clerk to the Governors	

Governors serve for a period of four years.

## **CHARGING and REMISSIONS POLICY**

No charges are made for day to day school activities. These costs are met from the school's delegated budget.

The school seeks to attract extra funding from a variety of sources to help to meet the costs of activities that further enhance curriculum provision and the learning opportunities presented to children. When costs or subsidies cannot be met from these sources parents/carers are invited to contribute towards the expenses incurred. Sometimes, if insufficient voluntary contributions are forthcoming, the activity has to be cancelled or modified.

We aim to ensure that all children get an equal opportunity to participate in all activities. When costs are a barrier to any child taking part in the wider life of the school we endeavour to find ways to overcome the problem. Parents/carers are urged to

contact the Headteacher if they find themselves in such circumstances. The Governing Body's Charging and Remissions Policy provides further information regarding this matter.

## **RACE EQUALITY**

The School's Race Equality Policy outlines the work we do to provide a high standard of education for all. All staff work hard to ensure the ethos of the school creates an environment which treats all individuals with dignity and respect and values them equally. We recognise that it is important to combat racism and work toward racial equality.

## **EQUAL OPPORTUNITIES**

The School's Equal Opportunities Policy outlines the work we do to ensure all children have equal access and equality of opportunities within school. All staff work hard to develop mutual respect between all pupils and staff, positive self-image and a positive attitude to the society in which we live. The school is committed to, and actively seeks to discourage, discrimination on the grounds of sex, race, gender, age, disability or social deprivation.

## **CURRICULUM**

All children have a right to a broad, balanced and relevant education which provides continuity and progression and takes individual differences into account. Work in school is designed to meet the requirements of the Foundation Phase and the National Curriculum in Wales in addition to the Locally Agreed Syllabus for R.E and Collective Worship.

All school policies at Knighton Church in Wales Primary School have been written and are implemented with regards to the following the school aims:

- To provide an enjoyable, caring and safe learning environment where each child feels secure, valued and suitably challenged.
- To promote a culture of high standards and expectations through achievements in all aspects of school life.
- To promote the spiritual, moral, cultural, mental and physical development of every child within school.
- To promote the use of the Welsh language and an understanding of its culture.
- To encourage independent thinking, learning and problem solving.
- To help children develop lively, enquiring minds with the ability to question and argue rationally and to acquire knowledge and skills relevant to an ever changing world.
- To try to develop the full potential of every individual with an acceptance and realisation that each child's abilities, capabilities and needs are different.
- To encourage awareness of the scientific, technological, social, historical and geographical aspects of the local environment and wider world and to develop

skills in these areas.

- To encourage creative participation in the arts.
- To offer friendliness, courtesy and tolerance towards others and to appreciate and understand religious, cultural and moral values which may be different to their own.
- To appreciate the importance of social skills and the way they interact with other people.
- To encourage children to develop an appreciation and understanding of their environment and the impact people can have upon their surroundings.
- To be at the heart of the local community.

**Following the four purposes of the new Curriculum for Wales, we want our pupils to be:**

- 1) Ambitious, capable learners** who are ready to learn throughout their lives.
- 2) Enterprising, creative contributors** who are ready to play a full part in life and work.
- 3) Ethical, informed citizens** who are ready to be citizens of Wales and the world.
- 4) Healthy, confident individuals** who are ready to lead fulfilling lives as valued members of society who:

**Our children also work within the Six Areas of Learning and Experience described in the Donaldson Review, which are:**

- Expressive arts; Health and Wellbeing; Humanities (RE is included here); Languages, Literacy and Communication (Welsh is included here); Mathematics and Numeracy; Science and Technology.

## Additional Learning Needs

### **SPECIAL EDUCATIONAL NEEDS**

Many children struggle with something for a little while during their time in school and benefit from working in a slightly smaller group for a bit, or going over certain work again. Our aim is to help all children move on to become confident, independent learners.

Three times a year our teachers update the school pupil tracking system. This helps us to identify children's strengths and weaknesses and also plan any 'additional to or different from' provision needed should a child fail to make the progress we expect. When

children need a sustained level of extra support, parental permission will always be sought first.

The school adheres to Powys County policies and the national guidelines laid down in the revised Special Educational Needs Code of Practice. Parents/carers are kept fully informed of all measures that the school is taking to meet their child's needs, via the child's classteacher or the school's ALNCo (Additional Learning Needs Coordinator), including any referrals to outside bodies.

Children who are identified as having significant delay are referred by the school to an Educational Psychologist, who might then recommend that the school provide extra support through our Resource-Based Specialist Centre.

The amount of time a child spends working in the Specialist Centre, relative to the time spent in their own class, depends upon the individual child's particular needs. However, all children are valued members of their own mainstream class and take part in: assemblies, curriculum days, enriched activity days, physical literacy activities and school trips.

A Specialist Learning Assistant may also support some of these children when in class.

## **PUPILS WITH DISABILITIES**

On notification of a request to admit a child to school with a physical, speech, learning, sight or other specific disability, a risk assessment and audit of the school and learning environment would be carried out. Any adaptations or amendments necessary would then be discussed and where possible put in place with the help of the Local Education Authority or Outreach Support. Advice would also be taken for the availability of adapted equipment/furniture to enable the child to secure equality of opportunity and access to the curriculum. The Education Psychologist would also conduct an assessment of the child's disability and needs and decide whether a mainstream placement would be suitable.

## **DISABILITY DISCRIMINATION/EQUALITY DUTY/STRATEGIC EQUALITY PLAN**

We have a Disability Equality Scheme policy/Strategic Equality Plan which sets out our approach to promoting disability equality in every aspect of our school's life. It embraces all aspects of disability whether it relates to:

1. Pupils and their parents and carers;
2. Staff;
3. Members of the wider school community.

Our understanding of Disability is that provided by the Disability Rights Commission, "*a person is disabled if they have a mental or physical condition which has a substantial\* and long term\*\* effect on their ability to carry out normal day to day activities*".

- \* substantial meaning more than minor or trivial
- \*\* long term meaning more than one year

We are committed to providing equality of opportunity for disabled members of the community.

You are welcome to see a copy of our scheme and action plan. Please approach the school office if you wish to do so.

The School has two adapted toilets, one in the main building and one adjacent to the Specialist Centre. We also have a disabled parking space and ramp to the main entrance from the car park. Within school, pupils with a disability would be able to access the majority of the building. Control measures could easily be put in place to ensure safe mobility throughout the school.

## **MAT CHILDREN**

The school's tracking documents are used to identify more able and talented children. These children are identified in planning and are encouraged with appropriately challenging work. Special skills, such as singing, are nurtured and celebrated in, for example, class assemblies and key-stage productions. Children with a talent for leadership help to run the school councils. The wide range of extra-curricular activities available at Knighton provides a broad range of opportunities for our more able and talented (MAT) children.

## **LOOKED AFTER CHILDREN**

Our school liaises closely with social workers in respect of the educational needs of children who are looked after by the Local Authorities to ensure their needs are met, and effective and appropriate provision made, for these pupils. Mrs M. Strong is the member of staff designated for having responsibility for promoting the educational achievement of looked after children.

## **GYPHY/TRAVELLER SUPPORT**

Our school has and will continue to liaise closely with the Gypsy/Traveller support service as and when it is needed.

## **English as an Additional Language (EAL) SUPPORT**

At the moment we have very small numbers of EAL pupils. Their needs are assessed when they start school and they receive appropriate support within the classroom as needed.

## **RELIGIOUS EDUCATION**

The school's programme for Religious Education combines the agreed County syllabus for R.E. and the Church in Wales Religious Syllabus. These documents reflect that the religious traditions of this country are, in the main, Christian but take into account the teachings and practices of other principal religions.

Our teaching of Religious Education aims to:

- explore and develop pupils' own life experiences;
- help children understand and appreciate that some people have religious beliefs and show how these are put into practice;
- help children to develop respect, understanding and empathy for beliefs that may be similar or different from their own and help them recognise the stance of non-believers;
- lead children to appreciate their own local environment and to respect and be responsible for the wider world.

Parents who do not wish their children to take part in Religious Education lessons have the right of withdrawal and should contact the Headteacher if they wish to exercise this right.

## **COLLECTIVE WORSHIP**

We endeavour to ensure that all who take part in our Acts of Collective Worship, whatever their faith or religious background, will feel comfortable. Acts of Worship are led by the Headteacher, staff, members of the local clergy, outside visitors and by children. Our daily Act of Collective Worship is an important part of the school day providing us with a forum to celebrate, contemplate and consider together.

Parents/carers who do not wish their children to take part in assembly have a right of withdrawal and should write to the Headteacher if they wish to exercise this right.

Relationship with the Church: As a Church in Wales School our school has a strong relationship with St. Edward's Church in Knighton and we visit the church regularly for celebrations and activities. The school also strives to provide education that is valued and respected by all denominations and faiths and invites other Faith Leaders into school whenever possible.

## **SEX EDUCATION**

Sex Education is taught across years 5 and 6 as part of National Curriculum in Science and with input from our School Nurse. It makes major use of a series of BBC schools programmes which parents are invited to view before they are used in class. As well as providing lots of factual information about conception, pregnancy and puberty, this course of work provides ample opportunity to discuss feelings, responsibilities and relationships. Moral issues, including everyone's need for love, care and respect are emphasised. Parents/carers have the right to withdraw their child from this curriculum area.

Last year our school also started using parts of the 'Growing Up' scheme of work.



## **WELSH**

Our school is situated in a town which has the English/Welsh border running through it. Although the immediate area is almost entirely English speaking, we are a Welsh school and we work hard to develop our pupils' written and spoken Welsh as set out in the national curriculum for Wales.

The school is presently working towards the Silver Award for Cymraeg Campus (having achieved the Bronze award in November 2018). All children are taught Welsh during the week and it is used incidentally in all lessons. Incidental Welsh is also used around the school and is rewarded with 'Tocyn Aur' raffle tickets. Bilingual and Welsh language notices can be seen around the school. We would ask parents/carers to help support their child's/children's acquisition of the Welsh language.

## **MONEY, VALUABLES and PROPERTY**

Children are responsible for looking after any money and belongings that they bring to school. The School cannot accept responsibility for any loss or damage to property belonging to children, though we will do our utmost to ensure that such problems do not occur. All items of clothing should be marked with the child's name. Contact the School Office if you wish to inspect any lost property.

## **ILLNESS, ABSENCE and MEDICATION**

So that we can keep our children safe, parents should contact school on **every** day of absence, explaining the illness and stating how long their child may be away from school. This contact will be recorded in the school's parent contact book and this may be referred back to if necessary, at a later date. A child's attendance is expected to be above 95.4%. Termly attendance letters will be sent home if a child's attendance falls below 90%. This is the equivalent of 10 days illness across the whole school year.

Holidays cannot be routinely authorised during term time and fixed-term penalty notices (fines) may be triggered.

All requests for authorised absence must be made at least 28 days before the date of the absence. Forms are available from the school office.

If children have to attend medical appointments during the school day please inform us in advance. Absences that are unexplained or where the explanation is unsatisfactory have to be recorded as "unauthorised absences" and may be brought to the attention of the School's Education Welfare Officer.

Parents/carers should be aware that, even if they give a reason for a child's absence, it is the school's decision whether or not to authorise it. Parents/carers should ensure that the school has up to date contact information should we need to reach them in the event of accident or illness.

If a child is well enough to come to school, they will be expected to take part in all curriculum areas including PE and swimming unless otherwise advised by a GP.

Parents/carers are welcome to come into school during the day to administer medicine to their children. If this is not possible please complete a 'Request to Administer Medication' form which is available from the office or can be downloaded from our school website. Medicines should be brought to the school office in a clearly labelled bag accompanied by the above form. All medicine brought into school is kept in the locked medical cabinet/fridge in the office except for asthma inhalers which are kept in children's classrooms.

## **ETHOS, DISCIPLINE and BEHAVIOUR**

Knighton Church in Wales Primary School is a 'relationships first' attachment aware school where everyone has a right to feel valued and safe.

- We believe that children want to behave well and that, with the right support and guidance, all children can get better at managing their behaviour.
- We understand that children may have different needs and may need different approaches from the adults around them in order to help them.
- We believe that all adults can learn strategies to support children and to help them get better at managing their behaviour.
- We believe that the Christian character and values of our school help us to understand that everyone is redeemable: we don't judge our children; we help them to make better choices.
- We expect to fulfil these aims through a consistent approach to children's behaviour and the implementation of guidelines set out in our Positive Behaviour Policy, which was written by children, staff, parents and governors. This is available on the school website.

Expectations about behaviour are positive, clear and consistent in order to ensure that everyone feels happy, safe and secure in school. If any child's behaviour is consistently inappropriate we quickly involve the child's parents/carers and support them in working with us to follow a positive plan to change it. The Headteacher reserves the right to exclude children whose behaviour is a danger to others. Also, pupils who pose a risk to themselves, other pupils or staff, may be restrained in accordance with schools' "Duty of Care" responsibilities.

Any concerns about bullying are thoroughly investigated and appropriate action is taken, following the school's Anti Bullying Policy which is available on the school website. Pupils also regularly update their own 'child friendly' guide to bullying. Both documents emphasise the importance of reminding children that they must tell someone if they feel they are being bullied. Parents/carers are asked to bring any incidents to the immediate attention of their child's class teacher so that the matter can be dealt with promptly.

The school has a "Home-School Agreement" between parents, children, Governors and itself. This aims to inform everyone of their responsibility and ensure that everyone is working together to achieve the best for your child.

## **“ACHIEVEMENT AWARDS”**

“Achievement Certificates” are awarded by teaching staff to children who make an outstanding effort with their learning or behaviour. Lunchtime supervisors also award certificates for good behaviour at lunchtime. Parents/carers will be invited into school certificate assemblies when their child receives a certificate. Certificates are also awarded to parents and carers who support and help the school in various ways. Staff also use a range of other positive reinforcements for good behaviour and hard work such as: ‘green for good’ and stickers in marking; class marble jars; class raffle tickets; golden time and extra play-time.

## **UNIFORM, KIT and JEWELLERY**

The school uniform consists of a royal blue sweatshirt or cardigan with a school logo, a white top, grey/black trousers, skirt or pinafore and shoes. Unacceptable clothing should not be worn in school; this includes jeans, denims, sports tops, jogging bottoms, tracksuits, strappy tops, trainers etc. The school sweatshirts and cardigans can be ordered from the school office.

All children need to change into white t-shirt, black shorts/skirt and suitable footwear; pumps or trainers, for physical literacy sessions. Teachers will be pleased to advise about what items are appropriate for different activities. Parents/carers are responsible for ensuring their children have appropriate kit in school on the right day. To safeguard their children’s clothes, parents are asked to provide a baggy t-shirt (Foundation Phase) or large shirt (Key Stage 2) for art lessons.

Powys County Council discourages the use of goggles for class swimming lessons. However, should your child’s eyes be sensitive to chlorine, you will need to request permission for this and complete the relevant form, annually, which can be obtained from the school office.

All items of clothing should be clearly marked with the child’s name. Contact the School Office if you wish to inspect any lost property.

For safety reasons the children should not wear jewellery to school. Any child with pierced ears should wear small studs and nothing else. Powys County Council recommends that all jewellery be removed during physical activity, games, swimming and drama sessions. Micropore tape should be used to cover any earring studs that are difficult to remove. Parents should be aware that the School cannot take responsibility for any jewellery related injury.

## **SCHOOL MEALS/FOOD in SCHOOL**

The School Kitchen, run by Powys Catering, produces a menu on a three-week cycle, which is displayed at various points around the school. Children order meals, on a daily basis, during the registration period in Welsh. Powys Catering now operate a cashless

system; parents/carers will need to register for this- please see the school office for more information. A meal currently costs £2.45 for Foundation Phase and Key Stage 2 pupils. Children of parents/carers in receipt of Income Support, Job Seekers Allowance or Child Tax Credit (but not Working Tax Credit) may be eligible for free school meals once the appropriate form has been completed and approved by the Awards Agency. Apply online at: [www.powys.gov.uk](http://www.powys.gov.uk) . Our office administrator is happy to help with this.

**Children are not allowed to bring sweets, chocolate, canned or fizzy drinks into school.** On the advice of our school nurse, only fresh fruit is recommended for a break time snack. Pupils will be asked to keep other snacks for lunchtime. Apples and bananas are available for purchase from the office for 30p. This is an excellent opportunity for children to practise using money. Water is always available.

## **EXTRA-CURRICULAR ACTIVITIES**

Staff give up their own time to run a wide range of extra-curricular clubs, at lunchtime or after school, which run for much of the school year. These vary from term to term and a timetable of activities is sent home every half term.

There is also an opportunity for children to access brass tuition after school, for very competitive fees. Enquire at the office for further information.

Children who choose to join any of these groups are asked to commit themselves for a number of sessions. Registers are kept and parents/carers are asked to contact the teacher in charge if absence is unavoidable.

## **FRIENDS of SCHOOL**

The school has a very active and supportive Parents and Teachers Association known as 'Friends of School' and all parents can become members when their children start school. Friends of School meetings are held regularly to plan social and fund raising events and this group makes a significant contribution to many aspects of school life. You are invited to attend the Friends of School Annual General Meeting, which is held during the Autumn Term and other meetings throughout the school year.

## **VOLUNTEER HELPERS**

We have a wonderful group of parents/carers, our Knighton Superheroes, who come into school to support children with a range of activities, especially reading and spelling. The School is very grateful for volunteers who come into school to assist class teachers. Volunteers can also help with art, craft, cookery, display work and swimming activities. All adults who work with children on a regular basis need enhanced Disclosure and Barring Service clearance which is arranged by the Local Education Authority through the school office. Therefore, volunteer helpers are asked to see the Headteacher or School Administrator regarding the necessary checks. Safeguarding and Confidentiality agreements will also need to be read and signed.

## **SPORTS PROVISION**

Through physical literacy, and physical education sessions, we aim to contribute to the physical and mental development of each child. This will allow them to: experience a sense of achievement; exercise initiative; learn how to cooperate with one another and encourage personal qualities related to perseverance and self-discipline. The school is very fortunate to be able to use the swimming pool in Knighton Leisure Centre for most weeks in the year. We also have our own gymnasium and playing fields, although presently the fields are not in use due to work on the waterpipe. Our Multi-Sports Coaches, Mr Rose and Mr Griffiths, are excellent role models for our children.

All children are introduced to a range of sports and games as part of their physical literacy/education programme. At lunchtime, 'drop in' sports sessions are very popular. Many children choose to join our extra curricular sports groups that may offer the opportunity to compete against children from other schools.

Year 5/6 pupils take part in a residential trip every year to take part in outdoor and adventurous activities.

Parents play an important role in their child's development by making sure that their child has sports kit ready for every lesson. If a child is well enough to attend school then it is expected that they will take part in physical activities unless otherwise advised by a GP.

## **PARENTAL/CARER INVOLVEMENT**

Members of staff are pleased to see parents/carers throughout the year as a good home-school link is vital if pupils are to achieve their best. To avoid any disruption to lessons, please make an appointment to meet with a member of staff in the office to arrange a mutually convenient time.

Every term each class celebrates their work in a class assembly to which parents/carers and their link governor are invited. After the assembly, parents/carers can join their children in class to look at books and work together on a fun task and chat to their link governor.

Parents/carers are also invited in every Friday morning, before assembly, to read with their child in class.

Any parents/carers interested in joining the Parent Council are invited to enquire at the school office. This group plays an important role in improving links between home and school and supporting school improvement.

Parents/carers are invited to attend two parents' meetings per year:

- **Autumn Term** - to discuss how home and school can work together, focussing on sharing relevant information and future targets.
- **Spring Term** - to view work and to discuss progress made in the areas discussed in the previous term.

**In the Summer Term** parents are welcome to make appointments with their child's class teacher to discuss their child's annual report.

When parents/carers attend a parents'/carers' meeting they will be given a general progress sheet, which outlines a child's progress and targets for development.

Parents/carers will be issued with a termly 'Parents'/Carers' Briefing Sheet'. The latter outlines curriculum, timetable and other matters that are relevant to that term. Parents/carers of children with special educational needs are encouraged to meet regularly with teachers in order to discuss progress and the nature of the support provided and required. If their children are at School Action or School Action Plus level of support, they will be invited to two meetings a year, to review their child's Individual Education Plan, or IEP.

Parents/carers of children going on residential visits are invited to planning meetings prior to any visit taking place.

## **TRANSITION**

Effective transition, between Pre-School and Primary School, between classes and between Primary School and High School is vital for our children's progress and well-being. To ensure excellent transition: the Children's Centre organise regular 'trips' into 'big school' throughout the year and join in with a range of activities; children spend time with their 'new' teacher at the end of each school year and, at the end of Key Stage 2, pupils visit their High School (different High Schools have different lengths of visit.) Meetings are also held between staff of different phases/classes to transfer information about individual pupils' needs to ensure effective provision is as seamless as possible.

## **FURTHER INFORMATION**

All parents/carers receive regular newsletters, including termly information about topics and requests for help. These are also available on our web site, [www.knighton.powys.sch.uk](http://www.knighton.powys.sch.uk). We aim to keep parents/carers well informed about general issues and about the progress that their children are making, particularly in Literacy and Numeracy. Parents/carers are encouraged to contact the school whenever there is a concern or if they have any questions about school generally. Similarly, teachers will contact parents/carers when there is a concern, which cannot wait for our termly parent/carer/teacher consultation meetings.

## **COMPLAINTS PROCEDURE**

Misunderstandings can sometimes happen and things can go wrong. If you feel that you have cause for complaint, please contact the Headteacher, so that the matter can be investigated. In the unlikely event that the problem is not resolved, you are asked to contact a member of the school's Governing Body. A copy of this document can be found on our school website.

## **Attendance**

Excellent attendance is important right from the start of your child's time in school. It gives your child the best chance of succeeding academically and socially and, by avoiding term-time holidays, all your child's classmates will have the best chance of an uninterrupted education too.

95-100% attendance	Best chance of success	Your child is taking full advantage of every learning opportunity.
90-95% attendance	At least 2 weeks of learning missed	Satisfactory. Your child may have to spend time catching up with work.
85-90% attendance	At least 4 weeks of learning missed	Your child may be at risk of underachieving and may need extra support from you to catch up with work.
80-85% attendance	At least 5½ weeks of learning missed	Your child's poor attendance has a significant impact on learning.
Below 80% attendance	At least 7½ weeks of learning missed	Your child is missing out on a broad and balanced education. You are at risk of prosecution.

### **Holiday Request Form** (available from the school office)

If you wish to take your child/ren on a holiday during term time, the form below must be completed at least 28 days before, but no more than 40 working days before, the absence is required to be considered for authorisation.

All the factors noted below will be taken into consideration before a decision is made as to whether to authorise any periods of holiday requested during term time.

- Attendance figures for the last year. (We would expect attendance to be excellent, i.e. above 97%.)
- Behaviour and attitude to school life.
- That the holiday does not impact on any key periods of learning identified and highlighted by the school (such as national tests carried out during the month of May each year).
- That this form has been completed correctly and the request has been made 28 days, but no more than 40 days, before the holiday.

It should be noted that an application for a 'Fixed Penalty Notice' will be considered if there are 5 or more days (10 sessions) of 'unauthorised absence' recorded, in addition to the attendance level being below 90% for the school year to date.

# Knighton Church in Wales Primary School

# Home - School Agreement



A successful school is a partnership between parents/carers, school staff and children:

The following agreements are statutory. The Welsh Government requires that all pupils/carers, children and schools commit to them. Please take time to explain the following points to your child, especially if they are very young. (For Children's Centre pupils see contract for Children's Centre provision and parents.)

## Children

I will:



- Try my best at all times;
- Do what is expected of me in the classroom
- Follow the school rules;

## Parents/Carers

We will:

- Ensure my child arrives on time and properly equipped to learn (reading book, PE kit, healthy snack for break time etc.);
- Support school guidelines for uniform and behaviour;
- Read, sign and return the acceptance slip of the school's 'Acceptable Use Policy For Parents/Cares
- Support my child 's learning at home;
- Ensure my child has the highest possible level of attendance and when absent inform the school daily of the reason;
- Take the opportunities provided by the school to discuss my child's progress;
- Keep the school informed of any changes in family circumstances that might affect my child, including contact/emergency telephone numbers.
- Be able to take photographs/videos of my child in school events, which I will use for personal use only, as long as I have read, signed and returned the acceptance slip for the 'Permission to Photograph' agreement.

## School

We will:

- Provide a differentiated National Curriculum where appropriate and as many learning opportunities as possible to enable your child to fulfil or exceed expectations;
- Encourage your child to do his/her best at all times;
- Encourage your child to take care of his/her surroundings and of others around him/her;
- Meet with you regularly to discuss your child's progress and complete an annual written report;
- Inform you about the broad topic areas to be covered each term and encourage good two-way communication at all times;
- Endeavour to ensure that your child is happy and safe in school.
- Allow photographing/videoing of your child in school events provided that they are used for personal use only and as long as you have read, signed and returned the acceptance slip for the 'Permission to Photograph' agreement.

### Governing Body

We will:

- Ensure the school meets its statutory requirements;
- Ensure the school is providing a well balanced and appropriate curriculum for your child in line with National Curriculum requirements;
- Provide the resources to enable your child to learn to the best of his/her ability and receive as many learning experiences as possible;
- Monitor, evaluate and challenge the school's overall performance in line with its priorities and attainment achievements.

**KNIGHTON C.in W. SCHOOL/YSGOL GYNRADD TREFYCLAWDD**

**Performance Data (no benchmarking data available this year)**

(All Wales Core Data 2018/19)

**FOUNDATION PHASE**

**FOUNDATION PHASE INDICATOR (%)**

School	Family (11 schools)	LA	Wales	Position in Family	Quartile
88.5	-	84.6	-	-	-

**LANGUAGE, LITERACY AND COMMUNICATION - Outcome 5+ (%)**

School	Family (11 schools)	LA	Wales	Position in Family	Quartile
88.5	-	86.3	-	-	-

**LANGUAGE, LITERACY AND COMMUNICATION - Outcome 6 (%)**

School	Family (11 schools)	LA	Wales	Position in Family	Quartile
42.3	-	39.4	-	-	-

**MATHEMATICAL DEVELOPMENT - Outcome 5+ (%)**

School	Family (11 schools)	LA	Wales	Position in Family	Quartile
88.5	-	88.6	-	-	-

**MATHEMATICAL DEVELOPMENT - Outcome 6 (%)**

School	Family (11 schools)	LA	Wales	Position in Family	Quartile
53.8	-	36.3	-	-	-

**PERSONAL AND SOCIAL DEVELOPMENT, WELL-BEING AND CULTURAL DIVERSITY - Outcome 5+ (%)**

School	Family (11 schools)	LA	Wales	Position in Family	Quartile
88.5	-	94.6	-	-	-

**PERSONAL AND SOCIAL DEVELOPMENT, WELL-BEING AND CULTURAL DIVERSITY - Outcome 6 (%)**

School	Family (11 schools)	LA	Wales	Position in Family	Quartile
76.9	-	68.0	-	-	-

**KEY STAGE 2**

CSI (%)

School	Family (11 schools)	LA	Wales	Position in Family	Quartile
96.3	-	89.0	-	-	-

#### ENGLISH Level 4+ (%) Overall level

96.3	-	90.4	-	-	-
<b>ORACY Level 4+ (%)</b>					
96.3	-	-	-	-	-
<b>READING Level 4+ (%)</b>					
96.3	-	-	-	-	-
<b>WRITING Level 4+ (%)</b>					
96.3	-	-	-	-	-
<b>ENGLISH Level 5 (%)</b>					
81.5	-	48.2	-	-	-

#### MATHS Level 4+ (%)

School	Family (11 schools)	LA	Wales	Position in Family	Quartile
96.3	-	91.1	-	-	-
<b>MATHS Level 5 (%)</b>					
School	Family (11 schools)	LA	Wales	Position in Family	Quartile
70.4	-	46.8	-	-	-

#### SCIENCE Level 4+ (%)

School	Family (11 schools)	LA	Wales	Position in Family	Quartile
96.3	-	91.8	-	-	-
<b>SCIENCE Level 5 (%)</b>					
School	Family (11 schools)	LA	Wales	Position in Family	Quartile
74.1	-	47.4	-	-	-

**SCHOOL CALENDAR  
2019 - 2020**

<b>Autumn Term 2019</b>	<b>Non-Pupil Days</b>	<b>No of School Days</b>
Tuesday 3 <sup>rd</sup> September to Friday 25 <sup>th</sup> October	Monday 2 <sup>nd</sup> September	39
<b>Half Term – Monday 28<sup>th</sup> October to Friday 1<sup>st</sup> November</b>		
Tuesday 5 <sup>th</sup> November to Friday 20 <sup>th</sup> December	Monday 4 <sup>th</sup> November	34

<b>Spring Term 2020</b>	<b>Non-Pupil Days</b>	<b>No of School Days</b>
Tuesday 7 <sup>th</sup> January to Friday 14 <sup>th</sup> February	Monday 6 <sup>th</sup> January	29
<b>Half Term – Monday 17<sup>th</sup> February to Friday 21<sup>st</sup> February</b>		
Monday 24 <sup>th</sup> February to Friday 3 <sup>rd</sup> April		30

<b>Summer Term 2020</b>	<b>Non-Pupil Days</b>	<b>No of School Days</b>
Tuesday 21 <sup>st</sup> April to Friday 22 <sup>nd</sup> May	<i>Monday 20<sup>th</sup> April Directed Teacher Day</i>	23
<b>Half Term – Monday 25<sup>th</sup> May to Friday 29<sup>th</sup> May</b>		
Monday 1 <sup>st</sup> June to Friday 17 <sup>th</sup> July	Monday 20 <sup>th</sup> July	35

<b>Good Friday:</b>	Friday 10 <sup>th</sup> April 2020
<b>Easter Monday:</b>	Monday 13 <sup>th</sup> April 2020
<b>May Day Bank Holiday:</b>	Friday 8 <sup>th</sup> May 2020
<b>Spring Bank Holiday:</b>	Monday 25 <sup>th</sup> May 2020
<b>Royal Welsh Show:</b>	Monday 20 <sup>th</sup> July to Thursday 23 <sup>rd</sup> July 2020

*This calendar is subject to any changes that may arise as a result of Welsh Government policy decisions. Powys County Council does not accept liability for any losses incurred in respect of altered holiday arrangements following such changes.*