**Llansantffraid Church in Wales**

**(Voluntary Aided) Primary School**

**Ysgol Gynradd yr Eglwys yng Nghymru**

**Llansantffraid**



“Gweithio gyda’n gilydd fel teulu,

dilyn yn nhraed yr Iesu,

pob amser yn rhoi ein gorau.”

“Working together as a family,

following in the footsteps of Jesus,

always giving our best.”

**School Prospectus**

**2020-2021**

[**www.llansantffraidprimaryschool.weebly.com**](http://www.llansantffraidprimaryschool.weebly.com)

Ysgol y Santes Ffraid

Llansantffraid Church in Wales (Aided) Primary School

Treflan

Llansantffraid

Powys

SY22 6AE

Tel No;- 01691 828539

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| Welcome |

Dear Parents

Thank you for taking the time to read our school prospectus. I would also like to take this opportunity to welcome you to our school.

We all want a good education for our children, but we also want them to be happy and to feel safe and secure. We aim to give each child the opportunity to develop into a well-rounded, well-balanced person.

We pride ourselves on the broad, balanced and full education we provide in the secure family environment of a small Church school. The high standards of teaching and learning are a credit to the hard work of both our staff and pupils. Equally we are proud of the warm, caring and friendly atmosphere that prevails, making our working environment pleasurable and calm. The caring family atmosphere and the guiding Christian ethos contribute to the politeness and maturity of our pupils and is often commented on by visitors.

Education is a partnership between school and home that achieves its goals best when we as partners work together. I would like you to feel that we value your assistance and opinions.

The prospectus provides information on the school, its aims, curriculum and activities. We hope you will find time to read it through and then keep it for handy reference should the need arise. The details in the prospectus are correct at the time of printing; however, please don’t assume there will not be any changes during this or subsequent years. If you have any queries or concerns please contact me at school any time. You are very welcome to visit.

Yours sincerely,

Mrs Meinir Wyn Morris

Headteacher

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| Ethos |

The first aim of this Church in Wales school is to attempt to create an ethos and environment in which children are able to work in a relaxed and happy manner to the best of their ability and in which they can form relationships of mutual respect for each other and for the adults who work with them. It is an important part of this aim that the children become aware of the role of Christianity in providing a model to live by and standards of caring and fellowship to be aimed at as well as being a vehicle through which feelings of awe and worship are expressed. In developing respect for and empathy with each other the children should acquire an awareness of themselves as part of the community and begin to realise the interdependence of people in society.

**Our Values**

As a school we have selected nine ‘Core Values’ which help us to reach our full potential in a warm, caring environment. These values are:

truthfulness, perseverance, courage, trust, responsibility, respect

## Our Mission Statement

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| Our Mission Statement |

Working together as a family,

following in the footsteps of Jesus,

always giving our best.



Gweithio gyda’n gilydd fel teulu,

dilyn yn nhraed yr Iesu,

pob amser yn rhoi ein gorau.

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| Our School |

*Llansantffraid School is classed as a Church in Wales (Aided) Primary School. It was built in 1878 and extended in 1936 and again in 1966 to provide accommodation for upwards of 100 pupils. A new school was opened in 1999. By the end of the Summer term each year, the number on roll can rise to over 100.*

The school serves a scattered rural catchment area reaching towards Trefnanney, Llanfechain, Penybont, Trefonen, Porthywaen, Four Crosses and Carreghofa as its margins. A number of families from outside the direct catchment area choose to educate their children at Llansantffraid. The vast majority of pupils leaving Llansantffraid for secondary school transfer to Llanfyllin High School. At present, nearly all children have English as their first language in our English medium school.

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| Our School Aims |

* To serve the community by providing an education of the highest quality within the context of Christian belief and practice.
* Encourage an understanding of the meaning and significance of faith that promotes Christian values through the experiences that we offer pupils.
* Create a caring school environment where needs and rights of all pupils are acknowledged and respected and where all people feel valued.
* Make the environment pleasant, caring and secure and within it to recognize equality of opportunity for each pupil - in terms of gender, cultural and religious backgrounds and encourage positive attitudes to those issues.
* Deliver the Curriculum to all pupils whilst seeking to cater for all the wider needs of pupils.
* Provide for the Additional Needs of pupils within the school.
* Give pupils an understanding of their world, relationships between people and the environment, and to enable children to acquire the skills necessary for successful participation socially.
* Promote self-awareness, self-confidence, self-reliance and self-discipline, whilst encouraging pupils to think independently, work together, question and become critically aware.
* Promote partnership between school, staff, pupils, parents, governors and the wider community.
* To have high expectation of all pupils regarding both work and behavior and to encourage all parents to share those expectations.

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| The Governing Body |

**Name Status**

Mr R Jones-Perrott Chair of Governors, LEA

Mrs MW Morris Headteacher

Mr M McWhinnie Teacher Governor

Mrs R Davies Staff Governor

Mr G Thomas Community Council Appointment

Mr G Hopkins Vice Chair/Parent Governor

Mr E Davies Foundation Governor

Mrs B Davies Foundation Governor

Mrs R Jones Foundation Governor

Mrs S Burton Foundation Governor

Mrs P Hughes Foundation Governor

Mrs L Steele Foundation Governor

Mrs C Evans Foundation Governor

VACANCY Foundation Governor

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| School Staff |

**Teaching Staff**

Mrs Meinir Wyn Morris Headteacher

Mr Matthew McWhinnie Deputy Headteacher KS2

Mrs Joanne Davies Classteacher Foundation Phase

Mrs Debbie Roberts Classteacher Foundation Phase

Miss Ellie Morris Classteacher KS2

**Pre-School Staff – Ladybird Nursery**

Mrs Kim Langley Pre-School Leader

Mrs Carolyn Berry Pre-School Assistant

**Support Staff**

Mrs Yvonne Williams Teachng Assistant

Ms Sharon Bostock Teaching Assistant

Mrs Dawn Howell Learning Support Assistant

**Peripatetic Support Teachers**

Mrs Helen Elliott Piano

**Clerical**

Mrs Olwen Roberts School Secretary

**Lunchtime Supervisors**

Mrs Glenys Price Senior Midday Supervisor

Mrs Yvonne Williams Assistant Midday Supervisor

Mrs Helen Rudman Assistant Midday Supervisor

**Care-taking/cleaning**

Mrs Tina Lewis Cleaner in Charge

Mr Selwyn Roberts Handyman

**Meals Service (employed by Powys Catering)**

Mrs Rachel Davies Cook in Charge

Mrs Jen Keaveny Kitchen Assistant

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| Starting School – Admissions |

Pupils are admitted as one intake in accordance with the School Admissions Policy at the beginning of the Autumn term after their fourth birthday. Before this day parents are welcome at any time to visit, to discuss their children’s needs and view the school.

Recognising this as a step of great importance we seek to assist further in two ways;

* The school’s funded Early Years setting (offering 10 hours a week free nursery provision.) Starting the term after the child’s third birthday. A fee is charged for hours additional to these free hours. The nursery also caters for children when they turn three for a small fee. The nursery is open daily - from 9.00 a.m. until 11.30 a.m. There is also a lunch club which runs until 12:30.
* The school has its own Stay and Play Group, which meets in the hall on Thursday afternoons in term-time from 1.15 p.m. until 3.00 p.m. All pre-school children are welcome.

Older children moving into the area may start at any time by prior agreement with the Head teacher. All parents who are considering sending their children to our school are welcome to visit at a mutually convenient time.

The Governors have agreed that in the event that the school is oversubscribed the following criteria will be applied in the order set out below, to decide which pupils to admit.

a) Looked after children and previously looked after children

b) Pupils with an elder sibling who is of statutory school age and will still be registered at our school when the younger child is eligible to attend. (see “Definitions” section of the policy)

c) Pupils who live in the Vyrnwy Mission Area and for whom this is the nearest suitable Church in Wales school to their home address, and who live within the Llansantffraid ward (copy available in school)

d) Pupils whose parents (see “Definitions” section of the policy) attend *St Ffraid’s Church in the Vyrnwy Mission Area.*

e) Pupils whose parents (see “Definitions” section of the policy) attend another Anglican Church and for whom this is the nearest Voluntary Aided Church School.

f) Pupils whose parents (see “Definitions” section of the policy) are active members of a non-Anglican Christian denomination and for them this is the nearest Voluntary Aided Church School.

g) Pupils whose parents (see “Definitions” section of the policy) are active members of another faith and also express a desire for a Church School education, and for them this is the nearest Voluntary Aided Church School.

h) Pupils whose parents wish them to attend a Church in Wales school.

If parents, or those with parental responsibility, wish to have their child’s application considered under criteria *d to g*, then they need to have their vicar / faith leader complete and sign a supplementary information form (SIF) which needs to be returned to *YSGOL Y SANTES FFRAID GOVERNING BODY* no later than **five weeks** after the closing date for Reception applications (as applicable). **The SIF seeks information about the frequency of attendance at services / Sunday School etc. Confirmation of these details is required from the local priest, minister or faith leader.** A supplementary information form for this purpose can be found at the end of our admissions policy and is available directly from our school.

Full details are in our Admissions Policy on our website.

If you would like to arrange a visit to have a look around the school, please contact the school office. Mrs Morris, the Headteacher will be more than happy to show you around the school.

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| School Organisation |

We are a Church in Wales Aided School for children between the ages of four and eleven. They will be taught in four classes:

* Lower Foundation Phase - Reception and Year 1
* Upper Foundation Phase/Lower KS2 - Year 1 and 2
* Lower Key Stage 2 Year 4
* Upper Key Stage 2 Years 5 and 6

At present, for the academic year 2019-20, we have 108 pupils.

The Early Years setting, Llansantffraid Ladybird Nursery, opened in September 2009, offers 10 hours a week free nursery provision, starting the term after the child’s third birthday. Any additional spaces will be available for 3 year olds at a small charge.

The nursery is open five mornings

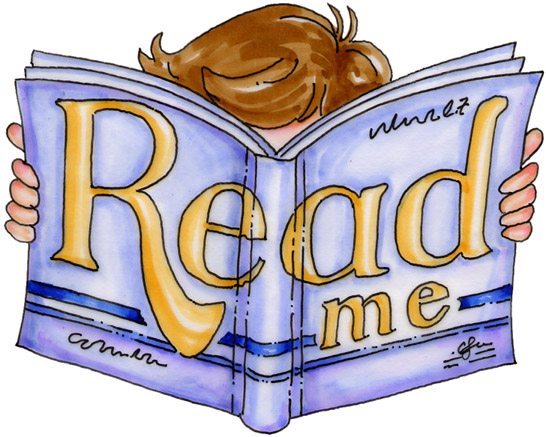
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| Curriculum |

In Llansantffraid we aim to give our children a broad and balanced curriculum that encompasses all the National Curriculum subjects. The Core subjects of Maths, English and Science receive high priority alongside Personal and Social Development within the Foundation Phase. Each child is taught according to his or her age and ability and to the targets set by the National Curriculum and the Foundation Phase Framework.

Subject skills are taught as separate subjects or encompassed in topic work, whichever is most appropriate for the activity or the age group. Pupils are taught using a variety of teaching methods – whole class, group work or individual teaching – again as most appropriate for the task.

Group work is undertaken either by mixed ability or ability groups, again the most appropriate for the task. Throughout the school tasks are given that are suitable for both the age and attainment of the pupil.

Communication, Language and Literacy

English is relevant to teaching across the whole curriculum as it is the main medium through which the curriculum is taught and learnt. It is impossible to refer to any aspect of the curriculum without English having a central place in it. The foundations of all aspects of English are laid during primary school. We aim to provide opportunities for all pupils to reach their full potential in the skills of speaking, listening, reading, spelling and writing. The development of literacy skills is at the core of our teaching. The main thrust of our Language work is through the Powys English Scheme of Work and Literacy Framework across the Curriculum.

We aim to teach the children to listen and respond effectively. We feel it is important for all children to develop an understanding of the spoken word and to develop the capacity to express themselves effectively with peers and adults alike in a variety of both formal and informal situations. We develop speaking and listening skills through a variety of activities across the curriculum as well as in music, role play and drama.

The importance of reading cannot be over-emphasised, neither can the ability to understand and respond to differing styles of the written word. Experience in reading and in understanding various styles of writing are provided by exposing the children to as many different forms as possible, e.g. reading schemes, class and library books; both fiction and non-fiction, story, poetry and drama. We use a variety of strategies to promote reading fluency through daily structured reading sessions in both classes.

We also emphasise the need to construct and convey meaning in written language, matching style to audience and purpose. Pupils are given opportunities to write in varying styles and to produce written work for different audiences. In order to achieve this range of writing pupils are taught about the processes of writing through stimulus, brainstorming, note-making, drafting, reflecting, amending, improving, correcting, editing and features of layout etc. Using our high proportion of computers to pupils, they are able to develop and apply their ICT (Information and Communication Technology) skills to process and present in­formation and to communicate ideas with increasing independence.

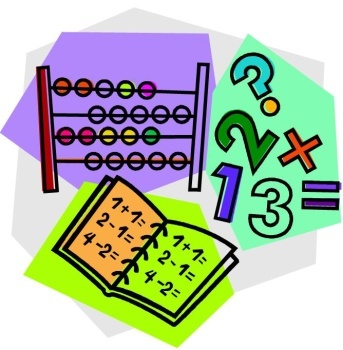
Spelling is considered to be an important convention and is introduced formally from Foundation Phase through the means of Letters and Sounds.

Throughout school we aim to develop a system of neat, legible handwriting that is readily able to be developed into a joined cursive style as the child’s skill develops.

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.

Mathematical Development

We aim to provide a balance between practical and recorded work in order to develop an understanding of, and an enjoyment and interest in Mathematical concepts.

We endeavour to provide pupils with a rounded mathematical experience that has applications in everyday life.

We encourage our pupils to develop problem-solving approaches in practical situations and to undertake investigational work in familiar circumstances. The school supports the strategies of the Powys Maths scheme of work and Numeracy Framework across the Curriculum.

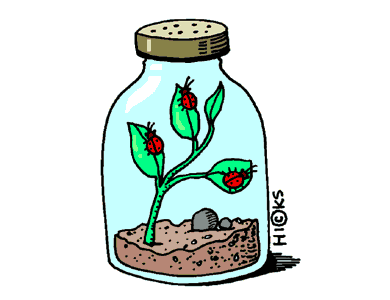
The youngest children begin to understand the concepts of number and mathematical processes through structured play and group work so forming the foundation of numeracy. Children need to see the process in action.

Knowledge and Understanding of the World

Science

Science is both a way of finding out about the world and gathering a growing body of ideas about the way the world works.

Scientific concepts and planned inquiry techniques are developed from an early age. We aim to give the children the opportunity to explore, discover and investigate. The teaching of science through observation and problem solving and the handling of materials and equipment are encouraged. We hope that this experience will lead them to a greater understanding of the world.

In the Early Years children will have experiences of animals and other living things. They will be encouraged to enjoy experimenting, pulling, pushing, turning, pouring, testing, digging, building and generally finding out how things work. These are the experiences that will form the foundation of confidence in science and in its enjoyment.

ICT is used to record and tabulate data as well as a research tool for gathering information.

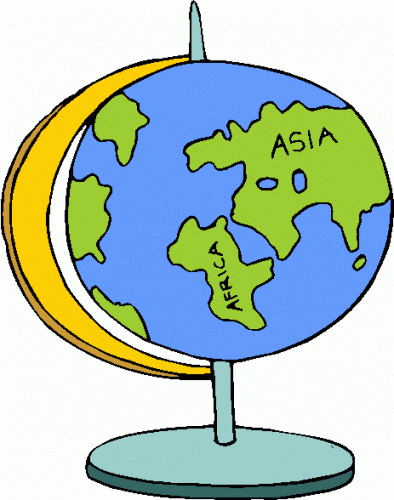
History

History awakens the imagination and develops interest in human activity and societies through the ages and provides children with a sense of wonder, excitement and of belonging to a community with its roots in the past. This will help them to appreciate the inheritance and identity of their own society.

Children are given opportunities to find out about the past by looking at artefacts from history, listening to first-hand experiences, visiting places of historical interest and by learning about the important areas, people and events from Welsh, British and World history. We follow a two year rolling programme. We like to undertake visits and welcome visitors into school to enhance and reinforce the concepts acquired in the classroom by hands-on experience.

Early Years gain hands-on experiences of history alongside the older children thus developing a concept of today, tomorrow, yesterday and old and new. The pupils are given the opportunity gradually to develop awareness of the past and of the ways in which it is different from the present.

Geography

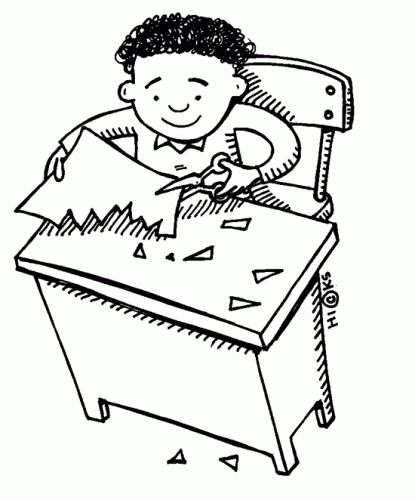
Geography gives children the opportunity to develop a first-hand awareness of the world around them. They are taught geographical skills through the study of a variety of geographical themes. Initially this is through their own experiences and observations of their immediate surroundings. They are helped to develop a knowledge and understanding of places – locally then nationally and internationally. They learn about places they may not have visited, particularly through the use of visual resources, Internet sites, videos and photographs. They learn that their world is constantly changing both naturally and due to man’s intervention and are helped to form ideas about it and to become aware that they should take an increasing responsibility for its future.

Information and Communication Technology (ICT)

In a rapidly developing technological age the use of Information and Computer Technology plays a key part in all areas of the curriculum. As a school we have interactive Clevertouch white boards in each class and an ever increasing bank of Ipads, laptops and Chromebooks. All are networked to Powys Intranet and Internet. All pupils must have signed parental consent before they are able to research information using the Internet and have their own e-mail addresses. They are able to use the CD/tape player, digital camera or video camera to support their written or performed work. The application of ICT Scheme of Work is embedded through the Digital Competency Framework (DCF) as a key skill across the curriculum.

Creative Development

Design and Technology (D&T)

Design and Technology is essentially a practical area of the curriculum involving the children in designing and making products and identifying processes and skills. Children are given the opportunity to research, design, make and test a variety of ideas. They are taught how to use tools and materials during the making of their ideas. They are encouraged to find out how products are made and work and use that knowledge to improve their own designs.

Art and Craft

Participation in Art allows children the opportunity to develop their creative abilities, expressing themselves through a wide variety of media and techniques in both 2D and 3D forms. The children are encouraged to appreciate the rich cultural heritage of Wales as well as other nations through an introduction to the work of a range of craftsmen, artists and designers, both past and present.

Work relating to both art and other subjects is displayed throughout the school showing our appreciation of the children’s work and encouraging them to take a pride in their efforts and achievements.

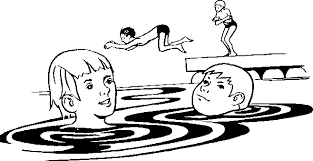
Music

We aim to develop our pupils’ sensitivity to and understanding and enjoyment of music through an active involvement in listening, composing and performing. Thus Music is an important part of life in our school. Children perform both for each other and outside audiences, for example, church services and school concerts. We aim to make music enjoyable for all our pupils. We have regular lessons plus informal opportunities for music making. The children sing, play instruments, listen to music and have opportunities to compose. Once a week we meet as a whole school for singing when a variety of songs suitable for the whole school and appropriate to the time of year and topic are taught.

Physical Development

We aim to provide a sound background in sport through PE. We are concerned with the enjoyment of developing fitness, good quality performance, an understanding of games principles and team spirit. Children work on co-ordination between limb and eye, learning how to evaluate their performance and to improve it. Children from nursery age onwards need to understand the concepts of good health, physical well-being and safety. They are taught to develop physical control, mobility, awareness of space and a range of manipulative skills. Scheme of work for PE includes games, gym, dance, swimming and outdoor pursuits. We use the playground, field and hall for PE. There is an annual Sports Day, to which all parents are invited. We also take part in Cluster sports meetings giving our children the opportunity to take part in team games with and against children of the same age. All year 5/6 children have the opportunity to attend an Outdoor Pursuit Residential. Here they can take part in such activities as walking, adventure pursuits, climbing and abseiling. Informal games are encouraged at break and lunchtimes with the playing field in full use, whenever the weather is suitable, for traditional and impromptu games.

Swimming

As our catchment area includes the easily accessed banks of the river Vyrnwy we place great emphasis on the children learning to swim. Therefore, children from Year 1 upwards attend swimming lessons. The school goes swimming for a part of each term on a rota basis. We have to travel to The Flash in Welshpool and therefore we ask for voluntary contributions towards the cost of the coach hire.

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 National Curriculum subjects where applicable.

**Formal Welsh**

All schools in Wales are legally obliged to teach Welsh as a second language. We are very fortunate in having the support of a fluent welsh teacher, two highly skilled Welsh learner teaching staff and the expert provision of the LEA’s Peripatetic Welsh teacher, the Athrawes Bro, who are able to deliver the curriculum, encouraging a love of the language and a basic oral fluency in a pleasurable and meaningful way.

**Bilingualism**

Incidental Welsh is used whenever possible throughout the school day and community. The school has achieved the ‘Cymraeg Campus’ Bronze Award and is now working towards Silver.

Religious Education

Llansantffraid is a Church in Wales Aided school and has close links with St Ffraid’s Church. Our Religious Education is broadly of a Christian nature. We do, however, encourage empathy with other faiths and emphasise the caring and sharing aspects of religion. The school follows the scheme developed by the Church in Wales and supported by the Diocese of St Asaph. We hold special services to celebrate the festivals of the Christian year: - Harvest, Christmas, Easter, etc., usually at St. Ffraid’s Church. You will always be informed of these services and invited to come along to join us and other members of the local community. If parents wish to withdraw their children from the Act of Worship or Religious instruction please contact the Headteacher.

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| Personal and Social Education |

This is taught to the children as part of the day-to-day experiences that go on in class, e.g. living and working as part of a group, taking care of themselves and caring for younger members of the school, feelings and emotions etc. Many topics are discussed as part of circle time or in assembly as well as at other times of the school day. We also operate the SEAL programme which focuses on aspects of emotional literacy and understanding. The Foundation Phase follow the practice of the Incredible Years as a positive ethos then followed by KIVA in KS2.

## Sex and Relationships Education

Discussion and dialogue about relationships, changes and reproduction occurs in every class at a level appropriate for each child. This may begin by simply labelling parts of the body and develop to discussions about changes during puberty. Parents are consulted before each session and their views respected.

At Llansantffraid Primary School we teach children to:

* begin to understand the physical development of their bodies as they grow into adults;
* prepare themselves for the opportunities, responsibilities and experiences of being young adults;
* value the importance of family life;
* develop considered attitudes, values and skills which influence the way they behave;
* understand their own feelings and the feelings of others;
* respect the views of others and value cultural diversity in society;
* keep safe by helping them to recognise and respond appropriately to unacceptable behaviour by adults and other children;
* communicate any worries or concerns they may have;
* prepare themselves for decisions and choices they will make in the future and the experiences they are likely to face.

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| Additional Learning Needs (ALN) |

All children are regularly monitored; starting with the Base Line Foundation Phase Profile at the time they first enter the school.

Following Powys LEA Special Needs Guidelines, any children who are considered to have Additional Learning Needs are placed, with their parents’ consent, on the ALN Register.

Children with identified learning needs include very bright children who are developing faster than the rest of their age group and therefore have Additional Needs’.

Learning targets will then be set for the child and the achievement of these will be monitored closely. Should the child fail to make any significant progress then (with parental permission) the child will be referred to the ALN Consultation meetings for further support. Advice will then be given about the best ways to try and overcome the child’s difficulties.

Children with serious or continuous learning, physical, social or behavioural problems will be referred to the ALN panel for further support. Pupils with significant difficulties may require a ‘Statement of their Needs’. This is a legal document. It sets out the child’s difficulties and what exceptional provision will be needed in order that the child can be helped to deal with these problems.

If you have any concerns about your child, either before they start school or when they are receiving education, then please do not hesitate to contact us. Mrs Morris is the school’s Addional Needs Co-ordinator.

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| 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 and we have adopted an equal opportunities policy outlining these. This policy is available for viewing in the school office.

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| Pupils with Disabilities |

We believe that all the children in our care are special and we want to help them all realise their full potential in a stimulating, caring Christian environment. The school seeks to ensure that all children with special educational needs whether physical, intellectual, social or emotional, receive appropriate educational provision, and that such provision will enable them to overcome their problems as far as possible and develop their potential to the maximum. The school is committed to providing an environment that allows these children full access to all areas of learning. All our classroom entrances are wide enough for wheelchair access and many of the designated points of entry for our school also allow wheelchair access.

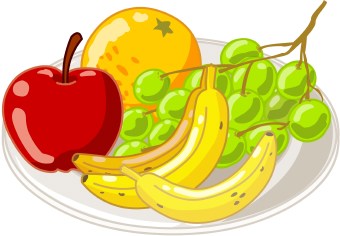
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| Collective Worship |

Provision is made for collective worship on each school day. The school maintains a close association with St. Ffraid’s Church. Occasions have included our Harvest Festival, Easter and Carol Service. Parents have the right to withdraw their children from Collective Worship.

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| Transport |

Transport will be provided in accordance with Powys LEA transport policy. To qualify for primary school transport, pupils must reside 2 or more miles from the nearest school, measured by the shortest walking distance, wherever practicable within existing transport routes. It should be noted that transport for qualifying pupils is only provided to the school that normally takes pupils from the area in which they live.

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| School Meals |

The School Meals Service aims to encourage healthier eating: menus used are chosen with this aim in mind and known harmful additives are avoided. In primary schools a variety of meal options is available including traditional meals, salad and tuck (sample menus are sent to parents from time to time). Further information about school meals can be found on the school meals website:

<http://schoolmeals.powys.gov.uk>

Powys Catering provides meals that are cooked for us daily on the school premises. Children are welcome to bring a packed lunch from home if that is preferred. No matter which they choose, all children eat their lunches in the school hall under the supervision of our midday supervisors.

We now operate the ParentPay system for paying for school meals that each parent registers with online.

Free Meals

Free meals are available to children where the family income falls within the required scale. Forms to apply for free meals can be obtained by following the Powys link. These applications have to be renewed annually.

To get free meals in Powys schools, the parents/carers must get one of the following:

1. Income Support
2. Job Seekers Allowance (Income Based)
3. If you are an Asylum Seeker getting support under the Immigration and Asylum Act.
4. State Pension Guaranteed Credit
5. Employment and Support Allowance - Income based
6. Child Tax Credit - as long as you are not getting an amount for childcare paid with your CTC, or getting Working Tax Credit. HM Revenue & Customs must also have worked out your household income as £16,190 a year or less.
7. Universal Credit - as long as your annual net earnings are £7400 or less

You can also get free school meals if you are entitled to a Working Tax Credit 'run-on' payment for four weeks after stopping work or reducing working hours to under 16 hours a week.

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| Playtime Snacks |

In order to encourage a healthier diet we encourage children to bring fruit to eat at break. As a ‘Healthy School’ we have no sweets, chocolate or crisps – please support us in this – thank you.

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| Drinks |

Children may bring to school a bottle of water . We encourage the children to drink water regularly to stay hydrated. All Infant children receive free school milk daily. Children are invited to have their own individual water bottles in class which are readily available to drink from at any time of the day and they are encouraged to do so especially after energetic play in warm weather.



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| Uniform |

Uniform is to be worn at school daily. A full list of the uniform available can be found in the Uniform Policy on our website. The children are required to change for PE lessons.

School sweatshirts and polo shirts are ordered through the school. Completed order forms and payment need to be sent to school prior to the order being made. We are unable to carry extensive stock in school because of the cost implications. A fleece and school book bag both with the printed logo, are also available for purchase.

We ask that pupils wear their school uniform for concerts and educational visits, etc. as appropriate.

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| Marking Clothes |

**Please** clearly label all uniform with your child’s name. Responsibility for the whereabouts of clothing rests with your child, not with the school.

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| Hair |

We would ask that pupils with long hair keep it tied back or up whilst in school. This is both in the interest of safety and for the avoidance of head lice.

It is a policy of the governing body to request that all hair styles are in keeping with the ethos of the school. Unacceptable hair styles will not be tolerated.

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| School Security |

All visitors to the school need to ring the doorbell at the main entrance then wait for a member of staff to let them in. Please be patient and we will endeavour to be with you as quickly as possible. We ask you not to try other entrances, as these will be locked. Visitors are asked to sign the visitors’ book on arrival. They will also be requested to wear a visitor’s badge.

Parents arriving by car at the beginning or end of the day are asked to approach the school with care. Car sharing and walking to school are actively encouraged.

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| Targets |

As part of our on-going development the School sets targets for itself and the children. Specific measurable targets are set for individual children in the Core subjects. These targets are published by the governing body. However, when a cohort contains less than 10 children these targets are not published to protect the anonymity of individual children.

Pupils are expected to achieve Outcome 5 or above at the end of Foundation Phase and Level 4 or above at the end of Key Stage 2



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| School Rules and Discipline |

As adults, we should aim to:

* create a positive climate with realistic expectations;
* emphasise the importance of being valued as an individual within the group;
* promote, through example, honesty and courtesy;
* provide a caring and effective learning environment;
* encourage relationships based on kindness, respect and understanding of the needs of others;
* ensure fair treatment for all regardless of age, gender, race, ability and disability;
* show appreciation of the efforts and contribution of all.

The school has a set of ‘Golden Rules’ as any problems that arise can usually be overcome by discussion with the children about the need for good behaviour and the reasons for not permitting certain behaviour.

Golden Rules

* **We are gentle.**
* **We are helpful and kind**
* **We listen**
* **We are honest**
* **We work hard**
* **We look after property**

The children need to learn to be part of a group and how to abide by the social rules that are necessary to allow for the smooth running of a school. They need to learn how to interact with their peers and elders in order to establish purposeful and lasting relationships.

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| Rewards |

Our emphasis is on rewards to reinforce good behaviour, rather than on failures. We believe that rewards have a motivational role, helping children to see that good behaviour is valued. The commonest reward is praise, informal and formal, public and private, to individuals and groups. It is earned by the maintenance of good standards as well as by particularly noteworthy achievements. This is as true for adults as for children. Rates of praise for behaviour should be as high as for work.

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| Sanctions |

Although rewards are central to the encouragement of good behaviour, realistically there is a need for sanctions to register the disapproval of unacceptable behaviour and to protect the security and stability of the school community. In an environment where respect is central, loss of respect, or disapproval, is a powerful punishment.

If children misbehave and/or disobey school rules they are told that their behaviour is unacceptable and reasons will be given. If misbehaviour continues then there are sanctions which may consist of loss of privilege (e.g. playtimes or withdrawal from certain activities for a short period).

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| Stage | Sanction |
| **1** | **WARNING** |
| **2** | **MOVE PLACE, WORK ALONE** Note short explanation of antecedents if necessary. |
| **3** | **LOSE ALL OR PART OF PLAYTIME** At playtime, the child remains with a member of staff. |
| **4** | **TIME OUT IN ANOTHER CLASS** Child is sent to time out room (prearranged with another teacher). This is to be for a session or until work is completed etc. |
| **5** | **INFORM PARENTS/CARERS** Parents/carers are invited to come into school to discuss child’s behaviour with Class Teacher or Headteacher. |
| In extreme cases, staff will monitor behaviour checks and the Class Teacher/Headteacher will prepare an individual behaviour plan | |

**In the case of persistent misbehaviour or physically aggressive behaviour towards another person, parents will be contacted to make them aware of and to assist in the correction of such behaviour.**

Bullying of any kind will not be tolerated.

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| Lost or Damaged Property |

Parents are asked to pay the replacement costs of any school property or equipment that is lost or wilfully damaged.

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| Valuables |

We strongly recommend that children do not bring valuables to school and that jewellery (apart from watches) is not worn. School cannot be responsible for lost items and much time can be wasted searching for these.

Children who have pierced ears should only wear simple round studs for school, in the interest of safety. These will need to be removed for PE activities, as will watches.

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| Parental Liaison |

We regard a close relationship between home and school as fundamentally important. The school cannot function effectively unless it receives the whole-hearted support of the parents. We have a Home School Agreement which we encourage all parents and children to sign.

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| Parental Help in School |

Parents/guardians come into school during the week to help the teachers. This can range from helping with readers to going on visits. 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.

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| Parental Consultations |

During the year parents/guardians will be given the opportunity to have a personal appointment with the class teacher in order to discuss the progress of their child. These appointments take place in the Autumn and Spring terms. We provide an extensive report on your child’s work at the end of the Summer Term and parents may make an appointment if need be to discuss with the Class Teacher.

There may also be occasions when you wish to visit school to discuss matters concerning your child. Please do not hesitate to contact us, any time, if there is anything that causes you or your child concern. Again there may be occasions when the class teacher would like to speak to you and you will be contacted. In the event of any of the above please remember we are all teaching during the day and that it is best to have prior arranged, mutually convenient, appointments.

We are here to help. You see the child in the home situation; we see them in the school. To ensure success we have to work together.

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| School Functions |

Parents and guardians will be invited to attend various functions during the school year, e.g. Harvest, Christmas Plays, other school activities, Sports day etc. We look forward to you sharing these happy occasions with us.

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| Homework |

Parents are asked to assist us with reading and any work the children take home on a regular basis. This is especially important for all Infants and lower Junior pupils, also for any older Juniors who may be experiencing difficulty with reading.

From time to time children may be asked to gather information at home, complete work as part of a topic, or finish work at home. Each week the children are asked to complete ‘Learning Logs’. The children will be given an instruction that will link to their classwork. The children are encouraged to discuss their ‘Learning Log’ work at home and be as creative as possible when completing it.

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| Friends of the School |

This group is most generous in its support for the school, contributing to the cost of transport for school visits and providing educational resources. All parents of the children attending the school are automatically members.

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| Health Matters |

The school nurse visits school on a regular basis. She is also available to see parents in school if you have any health concerns about your child. She carries out eye tests and medical interviews with Reception pupils. The children have their hearing and teeth checked at specific intervals during their time with us.

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| Head Lice |

We do get outbreaks of head lice in school from time to time, and therefore we ask you to be vigilant and ensure that you check your child’s hair at least once a week as a matter of routine. If we notice head lice in your child’s hair then we will endeavour to contact you if possible. When an outbreak occurs, please seek advice and keep combing daily.

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| 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 school work, 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 or emergency numbers, we may need to take your child to the surgery in Llanfyllin or to the nearest A&E Department at Shrewsbury for immediate treatment. An ambulance will be called if necessary.

We are able to administer medication to pupils but only after completion of a medicine form. Most staff are trained to carry out basic first aid. Parents are welcome to discuss these needs with the Headteacher so that appropriate arrangements may be made.

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| Pupil Voice |

The school is proud to have a School Council. It is made up of pupil representatives from each class across the school. The Council set their own agendas and they make suggestions as to how they would like their school improved. Our school is an ‘Eco School’. We take a great deal of care to promote caring for the environment and sustainability. We have an Eco Committee which meets to monitor and develop our Eco status. The school is proud to have a Criw Cymraeg. It is made up of pupil representatives from all year groups who are ambassadors in their use of the Welsh language on an incidental, daily basis. The Criw set their own agendas and they make suggestions as to how they would see Bilingualism improved. We also have Digital Leaders who meet regularly across the school to check, discuss hardware and to consider, model and share e-safety. As a Church School we have a Values Committee represented by pupils who demonstrate clear evidence of adopting and nurturing our school values. All committees meet at least once half termly and all other pupils in the school can input into their meetings.

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| Charging Policy |

Although no charge will be made for activities that occur mainly in school time, the school will ask parents to make a voluntary contribution to meet the cost incurred by the school. The school does not have unlimited finance and is not in a position to subsidise any visits. If insufficient voluntary contributions are received then the visit will not take place. In order for a visit to take place a voluntary contribution from each pupil will be necessary. Charges will be made for activities, which take place mainly, or wholly out of school time e.g. residential visits. Charges will also be made for materials used in practical subjects and project assignments provided parents have agreed in advance that they wish to keep the finished product e.g. ingredients or materials. Parents can claim remission in respect of some school journeys and visits within the county. Pupils who will be entitled to remission are those whose parents are in receipt of Income Support or Family Credit. It is the responsibility of the parents to inform the school if they wish to claim remission from charges.

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| School Session Times |

8:40 Gates Open

8:50 Registration

9:00 Session 1

10:15/10:30 Break

10:30/10:45 Session 2

Midday Lunch (Foundation Phase children break for lunch at 11:45am).

1:00 Session 3

2:45 Collective Worship

3:10 School Finishes

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| Attendance and Absence from School |

We are very proud of the way pupils and parents do their best to ensure that children attend regularly. Please either inform us, by letter, telephone or in person, if your child is absent from school. Without a legally acceptable explanation for absence (illness, medical appointment, external examination or holiday) your child will be marked as having an ‘unauthorised absence’. This is to comply with Government legislation.

The school must be informed in writing or by a parent in person, for the early release of a child from school.

Pupil attendance is monitored robustly. All registration is undertaken electronically. Information can be accessed by the appropriate personnel within the Local Authority. Factors observed are:

1. Frequency of individual families undertaking holidays during term time.
2. Patterns of individual absences.
3. Length of individual absences.

Any concerns identified by the school will be discussed with the families involved. There may be occasions where the Educational Welfare Service may be involved.

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| Closure of the School |

There are occasions where the school may have to close due to adverse weather conditions or the failure of our utilities. Parents can find information regarding the situation in the following ways:

1. Contact the school – 01691 828539
2. Visit the Powys County Council Website – [www.powys.gov.uk](http://www.powys.gov.uk)
3. Follow the school on our School Facebook page

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| Links with the Secondary Phase |

Children transfer to schools in the secondary sector at the age of eleven. Details concerning the transfer to LA high schools are made available to parents in the autumn term the year prior to transfer. The majority of our children attend Llanfyllin High School. Some move further afield, and a few will go into selective schools in the area.

The high schools will inform parents of Open Evenings in order that they may visit and meet the staff. The pupils also visit the school of their choice during their final year with us.

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| Extended Services – Breakfast Club |

The school operates a Breakfast Club for five mornings a week during term time at a cost of £1.50 per pupil per day. The facility opens at 8:00am and is led by members of the school staff. The children are given a breakfast which consists of cereal and toast. It also includes a drink of milk or fruit juice.

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| Extended Services - After School and Holiday Club |

The school operates an After School Club for working parents or parents who wish their children to be looked after for a short while after school. This After School Club generally operates daily according to the needs of parents. In term time, the club operates between the hours of 3:10pm – 5:30pm

Bookings and enquiries can be made through the school office or any member of staff.

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| Extended Services – Ladybird Nursery |

As a school we offer provision for three year olds. Every child aged three can receive up to 10 hours free Early Years learning per week. Children are eligible to start on the term **after** their third birthday. All other hours have to be paid for. Full information about this facility can be found in the Ladybirds Nursery Brochure. This is available on request.

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| Extended Services – Stay and Play |

Once a week we invite you to come along and meet other parents and toddlers in a relaxed friendly atmosphere. All children aged 0 – 3 are welcome. They will have the opportunity to mix with children who already attend our ladybird pre-school. These sessions take place every Thursday afternoon from 1:15pm – 3:00pm.

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| Complaints Procedure |

If a parent has a complaint, the first stage of the procedure will normally be an informal discussion with the class teacher or 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 Diocesan Director of Education and/or the LEA. A complainant who is still dissatisfied after following the above procedure is entitled to take the complaint to the Welsh Assembly Government.

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| Safeguarding |

At this school, the health, safety and well-being of every child is our paramount concern. We listen to our pupils and take seriously what they tell us. Our aim is that children will enjoy their time as pupils in this school. We want to work in partnership with you to help your child to achieve their full potential and make a positive contribution. To promote a safe environment for pupils, our selection and recruitment policy includes all checks on staff and regular volunteers’ suitability, including Disclosure and Barring Scheme (DBS) checks, as recommended by Powys County Council in accordance with current legislation.

In accordance with our responsibilities under section 175 of the Education Act 2002, we have a Designated Person for Child Protection (Mrs Meinir Wyn Morris) who is the Headteacher and has received appropriate training for this role. Mr Matt McWhinnie is the Deputy Designated Person with Mr Richard Jones-Perrott and Mr Gwynfor Thomas being the Governors responsible for Child Protection issues. On rare occasions our concern about a child may mean that we have to consult other agencies. Unless it is not safe for a child, we would always aim to achieve this with a parent's consent. The procedures, which we follow, have been laid down by the All Wales Child Protection Procedures, and the school has adopted a Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures, please speak to the Headteacher, Mrs Morris

**Looked After Children**

Mrs Morris is responsible for promoting the educational achievement of looked after children. She will monitor their progress in school and liaise with their carers to ensure that the child achieves his or her full potential in line with the schools Equal Opportunities Policy.

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| School Administration | | |
| School Name And Address: | Ysgol y Santes Ffraid  Llansantffraid Church in Wales Aided Primary School,  Treflan,  Llansantffraid,  Powys.  SY22 6AE.  Telephone: 01691 828539  Fax. 01691 828138  e-mail [office@llansantffraid.powys.sch.uk](mailto:office@llansantffraid.powys.sch.uk)  [head@llansantffraid.powys.sch.uk](mailto:head@llansantffraid.powys.sch.uk)  Website [www.llansanffraidprimaryschool.weebly.com](http://www.llansanffraidprimaryschool.weebly.com) |
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| Education Department | Powys County Council,  County Hall,  Llandrindod Wells,  Powys.  LD1 5LG.  Telephone: 01597 826000 |
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| Powys Pupil and School Support Team  Challenge Advisor  Senior Manager for Additional Learning Needs/Inclusion  Educational Welfare Officer | Mrs Nia Vaughan  Mr Imtiaz Bhatti    Mr Geraint Thomas |

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| School Policy for Admissions |

St Ffraid’s Church in Wales Voluntary Aided School accepts pupils between the ages of 4 and 11 years of age.

As a Church in Wales Aided School, the Governing Body of the School is responsible for the admission of pupils. Admission forms can be obtained from the School. The timescale of the Local Education Authority (LEA) admission timetable is followed for the handing out, consideration period and return of these forms.

The Education Reform Act 1988 requires LEA’s and Governing Bodies to admit pupils up to the admission number **(currently 15)** unless to do so would be inconsistent with preserving the School’s distinctive nature.

The school will consider late applications in cases where a viable reason is given. These include when a single parent has been ill for some time, or a family has just moved into the area, or is returning from abroad provided applications are received before offers of places are made.

**Parents will be receive written notification of all admission applications**

Pupils are admitted to Reception in the academic year in which they are five i.e. any child who attains the age of four by 31st August can be admitted in September.

“Looked after children” are a priority. In the case of oversubscription the Governors will admit pupils best satisfying the legal requirements and current legislation.

The school will not discriminate between boys and girls, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

Please see our full Admissions Policy for further details.