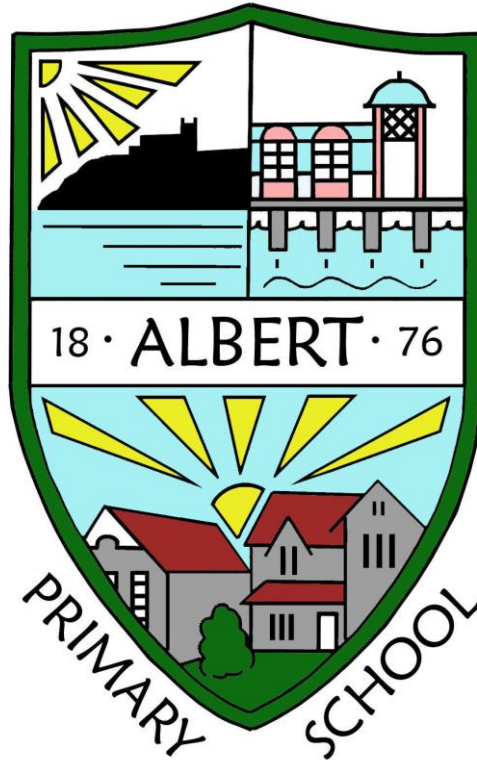


YSGOL GYNRADD



Belonging Together, Growing Together, Succeeding Together

Perthyn Gyda'n Gilydd, Tyfu Gyda'n Gilydd, Llwyddo Gyda'n Gilydd

## SCHOOL PROSPECTUS 2024/2025

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Ysgol Gynradd Albert  
Albert Primary School

September 2024

Dear Parent / Carer,

A very warm welcome is extended to you and your child from Albert Primary School and I look forward to a happy and effective association over the coming years.

This prospectus is intended to introduce our school to you and provide you with information regarding our aims, administration and general organisation. The prospectus should answer any immediate questions and offer details which should prove helpful throughout the academic year.

We believe it is important that as a parent/carer you feel welcome in the school. Education is a partnership between home and school with a shared responsibility based on trust and mutual understanding. The co-operation and participation of parents with our school in the education of your child is positively encouraged. A good relationship between school and home builds a child's confidence, aids their learning and helps them to fulfil their potential in all areas.

Albert is an excellent, happy and vibrant school where all children will be given the opportunity of learning in a caring, stimulating environment.

I believe that we have much to be proud of at Albert.

I look forward to, and encourage, your involvement in all the exciting stages during your child's schooling at Albert Primary School.

Diolch yn fawr. Thank you.

A handwritten signature in cursive script that reads "A.J. Gilbert". The signature is written in black ink and is underlined with a single horizontal line.

Mr A.J. Gilbert  
Headteacher

Albert Primary School is committed to becoming a truly anti racist school for the benefit of every member of the school community.

### **OUR COMMITMENT**

Racism must be fought by everyone. By committing to being an anti-racist school we commit to addressing all forms of systemic inequalities, disadvantage and discrimination. We recognise that racism can be subtle and unconscious.

To truly tackle racism, we must scrutinise our environment, listen to others, recognise our privilege and commit to genuine change. We commit to approaching our journey with humility, respect and action.

Albert is dedicated to providing an education and a community that supports the flourishing of people from every ethnic background.

### **School Background**

Albert Primary School was founded in 1876 to accommodate all ages of children up to school leaving age. The building is of grey stonework. Much of its original character has been preserved and it now holds Grade 2 listed status. The school has some unusual Victorian artwork by Norton Nante and parts of the school were designed by highly respected Victorian architect J. Coates Carter.

The school has approximately 460 children from Reception to Year 6 including the 72 place Nursery Unit.



## **Mission Statement**

Belonging Together, Growing Together, Succeeding Together

Perthyn Gyda'n Gilydd, Tyfu Gyda'n Gilydd, Llwyddo Gyda'n Gilydd

At Albert Primary we have a sense of belonging where everyone is respected, feels safe and ready to learn, allowing us to thrive and grow as inquisitive, creative, independent learners.



**Deputy Headteacher:** Mrs Marilyn Lewis

**Senior Management Team:** Mrs Gaynor Haldenby  
Mr Rhys Thomas & Mr Matthew Morgan

**ALNCO:** Mrs Marilyn Lewis

**Chair of Governors:** Mrs J Hillier

**Safeguarding Governor :** Mrs H Southam

**Additional Learning Needs Governor :** Mrs J Elias

A warm welcome to our school and Team Albert! I hope that you will find all the information you need to make your time with us as productive and happy as possible. We are proud holders of the Investors in Families Award, ICT Mark and Green Flag Award.

We are a Values school, enhancing our well-being provision for everyone within Team Albert. If you have any questions or suggestions, then please feel free to contact the school.

**Albert County Primary School**  
**Albert Road, Penarth, CF64 1BX**

**Telephone Number - (029) 20 707682**

**Fax Number - (029) 20 712263**

**E Mail - [albertps@valeofglamorgan.gov.uk](mailto:albertps@valeofglamorgan.gov.uk)**

**School Website - [www.albertprimary.co.uk](http://www.albertprimary.co.uk)**

**Twitter - [@albertprimary](https://twitter.com/albertprimary)**

### **School Times**

#### **Nursery**

9.00am to 11.30am  
1.00pm to 3.30pm

#### **Infants**

9.00am to 12.00pm  
1.00pm to 3.25pm

#### **Juniors**

9.00am to 12.30pm  
1.30pm to 3.30pm

The main school doors (Reception – Y6) open at 8.50am.

The children may enter the building, hang their coats and bags up and go straight to their classes from this time.

*Learning time starts at 9.00am.*

The children should be in their classes ready to learn by this time.

## Staff Organisation 2024 - 2025

### **Nursery Team**

Teacher - Ms Chris Bird

Nursery LSAs - Miss Nickalah Bell  
- Mr Gareth Williams

### **Reception Team**

Teachers - Mrs Gaynor Haldenby  
- Mrs Sarah Di Tomaso

LSAs - Mrs T Thomas  
- Miss F Morris

### **Year 1**

Teachers - Mrs Laura Morse  
- Mrs Tara Hawkins / Mrs Maria Morgan

### **Year 2**

Teachers - Mr Matthew Morgan  
- Mrs Joanna Barrington / Mrs Maria Morgan

Yr 1/2 LSAs

- Miss Sue Wilson
- Miss Holly Rogers
- Mrs Mary Lane / Mrs Helen Coombes
- Miss Olivia Powell [Temp]

### **Year 3**

Teachers - Mrs Kate Gee / Mrs Sian Blyth  
- Mr Mark Roche

### **Year 4**

Teachers - Mr Mark Holder  
- Miss Rebekah Coles / Mrs Laura McNicol [Maternity Leave]

### **Year 5**

Teacher - Mr Rhys Thomas  
- Mrs Sally Isaac / Mrs Stephanie Pike

### **Year 6**

Teachers - Mrs Claire Hutchinson  
- Mrs Isabel Fryer

### **ALNCo**

- Mrs Marilyn Lewis

LSAs – Years 3-6

- Mrs Annette Fountain-Brenton [Support]
- Mrs Kim Rix
- Mrs M Adams
- Ms C Keift

**PPA Team** - Mrs Claire Bousie  
*[Planning, Preparation & Assessment Cover]*

**Admin Team**

Admin Officers - Mrs Louise Rees  
Clerical Assistants - Mrs Kay Powell & Mrs Jan Dennison

**Caretaker** - Mr J Squire

**Lunchtime Team**

Cook in Charge - Mrs S Pedwell

Midday Supervisors

- Miss L Owen
- Mrs R Griffiths
- Mrs M Janes
- Mrs C Cameron-Self
- Mrs V Roberts
- Mrs A Pandey



## Admissions

The Vale of Glamorgan Council is the admitting authority for the school and parents must apply to them **(01446) 700111**, and ask for Pupil Admissions. They will be able to talk you through the entire admission process and provide you with the support you need to enrol your child.

## School Uniform

Our school uniform consists of:

**Green jumper/cardigan**  
**White/Green polo shirt**  
**Navy trousers/skirt/pinafore dress**  
**Green & White striped/checked summer dress**  
**Black school shoes**



### Year 6 - Black Polo Shirts

Our branded uniform (logo tops, coats, fleeces etc) are all available from **A Class Apart** in Dinas Powys or you can purchase appropriate clothing, in school colours, from other retail sources.

**All clothes need to be clearly labelled with your child's name** to ensure that all items of clothing can be easily identified.

A Green book bag will be given to each child when they start at the school. If however, your child's bag needs replacing you can purchase them at the school office at a cost of £5.00 each.

### P.E. Kits:

**White T-shirt**  
**Navy Shorts**  
**Navy Jogging Bottoms & Hoodie (in cold weather)**  
**Trainers/daps**

Please send P.E. kits to school in a soft draw string bag clearly labelled with your child's name.

**Please do not send rucksacks or other sports bags as we do not have space for storage in our corridors / cloakroom areas.**

**For more information on school uniform, please see our school uniform policy on the school website.**

## Jewellery

Earrings in particular are dangerous at playtimes and during games/PE sessions. Studs or sleepers are permitted but for obvious safety reasons, rings, hoops or dangling earrings are not. Other facial or body piercing are similarly not allowed. **The school cannot be held responsible for injury, accidents or losses as a result of children wearing jewellery.**

***Please note: the school accept no liability for loss of or damage to articles of clothing or personal belongings that pupils bring to school.***

## Absences

If your child is unable to attend school please inform us by telephone on the morning of an absence.

When your child returns to school please send a letter explaining the absence even if you have already contacted the school. We are required to keep absence letters for our records.

If your child becomes ill during school time- we must have up to date contact numbers so that we can contact you.

Punctuality and attendance are very important and we will contact you if either are a concern. If your child is late for school, they must enter via the main entrance and report to the school office so that they can be marked on the register and their dinner preference logged.

## Absence during term time

***Parents do not have an automatic right to withdraw pupils from school for a holiday and, in law, have to apply for permission in advance. The Vale of Glamorgan Council advises all Governing Bodies not to authorise any holiday requests during term time, except where there are exceptional and extenuating circumstances.***

***Exceptional and extenuating circumstances include and would normally be limited to:***

- i. family holiday request from parents who are employed by the Ministry of Defence;***
- ii. family requests for holiday due to religious beliefs.***

***Such considerations, in exceptional circumstances, may result in the school agreeing with the request and authorising the absence accordingly.***

***This means that holiday requests during term time will not be authorised by the school unless there is agreement between the school and the parent/carer that exceptional and extenuating circumstances apply, as aforementioned.***

***There is an expectation that parents and carers will abide by these arrangements in order to continue to secure the best possible educational outcomes for their child/children during their time in schools in the Vale of Glamorgan.***

## School Meals

Our meals are cooked on the premises. The meals are varied and follow guidelines on healthy eating.

Children with **special diets** are catered for too.

Vale of Glamorgan Council now provides Universal Free School Meals to all pupils at Albert Primary

## Packed Lunches

As a school, we would ask that if you are providing your child with a packed lunch, that it is as healthy as possible, keeping in line with the Welsh Governments "Appetite for Life" agenda.

We ask that you do not send in any sweets and also that you do not send in any food-stuffs that contain nuts, as we have several pupils who have severe nut allergies.

Please note that it is also school policy that the children do not bring hot food or hot drinks in a flask or any other thermal container.

## Charging

Parents will be requested to make a voluntary contribution towards any school organised function where a fee is charged to the school. If insufficient contributions are forthcoming, indicating that a deficit may arise which will have to be met by the school, then the school reserves the right to cancel the function. With the exception of non-returnable deposits, all paid monies will be returned in full.

All payments are made using the PARENTPAY online system. ParentPay offers you the freedom to make payments whenever you like, 24 hours a day, 7 days a week; safe in the knowledge that the technology used is of the highest internet safety.

[www.parentpay.com](http://www.parentpay.com)

## Parents

We have an open door policy, but if you are planning on visiting the school, or wish to discuss matters with your child's teacher, please telephone to make an appointment with either a class teacher or a member of the senior team.

## Supporters of Albert Primary (S.O.A.P) (formally PTA)

We have a very active, enthusiastic and committed S.O.A.P group. There are welcome meetings, information days and many fun events. Please visit their webpage for more information at <http://albertrdsoap.wix.com/soap>

E-mail: [albertrdsoap@gmail.com](mailto:albertrdsoap@gmail.com)



## Governing Body

The Governing Body is the strategic body that helps the Headteacher and staff, move the school forward. They are made up of independent Governors as well as staff members. They meet regularly to help the school with its work and are the 'critical friend' to the Headteacher and the Senior Management Team.

We aim to provide quality learning experiences for our children - learning which is structured, balanced and relevant to the child.

We aim to provide a safe and secure environment in which your child feels happy, confident and stimulated to learn whilst having fun.

[Please visit our website for further information on our Governors and to access copies of their Annual Reports to Parents : [www.albertprimary.co.uk](http://www.albertprimary.co.uk) ]

## Nursery

When your child starts school we will allocate the intake so that the children start in small groups. We are prepared for some tears, but will **encourage** the children to join in activities to divert their attention and become **part of our family**.

### Admissions Policy for Nursery

The Nursery is a State, part-time Nursery only. For the academic year 2024-2025, we are proud to offer a morning or afternoon nursery placement - *subject to availability*. Parents must apply to the Vale of Glamorgan Council (01446) 700111, and ask for Pupil Admissions. They will be able to talk you through the entire admission process and provide you with the support you need to enrol your child. The date of entry for these three-year old children will be the term after their third birthdays. Any parent not wishing their child to proceed through the school must declare this intention on the Nursery Application Form, which is available from the Vale of Glamorgan Admissions Department. **Please do not assume that if you have a nursery placement, that you will automatically move to Reception.**

### Daily Routine

On arrival at Nursery, the team will greet the children at the door. After the first day the children will have a named peg with their photograph in the cloakroom to hang their coats on. We have to close and lock the door at the beginning of the session - this is for the safety of all.

There will be structured group work and continuous/enhanced provision throughout the session. We encourage children to become as independent as possible. We will ask them to tidy up and encourage the children to put their own shoes and coats on.

We use our outdoor area every day, so please ensure your child has a warm, waterproof coat with a hood.

Please try to be punctual at both dropping off and picking up times as small children can become distressed very quickly if left for even a short amount of time. It is essential that a responsible adult collects your child from nursery. The staff will become familiar with parents but will need to be informed of changes to home time arrangements.

**In the interest of safety and security Nursery and Foundation Phase children will only be released to parents, or to adults known to the school and where a prior arrangement has been made. These children will not be handed over to older brothers or sisters from our school or to children, family or friends, under the age of 16 years, unless permission has been given by the Head or Deputy Head Teacher.**

### Snack Time

We endeavour to provide the children with a range of healthy snacks. Snacks will be £1.50 per week. Please send this in an envelope marked with your child's name. You may pay weekly or termly.

The nursery children will be using an **antibacterial hand foam or gel** to clean their hands before snack time. At all other times the children will have access to a normal hand soap to wash their hands.

## Teaching and Learning at Albert Primary

**“Education must be orientated not towards the yesterday of child development but towards its tomorrow”**

We, at Albert Primary School are committed to this way of teaching and understand how it will benefit the children. The emphasis is on learning by doing, understanding how things work and finding different ways to solve problems. Children will be supported to develop speaking and listening skills to encourage them to read and write. Our intention is to enhance children’s disposition to learning and to make them lifelong learners.

### **Outdoor Classroom**

The development and use of the outdoors as a learning environment is very important for the development of all children. In the outdoor teaching areas, the children will gain first-hand experience to develop an understanding of themselves and the world around them.

They will be able to practice and consolidate their learning, solve problems and make decisions, individually and in groups. Children will be able to play with ideas, experiment and learn to take risks. Other benefits include developing a love of nature and improving health and fitness levels.

As with any construction, you need to get the base or foundations right, and the same is true with our curriculum.

We encourage children to be actively involved in their own learning. Children will be given more opportunities to gain first hand experiences through play and active involvement rather than just completing exercises in books or on worksheets.

For further information visit the Welsh Assembly Government’s website on <http://wales.gov.uk>.

Children are given a variety of learning experiences both inside and outside the classroom environment. They are encouraged to decide on the ‘success criteria’ for their work and work towards their own learning goals - guided and assisted by their class teacher.

Their curriculum, has a large practical element – with the children experimenting and becoming active, independent learners, rather than being passive and ‘spoonfed’.

The well-being of our children is up most in our thoughts, from their daily healthy snack, their healthy school lunch through to our attitude to being fit and healthy, we try our best to give them a good start!

As a school, we would ask that if you are providing your child with a packed lunch, that it is as healthy as possible, keeping in line with the Welsh Governments “Appetite for Life” agenda.

The **well being** of all who work as part of Team Albert is **extremely important**. We are an **inclusive** school where all children and their needs are catered for. Every child is included within the schools provision mapping and parents are actively encouraged and supported in helping their child achieve their potential. We provide for children with Additional Learning Needs (ALN) and children who are More Able and Talented (MAT).

Each classroom has a state of the art **interactive whiteboard or apple TV** and a **computer**. The school has an Apple Mac computer suite. We also offer a selection of **mobile devices**

with **wireless connectivity** to help enhance learning. The children are encouraged to be **creative** with their I.C.T and use it in a **cross curricular way**.

**Creativity** and **Achievement** go hand in hand at Albert Primary. **Everyone** has the opportunity to show their **skills** and **development** and have it **celebrated** by the whole school and wider community.

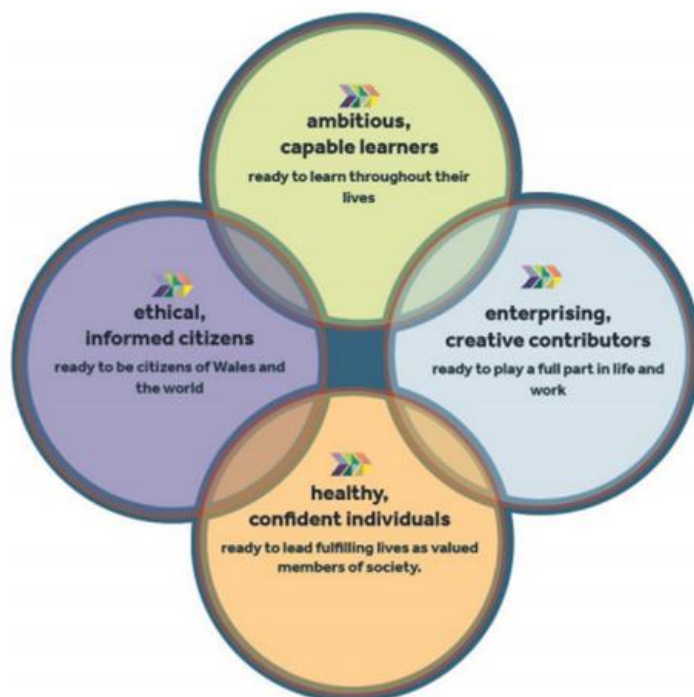
The children are encouraged to use their **Assessment for Learning** skills in all areas of the curriculum to further their learning and develop them as **well rounded**, broad based people.

Pupils access Sex Health Education as part of the curriculum. Parents are invited in to view the materials before they are presented to the children. Please come and discuss any issues you may have with the Senior Management Team.

## Curriculum for Wales

At Albert Primary School, we are embracing the new curriculum for Wales and the exciting opportunities it allows.

Central to, and underpinning, everything that we do are the four purposes. The four purposes are the starting point and aspiration for Albert's Curriculum. Ultimately, the aim of a school's curriculum is to support its learners to become:



The New Curriculum is a journey not a destination.

Our children at Albert Primary will learn:

- Literacy skills – listening, speaking, reading and writing in Welsh and in English.
- Numeracy skills –using mathematics in everyday life.
- Digital skills.

Learning will be through 6 areas of learning and experience as part of a chosen school central theme. The 6 areas are:

1. EXPRESSIVE ARTS - Art, Dance, Film, Drama, Music and Digital Media
2. HEALTH AND WELLBEING - learning about having a healthy body, and a healthy mind. Understanding healthy relationships and how to make good life decisions.
3. HUMANITIES - exploring history and geography; business and politics; religions and society.
4. LANGUAGES, LITERACY AND COMMUNICATION - Learning and understanding different languages. Creating your own stories, poems or films. Our children will learn to use and understand a modern foreign language.
5. MATHS AND NUMERACY - Understanding and using numbers. Understanding and using symbols. Learning about shapes and measurement. How to collect and use information to make decisions.
6. SCIENCE AND TECHNOLOGY - Understanding nature and living things. Learning about designing and building things and how technology works and how to use it to solve problems.

Children will also learn about:

- Human rights.
- Respecting people's differences, like their beliefs or where they come from.
- Learning about work and how to choose the kind of work you want to do.
- Learning about Wales, your local area and the world.
- Relationships and sexuality, learning about things like feelings, healthy relationships and how we think about ourselves.

At Albert Primary we have a sense of belonging where everyone is respected, feels safe and ready to learn, allowing us to thrive and grow as inquisitive, creative, independent learners.



Belonging Together, Growing Together, Succeeding Together

**Perthyn Gyda'n Gilydd, Tyfu Gyda'n Gilydd, Llwyddo Gyda'n Gilydd.**

Albert Primary is located in the coastal town of Penarth inside a Victorian listed building. We have limited outside space on site but fantastic surroundings with a park opposite, the town close by and the beach and Cardiff Bay within walking distance.

We are an English medium school but celebrate the diversity of our community with more than 25 languages spoken.

We currently have a two form entry with a year group ranging from 50 to 60 learners plus a 72 place Nursery.

We have a range of Additional Learning Needs within each year group and all children are taught within their own class through differentiated activities – there is no setting across year groups.

We ensure our learners will be able to make similar progress alongside their peers from other local schools and a smooth transition to their next step in learning to our local Comprehensives.

Our curriculum has been developed by the practitioners at Albert Primary – professionals actually delivering the learning in the classroom, seeing the children every day and knowing what is important to them. Stakeholders and our pupils are integral to our ongoing process of development and the refinement of our curriculum and vision.

The Curriculum for Wales guidance is a clear statement of what is important in delivering a broad and balanced education. The Framework is determined nationally, the work we have been fortunate to be part of as a school since 2017, and includes the curriculum requirements set out in legislation.

The Curriculum for Wales Guidance give us the Four Purposes. The four purposes are the shared vision and aspiration for every child and young person. In fulfilling these, we set high expectations for all, promote individual and national well-being, tackle ignorance and misinformation, and encourage critical and civic engagement.

A school's curriculum is everything a learner experiences in pursuit of the four purposes.

"It is not simply what we teach, but how we teach and crucially, why we teach it."

In designing our curriculum we consider the pedagogical approaches that we need to employ to support our learners in realising the four purposes. Our vision for learning and teaching considers the why, the how as well as the what we teach.

## **Learner involvement**

The input of learners should be an important consideration throughout the curriculum design process.

The selection of curriculum content should consider learners' input and should provide increasing opportunities for learners to help direct their learning as they progress. Learners' views about their experiences and about what, how and where they learn should be taken seriously when a curriculum is being designed.

Learners should be informed about the process the school is taking to design the curriculum and should be given opportunities to be involved in decision-making. It should be made clear to learners how they have influenced decisions, with feedback given about what decisions have been taken and why.

At Albert Primary our 'pupil immersion days' are effective in providing a variety of creative, stimulating and engaging activities for pupils. Whilst immersed in these multi-sensory activities pupils reflect and think on the experiences their new curriculum theme will provide. Pupils influence their learning and skills development. Classrooms include 'pupil planning and reflection displays' incorporating these skills and ideas.

## **Assessment at Albert Primary**

Assessment is an integral part of the learning process which focuses on identifying each individual learner's strengths, achievements, areas for improvement and, where relevant, barriers to learning. This information is to be used by the teacher, in discussion with the learner, to ascertain the next steps required to move learning forward, including any additional challenge and support required. This will be achieved by embedding assessment into day-to-day practice in a way that engages the learner. This enables the practitioners to build a holistic picture of each individual child.

## **Principles of Progression**

These principals articulate the ways in which learners make progress in their learning and contribute to the four purposes at Albert Primary. This means that progression is embedded in learning and teaching and forms the basis of our thinking when designing, planning and enhancing our school curriculum now and into the future.

## Curriculum Review

This is the start of our exciting curriculum journey and we will continue to monitor and evaluate its effectiveness on a regularly basis, supported by learners, staff, parents and governors. Appropriate meetings with stakeholders and school communications, with emphasis on our curriculum journey, will support our evaluative processes.

For more information, please visit

[A new curriculum in Wales: easy read - Hwb \(gov.wales\)](#)

Here you can access a guide for parents/carers

[A new curriculum in Wales: a guide for parents - Hwb \(gov.wales\)](#)

[Additional learning needs \(ALN\) system: parents' guide \[HTML\] | GOV.WALES](#)

## Values

We are a **values education school** every day we take time to reflect on our values. We consider a different value every month and this is displayed in both halls as well as on the school website. Pupils are given the opportunity to join in songs, stories and activities to reinforce understanding.

## Welsh ~ Cymraeg

Whilst Albert Primary is an English medium school, it does pride itself on its' **Welsh culture** and heritage.

**All** staff are able to teach Welsh as a Second Language, with some of them being fluent Welsh speakers and incidental Welsh is used around school throughout the day. The school has taken a full and active part in a variety of national Welsh festivals. Each week we have a specific phrase to practice. If you wish to join in, you will find this on our website

## Religious Education

The school's curriculum will align to the mandatory requirements of teaching Welsh, English, Relationship and Sexuality Education (RSE) and the cross curricular skills of literacy, numeracy and digital competence. Further design and development is required with regard to Religion, Values and Ethics (RVE) following the publication of the agreed syllabus. Religious Education is taught at the school along the guidelines outlined in the Religious Education Syllabus issued by the education authority. An act of collective worship of a broadly Christian theme takes place every day.

## Additional Learning Needs

Children and young people with ALN need extra support to learn. This would be because they:

- find it harder to learn than other children of the same age
- have a disability that means they cannot use, or find it difficult to use, facilities for learning in the local nursery, school or college
- Some children and young people who need extra help in nursery, school, pupil referral unit (PRU) or college do not have an ALN. This may be children or young people who just need some help catching up.

The extra support given to children with ALN to help them learn is called additional learning provision (sometimes called ALP). This must be written into a support plan called an individual development plan (IDP).

Additional learning provision for a person aged 3 or over is education or training usually in a nursery, school, PRU or college that is additional to, or different from, what is made available to most children of the same age.

This means that additional learning provision is support that is made available usually in nursery, schools or colleges but most children or young people of the same age do not need to use this support to make progress.

Additional learning provision can be delivered by teachers, teaching assistants or tutors. It can also be delivered by specialist services like a speech and language therapist or teachers of the deaf.

Further information required can be obtained by appointment with the school's Additional Learning Needs Co-ordinator (ALNCO) Mrs M Lewis.

[Additional learning needs \(ALN\) system: parents' guide \[HTML\] | GOV.WALES](#)

## Complaints

We'd hope that you and your family will have a brilliant time with us, but we understand that sometimes things can go wrong. In the first instance, please come and see us at the school, email us or telephone and we will do our utmost to rectify the problem immediately. If it is not resolved, we have a full complaints procedure which we can give you or which you can find on our website.

## Family Holidays in Term Time

The Welsh Assembly Government have asked that Parents be made aware of the fact that **THERE IS NO RIGHT TO WITHDRAW PUPILS FOR HOLIDAYS.**

This means that holiday requests during term time **will not be authorised** by the school unless there is agreement between the school and the parent/carer that exceptional and extenuating circumstances apply, as aforementioned.

There is an expectation that parents and carers will abide by these arrangements in order to continue to secure the best possible educational outcomes for their child/children during their time in schools in the Vale of Glamorgan.

## Administration of Medicines and Illnesses

Staff cannot administer proprietary or "over the counter" medicines to your child.

### Only essential medicines by prescription can be considered.

If you require the school to give your child medicine during the school day, please ask the secretary for a request form and sign it before handing to the Headteacher.

Where a medical condition exists which will cause distress or suffering to a particular pupil, or if it is likely that this condition will spread to other pupils causing the above, the school's policy will be to request that the parent or emergency contact collect the child immediately, obtain appropriate medical treatment and keep the child away from school until the condition is completely cleared up.

Where girls commence menstruating at primary school, parents must contact the school in order that the appropriate arrangements can be made and explained.

## Voluntary Help

We have a number of voluntary helpers who assist in many various ways and their help is very much appreciated. If you have any spare time and would like to help, please contact Mrs M Lewis, ALNCo, or any member of the teaching staff.

All members of staff and volunteers are obliged to undertake a **DSB check, with references**, as their work involves close contact with young children.

Many of our parents work fulltime but have other skills and contacts which have benefited our clubs and resources. We are always interested in any support you or your family can offer.

## PARENTS' CIRCULARS/NEWSLETTERS

The school is a very large active and busy institution with many varied opportunities and experiences involving the children, staff and parents as well as the local community. Parents are notified of all school news and events in regular circulars or newsletters. Please keep these circulars and read them carefully so that neither you nor your children miss out!

**Children are encouraged not to bring mobile phones in school. If they do they will have to be kept by the class teacher until home time.**



## Access to School Records

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Officer at the

school. We respectfully ask that you request information during term time to give the School the best opportunity to comply with your request within one calendar month although you are under no legal obligation to do so. For further information on GDPR and our Privacy Policy please visit the policies section on the school website.

## **Legislative Documentation**

All National, council and school documents are available through the school office.

## **Parent's Evenings**

The school will hold one Parents' Evening in the Autumn Term for staff and parents to discuss how children are settling in to the new school year, a second in the Spring Term which will enable staff to critically evaluate each child's progress and suggest to parents how emerging problems can best be targeted, and finally, after receiving the end of year report, parents and staff will be able to address specific issues for discussion in the optional Summer Term meeting if either see a need to do so.

## **Community Links**

The school seeks to develop its community links through practical involvement of children, parents and staff in specific initiatives. The PTA have business and charity connections in the locality. The school choir and musicians regularly perform and compete out of school in the community whilst from a sporting context, teams from the school always form a strong competitive contingent.

## **EXTRA-CURRICULAR CLUBS / ACTIVITIES**

Sincere thanks and appreciation must be extended to all those staff who voluntarily give of their own time to encourage and coach the children in the school's range of teams and groups. Examples of some of the clubs previously run were:

Football      Netball      Choir      Gardening      Chess      Eco-School

## **School Council**

The school has set up a School Council committee. Selected pupils meet to discuss relevant issues in the school. The committee has appointed leaders who conduct the meetings under the supervision of Mr R Thomas, and welcome the involvement of the local community when applicable.

The committee members are encouraged to make useful suggestions to facilitate general good behaviour and discipline amongst the pupils and to establish respect for the school buildings and all resources etc. within the school.

Several innovative suggestions have been adopted and the committee has proved to be very successful.

## **Sport**

In addition to the compulsory participation of all pupils in the curriculum for PE, the school endeavours to provide through a specific range of voluntary extra-curricular sporting activities the opportunity for every junior school child to develop their athletic skills, interests and

ambitions. The development of sportsmanship, teamwork and competitive determination will lead to children being selected for one of the school's representative mixed sex sports teams. The school will also seek to encourage and appropriately reward those pupils of exceptional athletic ability and skill to progress to a higher level of representation.

As well as the extra-curricular sporting activities previously listed, the following sports are provided during the year in the PE and Games curriculum:

Football	Netball
Rugby	Hockey
Tennis	Athletics
Multi-skills	
Inter-house Sports	
Swimming – Year 4 or Year 5	
Conover Hall Year 6 Residential Week [Spring Term]	

## **SCHOOL DISCIPLINE : Transformational Relational Behaviour Practice**

Our school is proud of its discipline that is fostered by the encouragement of mutual respect and care for other people and property. School rules are devised to safeguard the safety, well-being and happiness of the children at school. To encourage high standards in all aspects of school life a merit award system is operated. Children are awarded points for good work, exemplary behaviour, effort, attitude and co-operation etc.

Sanctions are only used as a last resort when positive reinforcement has been unsuccessful. Transformational relational behaviour practice is embedded into our relationships policy.

**Our School has a “Non-Retaliatio**n Policy”. Children are required not to “take the law into their own hands” and to report all incidents of concern to an adult who will investigate and take appropriate action.

The school will not tolerate children who continually misbehave, causing or threatening injury to other children. In extreme cases the child may be excluded for certain periods e.g. lunch times or even from school completely. Fortunately, to date, this disciplinary measure has very rarely been utilised. We prefer to administer a positive disciplinary system with rewards rather than punishments.

## **Anti-Bullying**

Bullying is wrong and damages individual children. In Albert Primary School we will do all we can to prevent it, by developing a school ethos in which bullying is regarded as unacceptable. We aim as a school to produce a safe and secure environment where all can learn without anxiety and measures are in place to reduce the likelihood of bullying. Parents that are concerned that their child might be being bullied or suspect that their child might be the perpetrator of bullying should contact their child's class teacher immediately. Our school will take your concerns seriously and act promptly to address the points you raise.

## SECURITY

Whilst the school deplores the social necessity for increased security it has, nevertheless, been pro-active for many years in installing and regularly upgrading its security arrangements. There is a basic intruder surveillance system which has been extended and improved; anti-theft modifications have been made to some storage facilities; all electronic equipment has been indelibly marked, coded and serial numbers recorded; an access control system with an entrance and surveillance cameras have been extended to most areas in the school and radio communication introduced between senior staff and the school office. The Governing Body keeps the security situation under constant review.

Please note that the school has a policy of not allowing dogs to walk on the premises for the safety and hygiene of pupils and adults.

Despite the installation of an access control system for the safety of the children and staff, the school has an "open door policy". We welcome brief parental consultation outside teaching times. If you wish to meet staff at length please see the teacher concerned and arrange a mutually convenient time. If you wish to see the Headteacher or Deputy, please ring for an appointment.

***FOR SECURITY REASONS ALL DOORS AND GATES ARE SECURED AT 9.00 AM AND ACCESS CAN ONLY BE GAINED AFTER THIS TIME THROUGH THE MAIN OFFICE.***

## PUPILS WITH DISABILITIES

Admission of children with disabilities would of necessity be conducted in liaison with Unified Service of the Council from which support in terms of expertise, staffing, training, building adaptation and specialised resources may be required. A recent Disability Access Audit has identified areas of the School requiring improvement and the GB will be working with the LEA to tackle prioritised modifications.

The expertise, experience and professionalism of all teaching staff and the ethos of the school will ensure that children with disabilities admitted to the school would have access to the National Curriculum and all other aspects of school life as far as is practical and possible at the time.

We believe that our school is a caring environment with a sense of community and everyone at Albert Primary School believes that children should be happy and secure during their time with us. We all strive to successfully develop the 'whole' child to his/her maximum potential in a relaxed, confident, welcoming and industrious environment. With the right balance and positive motivation we can work together to achieve this aim and raise standards in all we do.

### Disability Discrimination Act

Staff are conversant with the Code of Practice for Schools relating to the Disability Discrimination Act 1995 which came into effect in September 2002 and a Disability Accessibility Plan has been drawn up. Parents may read the Code of Practice in school.

"The duties make it unlawful to discriminate, without justification, against disabled pupils and prospective pupils, in all aspects of school life. The principle behind this legislation is that wherever possible disabled people should have the same opportunities as non-disabled people in their access to education". [Code of Practice for Schools p.1]

## Health and Safety

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LEA, takes responsibility for protecting the health and safety of all children and members of staff.

The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.

The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

The Headteacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. Parents are invited to request a copy of the relevant policies through the school office.

## Safeguarding / Child Protection

As a caring school with direct responsibility for children, our first concern is the welfare of the child. **Every child matters.**

It is a legal requirement that each school should have a named school **Designated Safeguarding Officer.**

**The Designated Safeguarding Officer is the Head Teacher, Mr Gilbert and the Deputy Head, Mrs M Lewis, in his absence.**

The school has a **legal obligation** to contact other agencies where there are child protection concerns. It is the duty of the Governing Body to ensure that the appropriate procedures are in place for the protection of children from abuse.

All matters concerning child protection issues are dealt with strictly on a need to know basis and are treated with the utmost **confidentiality.**

Any referrals, notes or recorded observations made in regard to sensitive child protection issues are exempt from being free to access under the data protection act.

## Equal Opportunities

All children have equal access to all areas of the curriculum. The school has an Equal Opportunities Policy which can be viewed by parents at any time.

## INTERNET ACCESS / SCHOOL WEB SITE

Throughout their time in Albert Primary School, children use the Internet and e-mail to support their learning. As part of their PSE the children receive input on how to stay safe with technologies such as the internet and mobile phones.

This is an exciting and up to date method of finding out all about us. It will also enable children from around the world to “visit” us and share their views and experiences with the children from this school.

From time to time we may wish to show your child’s work on the site and we will use only your child’s first name. Occasionally your child’s image may appear on the website, but no personal details or names would appear with the image.

You may have some reservations on this matter and we would naturally respect your opinion if you choose not for your child to ever appear on the site. We would encourage you to discuss your concerns with the school.

You can view the site at [www.albertprimary.co.uk](http://www.albertprimary.co.uk)

## Social Networking

The School encourages the responsible use of the Internet and social media to support learning and communication with parents. Parents are increasingly using social networking websites and mobile “apps” such as Facebook, Twitter, WhatsApp and SnapChat to talk to their friends.

Many users believe that they are writing for a closed group of friends, unaware that the information they have posted may be publicly available and read by a much wider audience. Some parents may wish to openly discuss matters relating to school.

You may have read in the media that some parents are using social networking to make inappropriate comments about schools and/or individual teachers. ***Please be aware that statements, defamatory or otherwise can have the same legal consequences as if they were made directly to another person and in some cases criminal offences can be considered.***

If you have concerns about anything that happens in our school please speak to your child’s class teacher or the Headteacher who will do their best to resolve the matter.

YSGOL GYNRADD

