

Ysgol Hen Heol Old Road School



Gwybodaeth i Rieni 2017 – 2018
Information for Parents 2017 – 2018

Treat others as you would like to be treated yourself

YSGOL HEN HEOL / OLD ROAD SCHOOL

Rhif ffon / Telephone 01554 773822

School website: www.oldroad.amdro.org.uk

[Facebook Page: Old Road School Ysgol Hen Heol](#)

[Twitter: @oldroadschool](#)

[Cylch Meithrin/Nursery Facebook Page: Cylch Meithrin Hen Heol](#)

E-Mail : staff@oldroad.ysgolccc.org.uk

Headteacher: Mrs Non Neave

Chair of Governors: Mr David Mercer

Local Education Authority

Parc Dewi Sant

Tre Ioan/Johnstown

Carmarthen

Tel: 01267 234567

The Governing Body

Mr D Mercer Chair of Governing Body	AAL1/LEA
Rev Captain R Lowe Vice – Chair	Community Representative
Councillor R James	A.A.L.1 / L.A Representative
Mr D Maxted	A.A.L.1/L.A Representative
Mrs N Neave	Pennaeth/Head Teacher
Mrs T Grennan	Athrawes/Teacher
Mrs C Howells	Staff Representative
Mrs R Dorken	Rhiant/Parent
Mrs C Thomas	Rhiant/Parent
Mrs S Thomas	Rhiant/Parent
Mrs E Purcell	Rhiant/Parent
Mr D Bannister	Cymunedol/Community
Vacancy	Cymunedol/Community
Councillor S Griffiths	Cymunedol Ychwanegol/Additional Community

Staff

Headteacher

Mrs Non Neave

Deputy Headteacher & ALNCO

Mrs T Grennan

Teaching

Nursery Mrs E Strawbridge / Mrs D Morris

Reception – Miss J Phillips

Year 1 – Miss F Hogarth

Year 2 – Mrs F Coley

Year 3 – Mrs T Grennan

Year 4 – Miss F Miles

Year 5 – Mrs J Borland

Year 6 – Mr M Christopher Senior Teacher

PPA Cover – Mrs L Pope / Miss J Evans

Teaching Assistant

Mrs B Williams

Mrs L Ford

Mrs C Jardine

Miss J Evans

Mrs M Morgan

Special Needs

Mrs E Strawbridge

Mrs C Howells

Mrs K Jones

Miss J Evans

Ancillary Staff

Administrative Officer - Mrs S J Moore / Mrs E Strawbridge

School Meals Clerk – Mrs E Edwards

Cook in Charge – Mrs E George

Assistant Cook - Mrs A Jennings / Mrs Janine Louise Francis

Caretaker / Cleaner in charge

Mr G Billings
Mrs M Billings
Ms C Whatley

Mid-Day Supervisor

Mrs C Howells
Mrs D Evans
Mrs E Roberts
Mrs O Jones

After School Club

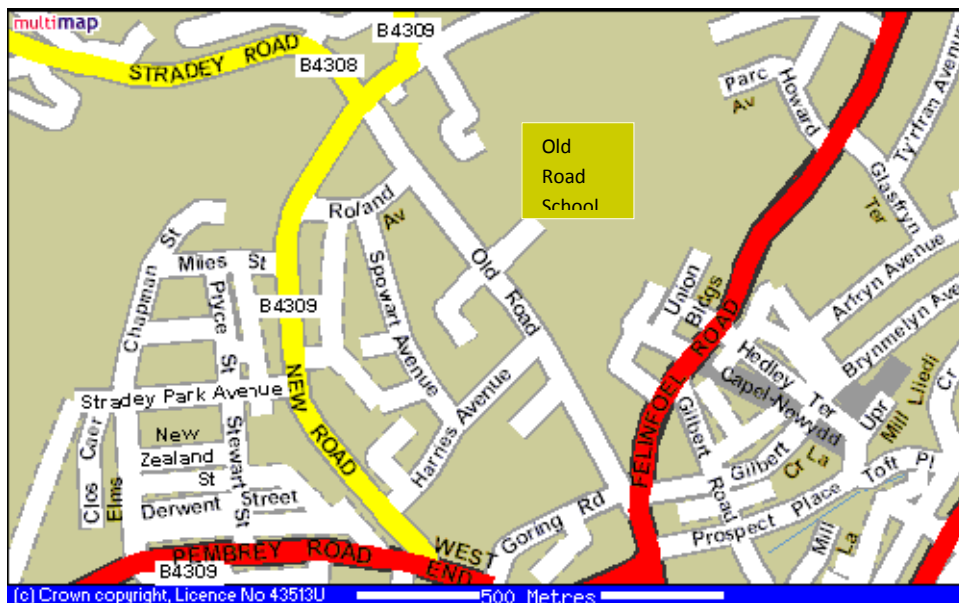
Mrs D Evans (Leader)
Mrs C Howells
Mrs L Ford
Mrs C Jardine
Mrs K Jones

Crossing Patrol

Mrs O Jones,
Mrs E Roberts

Location

Old Road Primary School is situated in Old Road, just on the edge of Llanelli town centre. Most children live close to the school, but there are some children who are brought by their parents from surrounding districts.



Child – Protection / Safeguarding

All adults working with or on behalf of children have a responsibility to protect children. Our policy provides clear direction to staff about expected codes of behaviour in dealing with child protection issues. Mrs N Neave is the Designated Person for Child Protection and Mrs T Grennan Deputy Headteacher is the Nominated Deputy.

Equal Opportunities

The school and staff are committed to providing equal opportunities for all children regardless of gender, ethnic background, and level of ability or disability. It is essential that every child is given the fullest encouragement to participate in every curricular and extra-curricular experience.

School Vision

At Old Road School, we aim to create a safe and happy school where every individual fulfils their potential, so that they can make a positive contribution to the school and the wider community.

Yn Ysgol Hen Heol rydym yn anelu at greu ysgol ddiogel a hapus lle mae pob plentyn yn cyflawni ei botential, lle gellir cyfrannu mewn ffordd bositif i'r ysgol a'r gymuned ehangach.



In order to achieve this we aim to :

- Provide a quality education for all pupils and develop them to their full potential academically, physically, socially, morally, spiritually and culturally.
- Develop lively, enquiring minds and to acquire understanding, knowledge and skills relevant to life long learning.
- Develop bilingualism in all areas of the school
- Work in partnership with other schools and develop relationships with the wider community which it serves

*'Treat others as you would like to be treated
yourself*

Aims

- The principal aim of the school is to provide pupils with opportunities to develop their talent within a secure and happy environment
- To ensure that pupils reach the highest level of educational competence
- To help children to express themselves creatively through language, drama, art, music, movement
- To assist children through their religious, moral, historical, geographical and scientific studies to explore their world and reflect upon their own situation
- To provide as wide a range of physical activities as far as possible
- To encourage pupils to become responsible and independent
- To foster an attitude of care towards each other, staff, parents, adults and respect for property and the general environment of their communities

Ethos, Values and Discipline

The Headteacher and Staff aim to create an atmosphere in which pupils and teachers can work happily together. This may be realised by developing in the children, a respect for the school and its values and a sense of self-respect for themselves. Without effective discipline effective learning cannot take place. We aim to focus upon the positive aspects of children's behaviour as a means of promoting a sense of self worth and self respect. We aim to celebrate children's achievements and success whenever possible. Pupils receive awards for good work and behaviour and recognition of achievements are celebrated every Friday during whole school assembly when Headteacher's Certificates are awarded.

We ask parents to ensure that the children wear school uniform, your support is essential to maintain the school's discipline policy.

CODE OF CONDUCT AND SCHOOL RULES

- Good behaviour and discipline are key foundations for good education. Without an orderly atmosphere effective teaching and learning cannot take place. We expect and insist on the highest standards of behaviour throughout our school.
- Courtesy, good manners and consideration for others, together with self discipline and a proper respect for authority are encouraged at all times and are important if we are to make our school a true, caring community.
- Every pupil in KS2 has a Pupil Planner. This supports them in their learning and clearly set out the expected 'Behaviour for Learning' with rewards and sanctions
- The Headteacher will bring any serious breach of discipline or any disruptive behaviour to the attention of the parents concerned and an appropriate course of action will be decided upon.
- Old Road School Code of Conduct/Class Charter clearly states what behaviour is expected. Pupils are expected to keep The School Rules and they are:
 1. Walk in the school building
 2. Keep hands, feet and objects to yourself
 3. Be kind and polite
 4. Good listening when others are speaking
 5. Try your best at all times
 6. Only water is allowed as a drink
 7. Always wear your school uniform

Policies

Key policies including the Complaints Procedure are available from the school office on request. Alternatively they are available from the school website on www.oldroad.amdro.org.uk

Admission Policy

Pupils are admitted to the Nursery Class when they are 2 years 6 months and the times are 9.00am until 12 noon. Pupils will become full time from the start of the term when they will be four. Pupils can stay for the free breakfast club which is from 8.15am until 8.45am.

Parents who wish to register their pupils at Old Road School should contact the Headteacher. Parents are requested to apply on line for admission to the school. This can be done by accessing the Carmarthenshire County Council Website. Parents are warmly invited to visit the school.

School Hours

Nursery	9.00am – 12.00 noon	
Infants	9.00am – 12.00 noon	1.00pm – 3.10pm
Juniors	9.00am – 12.10pm	1.00pm – 3.15pm

Morning Break: 10.30am – 10.45am

Afternoon Break:

Juniors: 2.00pm – 2.10pm

Infants: 2.15pm – 2.30pm

Pre and After School Club

The school operates a 'Breakfast Club' from 8.15am and an 'After School Club' from 3.16am – 5.15pm. Further details can be obtained from the school.

Cylch Meithrin

The Cylch Meithrin operates daily from 8.50am – 11.50am under the leadership of Mrs E Strawbridge and assistant Mrs D Morris. We take children from the age of two and a half years.

Cylch 'Ti a Fi' / 'Parent & Toddler' Group

The 'Cylch Ti a Fi' operates weekly in the Early Learning Zone/ Cylch Addysg Gynnar between 1.45pm and 3pm and the leader is Mrs E Strawbridge. It is open to all between the ages of 3 months and 3 years. A small charge of £2.00 is requested and this includes refreshments. A

warm welcome is extended to all. For further details, please contact the school

Lateness

Parents are requested to ensure that their child arrives before the start of the school day. Late arrival does cause disruption to the rest of the class and interrupts the most important part of the teaching day. The register closes at 9.15am and 1.15pm

Late arrivals must report to the school office for recording their name in the 'Late Book' before going to class. If no explanation is given then the absence will be regarded as an **unauthorised absence**.

If it is necessary to take your child from school before the end of the school day please report to the school office for recording your child's name.

Absence

If your child is absent we ask you to contact the school to explain the nature of the illness. On your child's return to school, on the first day back a written explanation must be given. If we have no explanation then the absence will be regarded as **unauthorised absence**.

All holiday applications during term time is discouraged. However, under certain circumstances authorisation will be given to take your child out of school during term time. Letters requesting leave is available on the school website.

The Curriculum

A broad education is provided for pupils at Old Road, in accordance with county policy and requirements of the National Curriculum. As a school we place emphasis each morning on developing literacy and numeracy skills.

The school's curriculum is based on the following:

The Foundation Phase (Reception/Year 1/ Year 2):

There are seven areas of learning, they are:

1. Language, Literacy and Communication

2. Mathematical Development
3. Bilingualism
4. Knowledge and Understanding of the World
5. Personal and Social Development
6. Physical Development
7. Creative Development

Key Stage 2 (Years 3/4/5/6)

- Literacy
- Numeracy
- Bilingualism
- Social and Emotional Aspect to Learning 'SEAL'
- ICT
- Physical Education

As a school we implement the Cornerstone Programme of study where all the curriculum subjects are taught through the thematic approach. The subjects are: Science, Geography, History, Music, Religious Education, Design Technology, Art, Personal and Social Education, Sex Education. Parents who wish to see Curriculum Policy information may do so on request.

Daily Act of Worship

In accordance with Government legislation a religious act of worship is held daily. Guest speakers also visit the school regularly. If for any reason that you wish your child not to attend the morning assembly, then you are asked to write to the Headteacher stating your reasons.

Extra Curricular Activities

Extra curricular opportunities are many and varied. They operate on Mondays, Tuesday and Thursdays between 3.15pm and 4pm. The activities include: Netball, Football, Rugby, Athletics, Choir, Gardening, Chess, ICT, Art, Cooking, Folk Dancing.

The school takes part in local sporting events and competitions. Pupils in Years 4, 5 and 6 have the opportunity of to take part in residential trips.

Pupils in Years 4 and 5 visit Llangrannog Urdd Camp and Year 6 visit Pendine school camp.

Homework

On Wednesdays between 3.20pm and 4.20pm we have 'Homework Clubs' for pupils in KS2. This is fully funded and is run by our Teaching Assistants.

Homework is set weekly and it is usually to reinforce a new learning or help to overcome a particular problem. Your child may be required to do 'Project Work'. Sometimes homework may be given to enable children to gather material or information for class-work.

Reading is an important aspect of homework, please listen to your child reading as frequently as possible and please record in their 'Reading Record Book'.

Staff would greatly value parental support to ensure tasks are carried out. Please check your child's homework and initial the pupil planner.

Assessment

In accordance with the National Curriculum pupils are assessed when they start school (Baseline Assessment), at the end of the Foundation Phase and Key Stage 2.

In order to monitor the development of each pupil through the Key Stages, teachers keep a record of work completed by the pupils in their '**Individual Portfolios**'. As a school we implement INCERTS assessment programme.

End of Key Stage levels will be reported on all Year 2 and Year 6 pupils. A child is expected to reach Outcome 5 by the end of Year 2 and Level 4 by the end of Year 6. All pupils from Year 2 to Year 6 are required to take the National Tests in May. Parents are informed at the end of the year on their child's national reading and numeracy tests results.

Intervention Programmes

Mrs Grennan the ALNCo teacher targets specifically pupils who need additional support.

As part of our intervention programme we also have Dosbarth Derw. This is intervention for pupils to support their social and emotional needs and to develop their confidence, self esteem and well-being.

Additional Learning Needs Co-ordinator (ALNCo)

Each pupil is regularly assessed in school. Depending on the results, the child's name may be placed on the school's Additional Learning Needs register. When children's names are placed on the register, their needs are graded as follows:

- (i) School Action – needs are identified and measures put in place to address the needs
- (ii) School Action Plus – children are put on this stage if their needs are more pronounced or if outside specialist, such as speech therapists are involved.
- (iii) Statement – if the LA considers that additional funding is needed to meet a child's needs, a statement detailing that provision will be issued.

The child's progress is reviewed regularly and Individual Education Programmes of work are prepared for those who receive extra help. There will be a regular consultation between the parents and the school to monitor the pupil's progress

Very able children are catered for in the mainstream classes. Work set is differentiated according to ability.

Our aim is to provide every child with challenging tasks and to develop each child to his/her potential.

School Uniform

The school is proud of its uniform and believes that it contributes to the general tone of the school. It helps the child identify more with his/her school and form an allegiance to it. Please note 'hoodies' are not allowed.

Parents should ensure that their child is in the correct school uniform at all times, and all clothing marked with their child's name.

Girls: Winter/Spring

Dark grey/black skirt or school trousers

Polo shirt

School jumper or cardigan

Black shoes

Girls may wear a summer dress during the Summer Term

Boys: Winter/Spring

Dark grey/black trousers (long or short)

Polo shirt

School jumper – No hoodies

Black shoes

PE (boys and girls)

Dark coloured shorts/joggers

Plain white round neck t-shirt

Trainers

Suppliers of school uniform are:

Manhattan Marketing

Felinfoel Road

Llanelli

01554 749390

Jewellery

A wristwatch is allowed. If children do have pierced ears, they should wear small studs or small sleeper earrings. These must be removed or covered up for PE lessons. Long hair should be tied back at all times

Physical Education

All pupils are expected to take part in PE lessons. To comply with Health and Safety pupils are required to bring a change of clothing and wear appropriate footwear. If a pupil is unable to take part in a PE lesson then a note must be provided from home giving an explanation. All staff are

required to keep an attendance record for PE and notify the Assistant Headteachers of any irregularities of attendance.

Medical Care

The school nurse visits the school regularly. Parents will be informed of these visits and of any follow-up arrangements.

Should your child need to take medication during the school day, arrangements can be made for you to come to the school to administer the medicine. Due to health and safety reasons staff will not be allowed to administer any medication

Sex Education

Sex education is not taught as a specific subject. However, it is dealt with cross-curricular and we work closely with the School Nurse on issues pertaining to growing up. In Year 6 the children will learn about the physical changes to their bodies before the onset of puberty. The school nurse is invited to discuss some aspects of puberty and booklets are given to each pupil. Your permission is needed before these discussions take place. If you do not wish your child to receive the sex education that is offered you have the right (through the Headteacher) to ask for your child to be withdrawn.

Headlice

If you find that your child has contracted headlice they should be treated immediately and not return to school until clear of infestation. Parents are asked to check their child's hair regularly by combing with a 'nit comb' and using a conditioner.

If parents experience recurring problems, please contact the school nurse for further help and advice.

Tuck / Snacks

The school operates fruit only break times. Pupils can bring their fruit or purchase fruit daily during morning break. During the school day only water is allowed

School Meals

All dinner money must be placed in a sealed envelope with your child's name, class and amount clearly written. The cost is £12.00 per week or £2.50 per day. Pupils are requested to deposit the envelope in the new post boxes which are distributed around the school. There are three post boxes one in the Breakfast club, one outside Year 4 class and the third between Year 1 and Year 2 classes. Please ensure that all other money is separate eg fruit money, trip money as this is to comply with Audit Requirements. Change is not given but can be recorded as pre-payment for meals in advance. Cheques should be payable to Carmarthenshire County Council, not C.C.C and not to the school. Thank you for your co-operation in this matter. If you have any queries, please do not hesitate to contact the School Meals Clerical.

If you wish to apply for Free School Meals, the relevant forms are available upon request from the Mrs E Edwards Clerical Administrative Officer. This procedure is confidential. Mrs Edwards should be notified of any change from dinners to packed lunches.

Charging Policy

School Visits: Parents will be asked to make a contribution towards the cost of educational visits during the term time. If not enough contributions are forthcoming, the proposed trip may have to be cancelled, as the school budget cannot cover all the costs involved.

Damages: Accidental damage will be covered by insurance and/or the school budget. However, in the event of deliberate damage and acts of vandalism, parents will be expected to meet the costs in part or in full, depending upon the nature of the damage to school property.

Sporting Activities: Where the children are engaged in the Dragon Sport initiative or other sporting events, a small charge may be levied to cover costs of tuition and equipment.

Transfer Arrangements

Within the catchment area of the school pupils may transfer to Bryngwyn Comprehensive School, Coedcae Comprehensive School or St John Lloyd Catholic School. Close liaison is maintained between all local schools so that a smooth transition takes place when your son or daughter moves on to continue their education.

Parental Responsibility

The current Education Act emphasises the importance of the partnership between the home and the school. It has been clear for a number of years that the children who succeed are the children who enjoy the support and the encouragement of the home. You can contribute to the partnership by:

1. Giving your time – that is the most important item a parent can give; it is important to listen to your child reading and talking about their work in school.
2. Helping your child with homework
3. Offering to help in school in any way that you can

The school has a 'Home/School Contract' which outlines various expectations and responsibilities and both parents and pupils are requested to sign.

Many complaints can be dealt with quickly and effectively by informal talks based on discussion with the Headteacher and the Class Teacher. If the complaints are not resolved by this step then the complaint may be presented formally to the Governors. Details of the formal complaints procedure are available at the school or the school website.

Communication with Parents

Our aim is to develop effective communication and create a good relationship between the school and parents. We strive to improve communication links and we currently use the following methods:

- E-mail – staff.oldroad@ysgolccc.org.uk

- KS2 Pupil Planner
- Schoop please down load – see attached
- Letters
- Termly Calendar – Important Dates for the Term
- Facebook page: Old Road School Ysgol Hen Heol
- Facebook page – nursery: Nursery/Cylch Meithrin Hen Heol
- Twitter: @oldroadschool
- Website: www.oldroad.amdro.org.uk
- PFA / Parent Point

Offers of help from parents are always welcome.

Parents Evening takes place every term. This will be an opportunity to discuss your child's progress and look at your child's exercise books.

PFA

The school's Parents and Friends Association meet regularly in the school to arrange fund-raising events throughout the year. They provide much needed extra funding for the school. New members are always welcome and all parents are welcome to lend their support.

Term Dates

Please see attached.

At the time of printing all information in this booklet is believed to be correct. The Governors reserve the right to make any necessary alterations.

