

# *Risca Primary School Parent Handbook*



*"Inspiring ,Challenging, Empowering  
Always Doing our Best"*

**Head Teacher: Mrs J. Arthur**

**Chair Of Governors: Mrs F. Green**

# Croeso

# Welcome



Dear Parent / Carer

On behalf of the Staff and Governors, may I warmly welcome you to Risca Primary School and hope that the time that your child spends with us will be both happy and successful. If you require this handbook in large print, please do not hesitate to contact the school.

We aim to provide a firm foundation for pupils through a broad, balanced and enjoyable education, whilst placing high emphasis on the basic skills of reading, writing and maths.

We place a high priority on establishing good links with parents, as we know that children thrive when home and school work together.

This handbook is the beginning of that process and I hope that you will find it useful throughout your child's school career. Some of the information such as dates and test results will be updated annually. This information will be sent to you in the "Governor's Report to Parents" and via school newsletters.

Yours sincerely,

J. Arthur (Head Teacher)

# Contact Information



**Head Teacher:** Mrs Jayne Arthur

**Deputy Head Teacher:** Mrs Robyn Farley

**Address:** Risca Primary School  
Danygraig Road  
Risca  
NP11 6DB

**Telephone:** 01633 612429

**Fax:** 01633 615028

**E-Mail:** [rispa@caerphilly.gov.uk](mailto:rispa@caerphilly.gov.uk)

**Website:** [riscaprimery.co.uk](http://riscaprimery.co.uk)



Copies of the latest Estyn Inspection report, can be found at  
[www.estyn.gov.uk](http://www.estyn.gov.uk)

# *Our School Aims*

We will create a happy, vibrant and interesting school that is welcoming and safe for all.

We will provide a balanced, inspiring and fun curriculum, which is supportive, challenging and relevant to all children.

We will encourage a love of learning, and develop children's life skills, which they can carry forward into future learning experiences.

We will ensure that all children are treated equally and fairly in all aspects of school life, to allow them to reach their full potential.

We will celebrate our similarities and differences, and treat everyone with kindness and respect.

We will all take responsibility to care for our world and all who live in it.

Staff will work together to develop a supportive and hardworking team, one that encourages co-operation and respect.

Our school will foster a supportive partnership with parents and the wider community by keeping everyone informed and involved.

# The LEA and Governors

## The Local Education Authority

The school, which is a Primary School, is under the jurisdiction of the Caerphilly County Borough Local Education Authority.

Director of Education and Leisure

Penallta House

Tredomen Park

Ystrad Mynach,

Hengoed

CF82 7PG

Telephone: 01443 815588

### The Governing Body

The School's Governing Body is responsible for the overall management of the school. Members of the Governing Body are either elected or nominated. Elections take place every four years.

There are two meetings of the Governing Body each term. They are held at the school. A meeting for parents is also held each year so that the Governors can report on the progress of the school and answer any questions.

### Governor Type

Co-opted/Community Represent

Head Teacher

Deputy Head Teacher

Teacher Representative

Teacher Representative

LEA Representative

LEA Representative

Co-opted/Community Representative

Community Representative

Parent Representative

Parent Representative

Parent Representative

Parent Representative

Staff Representative

### Name

Mrs F Green (Chairperson)

Mrs J Arthur

Mrs R Farley

Mr M Bills

Miss L Ryan

Mr R G Owen

Mrs H Dupre

Mrs F Green

Mr J Hare

Mr S Smith

Ms T May

Ms V Hobbs

Mrs N Gingell ( Vice-Chairperson)

Mrs M Rees



# Staff

## **Head Teacher**

Mrs J. Arthur

## **Deputy Head Teacher**

Mrs R Farley

## **Teachers**

Miss L Bishop

Mr M Bills

Mr P Fitton

Mrs B Lewis

Mrs N Rees

Mrs H Rees-Smith

Miss L Ryan

Mrs K Skellam

Mrs A Thomas

Mrs N Timms

Mrs S Williams

Miss P Bird

Miss E Gooding

Miss K Bosley

## **Secretary**

Mrs E Wilmore

## **School Caretaker**

Mr G Crandon

Mr M Rogers

## **Education Welfare Officer**

Mrs L Pine

## **Higher Level Teaching Assistant**

Mrs S Edwards

Mrs K Tapper

## **NNEBs**

Mrs M Rees

## **Teaching Assistants**

Mrs M Crook

Mrs M Eaddy

Mrs C Evans Powell

Mrs J Jenkins

Miss A Jones

Mrs N Crandon

Mrs S Vaughan

Miss C Parker

Mrs J James

## **Senior Lunchtime Supervisor**

Mrs M Rees

## **Lunchtime Supervisors**

Mrs C Dean

Mrs K Deem

Mrs J Fitzgerald

Mrs W Stephens

Mrs H Williams

# Routines and Term Dates

|        | Term Begins       | Half Term Begins | Half Term Ends  | Term Ends       |
|--------|-------------------|------------------|-----------------|-----------------|
| Autumn | Tues<br>1.09.20 * | Mon<br>26.10.20  | Fri<br>30.10.20 | Fri<br>18.12.20 |
| Spring | Mon<br>4.01.21    | Mon<br>15.02.21  | Fri<br>19.02.21 | Fri<br>26.03.21 |
| Summer | Mon<br>12.04.21   | Mon<br>31.05.21  | Fri<br>04.06.21 | Tue<br>20.07.21 |

**Closed Bank Holiday Monday 3.05.21**

Please note that school closes at 1.30 pm at the end of every term.

## Teacher Training Days

\*Term starts on 1.09.20 for a staff training day.

2.09.20 staff training day

School begins on 3.09.20 for pupils.

All staff are required to undertake 6 training days within the next school year and the school will be closed to pupils on these days.

## School Times

**Nursery:** 8.50-11.20

**Infants:** 8.50-11.50    12.50-3.10

**Juniors:** 8.50-11.50    12.50-3.10



Morning

Teachers start teaching pupils at 8.50 am. In order to start teaching at 8.50 am we open our doors at 8.40 am. This allows pupils to come into school in a calm and orderly manner. Messages for the teacher can be left with the members of staff who supervise the school doors.

End of day

School finishes at 3.10pm. Teachers will bring pupils to the appropriate door and dismiss them in a quiet and sensible manner.

## Break times

All children are required to play outside during breaks and dinnertime. Please ensure that your child has a coat or jacket so that he/she will be comfortable whatever the weather. In addition, during sunny weather we ask that pupils bring sun hats to be worn whilst pupils are outside. We also ask that parents administer sun cream to pupils before school in periods of hot weather.

# Attendance and Punctuality

We take this matter very seriously at Risca Primary School. Parents and schools have a responsibility to ensure that all pupils are punctual and attend school. The exceptions are when children are too ill to attend, for medical appointments or for religious celebrations. Each year we have to report to the Welsh Assembly Government the number of unauthorised absences and the percentage of attendances.

Please ensure your child attends school on time each day. A child arriving late disrupts his/her continuity of learning and also, the learning of others in class. Please note that we start teaching pupils at 8.50 am prompt. Children arriving after 8.50 am are recorded as late and late arrivals are regularly monitored by the school. Registers are closed at 9:20 each morning and at 1:10 each afternoon, which means that if your child arrives after these times they are marked with an unauthorised absence. Persistent unauthorised absences become the responsibility of the Education Welfare Service of the LEA.

In the case of absence due to illness, the school must be informed on the first day of absence, in order for us to record the absence as authorised. This should be done by letter, telephone or in person. We have an answer phone service to report a child's absence. **If your child has sickness, diarrhoea or conjunctivitis please ensure that he/she is clear from symptoms for 48hrs before he/she returns.**

Where the absence or lateness is due to medical appointments the school must be informed beforehand and letters or record cards shown. If a child is absent and the school have not been informed then a telephone call is made to parents/carers asking them to contact with a reason for absence.

For holidays taken within school sessions, the Head Teacher must give permission. We recommend that holidays are not taken during term times, as they can disrupt education. A child who is unavoidably taken on holiday during term time must understand that it may be classified as an unauthorised absence. Individual absences are scrutinised by the Education Welfare Officer half termly and they may decide to visit individual children's homes to ascertain any poor attendance.

Children who miss school for other reasons will be marked with an unauthorised absence and this will be marked on records and reports.

We have an iPad for **parents** to sign children in for late attendance or to sign out if leaving the school during the day to enable us to monitor absence and to ensure that we know exactly who is in the school at all times.

**Our attendance figures compare favourably with Welsh Assembly Government Targets. Up to date percentages can be obtained from the School Office.**

Please help us achieve our whole school target of 95% by sending your child to school everyday. Not only does it help them to learn, it develops their social and interaction skills and makes our school a better place to be.

# School Uniform

It is the Governors' wish that all pupils wear school uniform, and school uniform is compulsory from Reception onwards. Children will require a blue school polo shirt and school sweatshirt or cardigan. Children must wear grey trousers or skirts, plain dark socks with trousers and white socks with skirts. All pupils should wear black shoes, not trainers. Girls may wear grey tights during the winter months.

Nursery and Rising 3 children will need a school sweatshirt, tracksuit bottoms and trainers or something warm every day to do activities outside the classroom, or they may come in their own clothes. We would ask that children do not come to school in their best clothes. Although we do have aprons sometimes little accidents will occur and we wouldn't want best clothes spoiled in any way. School is a busy, messy place and clothes can get marked with paint, glue and felt pens. Whenever possible, we buy washable resources but some marks may not wash out.

Please check that your child can manage the fastenings on all shoes and clothes to ensure that they can change for PE and use the toilet independently.

We ask that all children present themselves in school in a neat and tidy manner. If hair is long please tie it back with a sensible bobble, which corresponds to school colours. We encourage all pupils to have sensible, natural hairstyles and discourage styles with tramlines, logos etc.

If you wish to have polo shirts and sweatshirts with a logo they may be bought from Darren Morgan Sports, Crosskeys.



Please note that children will only be able to represent the school at external events if they are looking smart and correct uniform.

# Useful Information

## PE CLOTHES

All children should have a full and suitable sports kit for all parts of the school's PE curriculum. It is our joint responsibility to encourage children in personal hygiene, so, we expect children to have a clean kit in school so that they can complete activities in a safe and comfortable manner.

Physical Education is a statutory curriculum requirement and all children must participate unless unable to do so due to an injury or major illness.

Children will need to undress for PE and change into PE kit. Should pupils forget their kit they may borrow PE kit from school.

Our basic PE Kit consists of black shorts, plimsolls (daps) and a white T-Shirt. We also offer pupils the opportunity of purchasing a logo t-shirt for PE in the pupil's house colour. If pupils represent our school in sport, they will need a house t-shirt with the logo. All pupils are given a PE bag which corresponds to their house colour. This will be kept on his/her peg. For our older children a tracksuit will be needed for outdoor games when the weather is cold.

*For indoor PE/Games the children require navy shorts and a white t-shirt or house colour t-shirt available from Darren Morgan Sports, Crosskeys.*

*For outdoor PE/Games the children require navy shorts or joggers, a white t-shirt or house colour t-shirt and trainers.*

*Please label all clothing clearly with your child's name.*

## Lost Property

If your child has lost something please ask his/her teacher. Lost property is stored by the year 3 door.

## Jewellery and Toys

No jewellery can be worn during PE. We therefore recommend that the children don't wear jewellery to school at all. **Small** earring studs however may be worn along with a sensible wristwatch. If stud earrings are worn, we are obliged to place a plaster or micro pore tape over studs during PE sessions, for health and safety reasons.

We discourage children from bringing in toys from home unless there is a particular reason. Often these can be a distraction for the children and they can easily be lost amongst school toys and equipment.

## Breakfast Club

Our school operates a FREE Breakfast Club in the School Hall from 8.00am - 8.40am. Pupils must arrive by 8.30am and are offered cereal, toast and drinks. Breakfast Club is supervised and a range of craft activities are provided. In order to attend, a registration form must be completed and this can be obtained from the school office.

# Health and Safety and First Aid

## Health and Safety

In order that we keep our children safe we would ask all parents to comply with the following:

1. **No smoking on the premises.** This includes the schoolyard. This complies with the Caerphilly County Borough on smoking.
2. **No dogs on the yard.** The school can be a very busy place at the beginning and end of the day. We wouldn't want anyone to be hurt by a dog who was startled. In addition we have a duty to keep the yard area clean, as children play on it every day.
3. All children picked up during the school day should be collected from the Office please.
4. All parents entering the school should do so through the main front door.
5. Only parents with children with limited mobility may request to use the designated parking spaces in the school car park. No other parents are able to access the school car park.
6. All visitors must report to the school office and sign in and out using the iPad in the foyer.
7. Parents must use the iPad to sign in children who are late or sign out children who are leaving early to ensure that we know exactly who is in the building.

## First Aid

We ensure that a number of our staff have First Aid Qualifications. There is a designated First Aid station and mobile kits are placed at strategic points around the school. All injuries, however minor, are recorded in an accident book. If there are any issues that arise which cause us concern, then we shall contact you, therefore emergency contact details are vital. If a child has a bump to the head we will notify you by a phone call or a message at the door depending on the severity of the bump.

**There is a defibrillator kept in the foyer, outside the school office**



# School Nurse and Medicines

## School Nurse

Children in school are the responsibility of the School Health Service rather than the Health Visitor. There are now a group of three nurses attached to the school who can offer advice on health problems. They are also able to access advice and support when children fail to progress in school. Please ring the school for a telephone number.

## Screening

Eyesight and hearing will be screened by the Health Service during your child's time in Reception.

## Medicines

We are unable to administer most medicines in school. In particular we are unable to administer Calpol and Antibiotics. If your child is on antibiotics you need to consider whether your child should be in school. If your child has to take medication on a regular basis, e.g. an inhaler, please, contact the head teacher. You will need to give written instructions and permission for medication of this kind to be given.

## Head Lice

Head lice are a national problem. Children with head lice can often find it hard to learn as an itchy head continually distracts them.

**It is recommended that you comb your child's hair with a fine-toothed comb when it is wet to check for lice. Conditioner on the hair helps. This should be done at least once a week but more frequently if lice or eggs are found.**

Lice are caught through direct hair contact. Tying back long hair will help to minimise the chances of catching them.



# Lunchtimes

We have a canteen on site that serves the school. The meals are planned to provide a balanced diet. A drink of water is also provided. The menu is available to help decide which meals your child will take.

**Dinner money should be sent to school each Monday morning. Money should be in an envelope with the child's name and class written on the front.**

Families in receipt of Income Support or Job Seekers' Allowance are entitled to free meals. Application forms are available from the school office.

Pupils may bring a **packed lunch**. The dinner supervisors will help our younger sandwich pupils with their lunch, but it is important that you ensure that your child can cope with the food as independently as possible. Water is available to drink; other drinks should be in non-spill containers. **We encourage children to have a balanced healthy lunchbox. Please no sweets, chocolate bars or fizzy pop.**

Please note that it is recommended that an ice pack is placed in with all packed lunches to keep food cool. This applies all year round as even in winter the school building can be quite warm.

## Lunchtime Supervision

During lunchtimes a Senior Mid-day Supervisor and seven Mid-day Supervisors care for the children. They maintain a relaxed but orderly atmosphere and children are encouraged to eat sensibly.

## Free Milk, Drinks and Snacks

There is a play break during the morning session when free milk is available for our Infant children. We do not, however, insist that a child drinks milk if they do not want it. Please inform us if you do not want your child to be offered milk.

We are working hard to be a Healthy School. You may wish to **send fruit (please peel oranges)** for your child to eat at playtime. Children can also purchase fruit from the school tuck shop. Please note that **other snacks are not allowed**.

Your child will get thirsty throughout the day and water is important to keep him/her alert. Please send a bottle of water with a sports top to be kept in the classroom. *Please note that we only allow water in the classroom, not squash, which is in-line with WG recommendations.*



# Admissions

## Admission Arrangements:

Admission to the school is undertaken in accordance with Caerphilly Borough Council's admission policy. Children within our catchment area are given priority. Admission forms are available from the school and CCBC. Further guidance and assistance can be sought from the school.

## Arrangements for the admission of pupils with disabilities:

*A Person has a disability if 'he or she has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (Disability Discrimination Act 1995).*

The Board of Governors of Risca supports the Special Educational Needs and Disability Act (2001). The Board is, therefore, committed to the principle of all local children (living in designated addresses) having equal rights of access, if this can reasonably be provided. It is important that, if your child has Special Educational Needs and/or a Record of Needs, the Head Teacher is notified at as early a stage as possible (no later than the beginning of the September preceding the child's date for starting school), so that appropriate arrangements can be discussed. All such cases will be considered sympathetically, on an individual basis. The admission of a child with Special Educational Needs to the School will be conditional upon:

- The parents'/guardians' full disclosure to the School of the child's disability. Appropriate planning by the School, including requests for additional funding, are dependent upon the School having access to all the relevant information.
- Following the procedures, which are set out in any school policies relating to Special Educational Needs.
- The availability of appropriate facilities with the school. These include both physical and reasonable curricular provision.
- Specific additional funding from Inclusion Services, if required.
- Agreement about the stages for which entry is being offered. In particular transition from Primary to Secondary will be dependent upon a review of child's needs and the evaluation of any difficulties, which the child may have in accessing an appropriate education.
- Acceptance by the parents/guardians that some educational opportunities, which take place off site, may not be available. The above conditions will also apply if a disability develops during the course of a child's education in Risca Primary School.

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# Admissions

At Risca Primary School we have taken steps to prevent disabled pupils being treated less favourably than other pupils. These are:

- Our school building is wheelchair friendly and equipped with lift for access to second floor.
- Large print format materials can be accessed from outside agencies.
- The services of a sign language interpreter can be accessed to facilitate parental interviews.
- If either pupils or parents have difficulty accessing information normally provided in writing by the school such as handouts, newsletters etc., then the school will be happy to consider alternative forms of provision. Large font / colours can be easily replicated.
- The suitability of any event and the need for additional support is discussed fully with parents in advance.
- Pupils at Risca Primary School have always been able to participate fully in a wide range of activities offered beyond the classroom.
- In constructing the school timetable the school will give sympathetic consideration to individual needs.
- Furniture, seating arrangements and the classroom layout can be altered to facilitate access and learning.
- Advice is sought from the appropriate national and local agencies. Support can come in a variety of formats through the school's staged intervention strategy.
- The school's evacuation procedures will be adapted to meet the specific needs of an individual.
- Any new alterations are always DDA compliant.

All Policies are available from the School Office.

We will be happy to assist you with any matter regarding admission.

# Admission Procedures

Children start Nursery the academic year (September) after their third birthday. We also accept children in January and April following their third birthday (Rising 3s) space permitting.

*For any new admissions to the school the LA procedure must be followed:*

1. Parents should contact Pupil Admissions on 01443 864897 and request admission to your chosen school.
2. The Admission Department will contact school direct and inform of new placement.
3. Parents will be informed and will be asked to contact the school to arrange start date and visit date.

**If you wish for any further information then please call into school.**



# Transition Procedures

## Secondary Schools

Risca Comprehensive School is the destination for the majority of children leaving Risca Primary School. A great deal of effort is made to ensure a smooth transition between schools. Children in Year 5 and Year 6 pay visits to the Comprehensive School, for both curriculum and social development. The close liaison between our schools is imperative and driven by our desire to offer our children the best opportunities. On occasions, additional transition links are set up for pupils with specific needs. We also have procedures in place to ensure the smooth transition from Foundation Phase to Key Stage two, through moving up day and transition meetings.

# ***Learning and Standards***

## **School Organisation**

Risca Primary School is for children aged 3 to 11yrs. When there are spaces available, children are admitted to school in the term after their third birthday as Rising 3s. In the September after their third birthday Rising 3s will move into the Nursery class.

## **The Curriculum**

We have a well-balanced and carefully planned curriculum following the national guidelines for Foundation Phase, Curriculum 2008 and the National Literacy and Numeracy Framework.

## **Foundation Phase**

The Foundation Phase Curriculum applies to all 3-7 year old pupils. It is an experiential Curriculum where pupils learn through play and the outdoors. Whilst allowing pupils to learn more through play we will also continue to teach children the basic skills of reading, writing and maths, to ensure high standards of basic skills across our school.

## **Curriculum 2008**

Our 7-11 year old pupils have a separate curriculum. Curriculum 2008 has been written with pupil skills in mind. In order to teach this curriculum successfully we have revised our Curriculum into new and exciting topics, which we hope will keep the children enthralled and interested whilst in school. Literacy, Numeracy and Digital skills have been mapped into Curriculum 2008.

## **The New Curriculum for Wales**

Our national mission in Wales is to raise standards, raise the attainment of all children and ensure we have an education system that is a source of national pride and public confidence. Therefore a new 'Curriculum for Wales Framework' is being developed for all settings and schools in Wales. Here at Risca Primary we are already working hard to prepare and embed the principles of the new curriculum for Wales.

## **Assessment**

We assess a range of pupil's work each term. This helps us to identify the next steps for learning and gives us the information we need to target extra support. In Year 2 and Year 6 there are special assessments required by Welsh Assembly Government, the results of which contribute to National Data.

On entry to school, whether in Reception or Nursery, pupils will be assessed. We will share this information with you at the first parent consultation.

From Year 2 onwards we also are required to administer National Tests. All pupils from Year 2 are tested on reading, numeracy and numeracy reasoning. Parents will be informed of pupil test results annually.

## **Curriculum Concern/Complaint**

If you have any concerns please contact the class teacher in the first instance. If your concern is not resolved please contact the Key Stage Leader who will be happy to discuss any matter with you. If at this point you are still concerned an appointment can be made with the Deputy Head Teacher or the Head Teacher.

# Special Needs

**Additional Learning Needs Co-ordinator (ALNCo): Mrs K Skellam**

Some pupils will need extra help to prosper in school. Our policy for special needs complies with the Education Act 2000 and is available upon request.

The progress of each child is carefully monitored and assessed. We have benchmarks of expected progress and Mrs Skellam, the Additional Learning Needs Co-ordinator (ALNCO), reviews pupils in all classes each term. Where the progress of an individual child is giving cause for concern the parents will be informed. If parents are in agreement the pupils are placed on the Additional Learning Needs Register and the class teacher writes an "Individual Education Plan" (IEP) in which targets are set. The plans are reviewed each term by the class teacher, ALNCo, children and parents.

For most pupils a short period of focused study is successful and they make good progress. This is especially true when parents give extra support at home. For a very small number of pupils we will require the help of outside agencies. Once again this can only be done with your permission.

If a complex problem persists, a request for formal assessment will be made to the LA. This can lead to a Statement of Additional Learning Educational Needs, which provides extra resources and staff to provide support.

If you have concerns about your child's progress please discuss them with his/her teacher. The special needs co-ordinator and / or the head teacher will also be pleased to discuss your concerns. Please telephone to make an appointment.

## Other Support

From time to time we identify pupils who may need some extra support in the form of "booster" activities. This may be for reading, writing or maths. This will take the form of small group work and will last for a short period, i.e. a term or half a term.

## More Able and Talented (MAT)

The school has a More Able & Talented policy. Our school has clear guidance for staff to ensure that our provision meets the needs, and challenges our more able learners.

### Equality and Inclusion

The school has clear policies in place and are committed to providing equality and an inclusive education. All children have access to all activities and support is available to ensure this. We encourage respect within school and the wider community.

### Pupils with Disabilities

The school's admissions policy does not discriminate against disabled children. Anyone can apply for their child to be admitted to our school and places are allocated by the LA according to their policy.

# Behaviour

At Risca we believe that if all staff use the same approach to the routine situations faced in school, pupils will become used to what is expected of them and this will have a positive effect on discipline.

At our school we use an Assertive Discipline approach. At the heart of our behaviour strategy is the use of positive praise. Care is taken to reward pupils who are behaving well and positive statements are used to challenge poor behaviour. By using this technique throughout the school we ensure that we foster a positive ethos within the school.

To reinforce good behaviour, at Risca Primary School we also teach the children manners and values, which underpin the ethos of the school. In addition we have a school mission statement and song, which promote tolerance, kindness and positive behaviour.

We teach the children how to have good manners and these are displayed throughout the school. These are:

Always say "please" and "thank you".

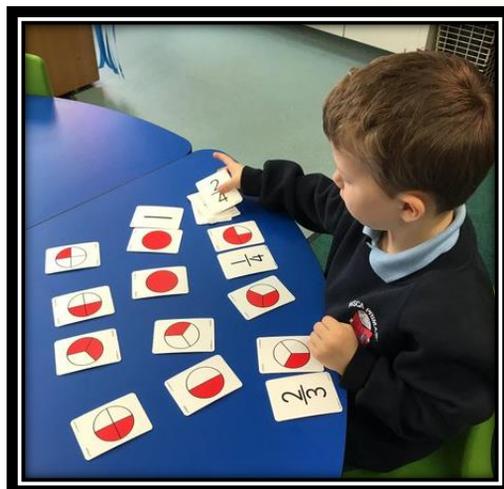
Say "Good morning" and "Good afternoon" to members of staff. (Bore da/Prynhawn da)

Knock on classroom doors and say "Excuse me"

Let adults go through doors and say "After you"

## Rules

The general classroom rules are the first part of the classroom discipline plan. The rules are displayed in every classroom and they are also displayed in communal areas of the school. In addition rewards and sanctions are also displayed in the classrooms. The agreed rules, rewards and consequences are **regularly revised** with the children to ensure that all children stay familiar with discipline procedures.



# Behaviour

We have 5 'Golden Rules' which are simple so that all pupils can easily understand them. They are:

- Do as the teacher asks first time
- Use the right voice
- Keep working until your job is finished
- Keep hands, feet, objects and unkind words to yourself
- Always walk in school

If pupils do well they are rewarded. The rewards are:

- Praise
- Stickers
- Moving up the class behaviour chart
- Class rewards/points
- House points
- Exceptional effort certificates. (Friday assembly)
- Notes home
- Phone calls home

If pupils misbehave then they will be given simple but firm consequences. These are

- Positive reinforcement. (I like the way that ...)
- Non verbal warning i.e. A look
- Reinforcement of the rule. (I need you to ...)
- First warning.
- Second warning.
- Sent next door to teacher for 5 minutes
- Miss 2-5 minutes of playtime



# School and Parents in Partnership

## Home-School and Child Agreement

All schools are required by law to have home school agreements. These important documents detail how we are going to support each other to benefit the children. We kindly ask you to read through the agreement with your child, sign the document and return it to school. Many thanks.

## Mixed age classes

At Risca Primary School we sometimes have mixed age classes. When classes are of mixed age, pupils are selected according to ability.

## Welsh - Cymraeg

The Welsh language is taught throughout the school. In the Nursery classes, incidental Welsh is introduced, and includes colours, numbers, greetings and songs. Incidental Welsh is developed throughout the school and all children are encouraged to use Welsh in all aspects of school life.

## Religious Education and Collective Worship

Collective Worship takes place each day for Reception to Year 6 pupils. It is compulsory for all children, unless parents request exclusion. Religious Education is planned and taught throughout the school and where possible is linked to topics and themes. It is hoped that Religious Education will encourage pupils in their personal search for the meaning and purpose of life and develop pupils' understanding of, and tolerance of, the beliefs of others'.

## Sex Education

At Risca Primary School we accept that many aspects of Health and Sex Education Like all aspects of Health Education, and we do not intend to replace the role of parents. School follows a detailed framework of Health and Sex Education as recommended by Caerphilly CBC.

Health Education is taught as part of the normal class curriculum and integrated where appropriate into cross-curricular programmes of study. Some aspects of Health Education such as drug abuse, smoking, individual safety and puberty are undertaken as formal topics with support from the various appropriate outside agencies.



# School and Parents in Partnership

## Physical Education and School Sport

All children have physical education lessons each week. Your child must have his/her PE clothes in school every day please. We encourage our children to be active and lead a healthy lifestyle. All children are encouraged to play actively at break times and participate in sporting activities both in and out of school. We have an annual "sports day" containing a range of sporting events for the children to take part in.

In addition the Infant children also have access to outdoor play where they can use bikes, tricycles and large outdoor play equipment.

## Website/Twitter

From time to time school events and homework may be displayed on the school website and the schools Twitter page. Parents are required to fill in a permission slip to allow the children's images to be used on the site. This permission slip will be available on entry to the School.

## Homework

Your child will have homework throughout his/her time in school. It will be related mainly to developing literacy and maths skills but will develop as he/she progresses through the school. We hope that you will support your child, as it makes a great difference to his/her confidence and educational success.

## Educational Visits

Visits out of school are an important part of education today. The experiences gained from these visits are invaluable in helping to bring topics alive and helping pupils to understand the community in which we live.

We require your consent to take your child out of school and will supply a general consent form at the beginning of each academic year. These forms allow us to make short local visits.

Some visits will be further afield and will involve transport and entry costs. (Please see Charges and Remissions Policy). We will then request your support in making a contribution towards the cost of your trip and your written permission for your child to make the visit.



# School and Parents in Partnership

## Safeguarding and Child Protection

We take our responsibilities in this area very seriously. Children may disclose information to staff regarding problems with their home or personal life or teachers may have a concern.

All staff are instructed to inform Mrs. J. Arthur, the Child Protection Officer of Risca Primary School, or Mrs H. King immediately. If we have any concerns, we will notify the relevant agencies. In matters of child protection, this may need to be without parental consent.

Our Child Protection Policy is available from school upon request.

## Equal Opportunities

Equality of opportunity for all children is essential, whatever their age, ability, gender, race or background. We recognise that his or her environment can influence a child's self-perception and are committed to ensuring a positive experience for all children. We want all our pupils to achieve their full potential during their time with us. We work to ensure that our expectations, attitudes, and practices do not prevent any child from fulfilling his or her potential. As a school, we incorporate LEA guidelines for Equal Opportunity into our primary practice. A full copy of our Equal Opportunities Policy is available upon request.

## Information from Parents

In order that our records are up to date and accurate we ask parents to complete a form which provides us with essential information. It is very important that we are kept informed of any changes in circumstances, change of address or phone number so that in an emergency we can contact you.

**We will require a daytime number that is available at all times.**

**All** medical details need to be provided. We are unable to administer everyday medication to children however, if your child requires prescription medication, for an ongoing condition, please contact the school office.

# School and Parents in Partnership

## Consultations and Reports

The Headteacher and staff are always ready to meet parents to discuss matters involving children. It is however important to try to make an appointment in the first instance. Viewing our school is also always welcomed and should be done by appointment with the Headteacher or Head of Key Stage.

You will be invited to meet your child's teacher three times a year. Formal parent consultations are undertaken in the Autumn and Spring term. These meetings offer you the chance to discuss the progress of your child and how you can support learning at home. Please inform your child's teacher if you are unable to attend an appointment. You will also be sent a written report on your child's progress at the end of each school year.

We will hold meetings during the Summer term for the parents of children going into Nursery, Reception and Year 3. We will talk about our curriculum and answer and questions you may have.

We will also ask parents to sign a Home/School agreement to ensure a clear working partnership between us.

A full and comprehensive written report is provided in July which clearly sets pupil targets for the future.

## Visitors In School

Visitors such as the community police officer, fire officers and road safety officers are invited into school to support our teaching. We have visiting theatres groups, curriculum experts and curriculum enrichment groups throughout the school year.

## School Functions

We want you to share in the good work and fun of school life and you will be invited to events throughout the year.

## Parent Teacher Association (PTA)

The PTA holds events throughout the year. They are planned to be enjoyable for the children and to raise funds. All parents / carers are welcome to meetings, which will be published in newsletters. We hope that you will become involved. The more help we have the less there is to do and we also build a stronger team!

## School Fund

The school also maintains a school fund. Money is raised through photographs sales and sponsored events. The money provides extra classroom equipment and helps towards the cost of school visits.

# Concerns

Last but not least, if you have a concern about your child please come and share it with us. Together we can solve most problems.

Your child's teacher will be very happy to discuss any concerns that you have. We would ask that unless it is urgent, appointments are held at the end of the day. Teachers are always busy before school preparing lessons for pupils.

Serious concerns or complaints should be discussed with the head teacher. An appointment should be made to ensure sufficient time is available.

If you wish to take your concerns/complaint further, the Chair of Governors will be pleased to discuss the matter with you.

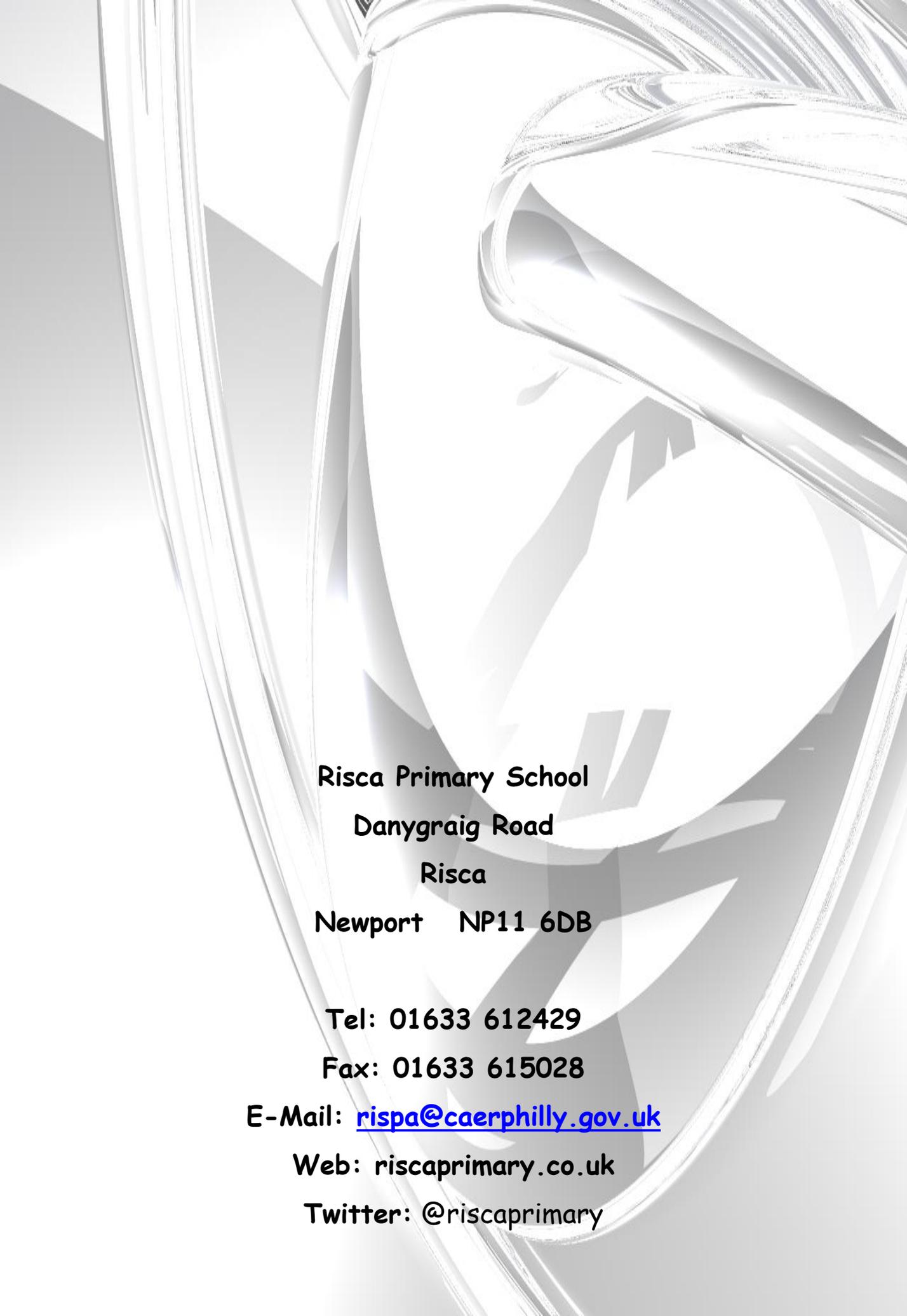
Our Complaints procedure is available upon request.



FINALLY...

We hope that this brochure is of use to you. If you feel that anything needs to be added, please let us know.

This, or any other of our documentation is available from the school in enlarged print if requested.



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