

School Prospectus



Reach for the Stars by Learning and Growing Together

School Mission Statement:

Our Mission is to create a safe, secure and happy learning environment in the heart of the High Street School community. We will ensure that all are encouraged to achieve their potential through a challenging, exciting and inclusive curriculum, enabling them to acquire skills for life long learning.

**Croeso I Ysgol Gynradd High Street
Welcome to High Street Primary School**

Welcome to High Street Primary School. Our school aim is to provide a happy, secure and caring environment for both children and staff working in close partnership with parents, governors and the community.

Our prospectus has been put together to give you lots of information about our school and about the routines that we have.

We believe it is important that as a parent/guardian 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 fulfill their potential in all areas.

High Street is a happy vibrant school where all children will be given the opportunity of learning in a caring, stimulating environment. We aim to give your child the opportunity to develop into a well rounded individual.

Our welcome to you and your child is warm and on-going and we invite you as parents to support us in our work. We also welcome any expertise or assistance you may be able to offer us in delivering the best possible opportunities for our pupils.

We operate an "open door" policy and I look forward to meeting with you to discuss your child's time at High Street.

Diolch yn fawr. Thank you.

Headteacher

Foreword by Our Chair of Governors

In its long history High Street Primary School has always put the care and welfare of its pupils at the centre of all that it does. Recognised not only by the parents and governors of the school, but by school inspectors who mentioned the high standards of care in their last report on the school.

It is a privilege for me as Chair of a strong and dedicated Governing Body to work with the staff and children of High Street School. On my regular visits to the school I find friendly enthusiastic children proud and happy to be members of the school. Their energy is as infectious as their smiles and I am sure as a visitor to the school you have witnessed this in the many events and productions that the children have participated in.

Such enthusiasm cannot be questioned without the dedicated support of all staff. They have excellent partnerships with the children, where humour and mutual respect continue to give all children the best opportunity to achieve their true potential.

I am proud to be Chair of Governors of the school and hope to play my part in ensuring that the high standards achieved by High Street Primary School continues.



Stuart Egan
Chair of Governors

School Description

High Street Primary School is a County Community Primary School catering for pupils between the ages of three and eleven years of age and is situated approximately one mile from the seaside of Barry Island. The school is over one hundred years old with close community links and is situated at the end of a very busy shopping centre with many original shops.

High Street is a large Victorian building and we are fortunate enough to have two large halls where many activities take place.

We have a thriving free Breakfast Club in the school and pupils enjoy breakfast with their friends and then enjoy activities including the use of the school ipads and ipods. Teachers within the school also provide a programme of after school activities that constantly change with the seasons and pupil interest/uptake. These include numerous sports, drama, music, ICT, reading and cooking to name but a few.

For further information on news and events and for useful links please logon to our school website www.highstreetprimary.co.uk



General Information and Contacts

High Street Primary School
St Paul's Avenue
Barry
Vale of Glamorgan
CF62 8HT

Telephone 01446 734553
Fax 01446 734628
Email highstreetps@valeofglamorgan.gov.uk
Website www.highstreetprimary.co.uk

Head Teacher Mrs. C. Clark
Deputy Head Teacher Mr. J. Coombes

Governing Body Chair Person Coun. S. Egan (Vale)
Governing Body Vice Chair Person Mr. Glyn Hughes (Community)

LEA Governors
(Vale of
Glamorgan Representatives) Mr. M. Kerbey (LA)
Mr. K. Kuhnell (Barry Town Council)
Mrs. Bronwen Blake-Smith

Parent Governors Mrs. V. Butler
Mrs. J. Abbott
Mrs. N. Cummings
Mrs. A. Walker

Teacher Governor Mrs. C. Morgan

Non Teaching Governor Mrs. S. Morgan

Head Teacher Governor Mrs. C. Clark

Clerk to the Governing Body Miss Sarah Alcock

Minutes from all Governing Body meetings are available for perusal upon request.

Our Staff

Teaching Staff

Mrs. C. Morgan
Mr. G. Macpherson
Mrs. K. Nolan
Miss H. Davies
Mrs J. Pinder*
Mr. J. Coombes
Miss J. Kingston
Mr. N. Purcell
Mrs. H. Birchenough
Miss C. Wood
Miss K. Coleman

School Business Manager School Administrator (part time)

Mrs. L. Matthews
Mrs. P. Williams

Learning Support Assistants

Mrs. S. Morgan
Mrs. T. Scott
Mrs. R. Warren
Miss K. Jones
Mrs. A. Shaw
Mrs. C. Cook
Mrs. C. Makin
Mrs. D. Hamer
Miss K. Turnbull
Miss J. Lane
Mrs. A. Walker*
Mr. T. Rees-Davey*
Mrs. S. Williams*

Caretaker

Mr. A. Buckeridge

Cook in Charge

Mrs. L. Gill

Midday Supervisor

Mrs. T. Adams

*Temporary posts

The School's Aims and Objectives

- To provide a happy, secure and caring environment for both children and staff, where respect and consideration for others is paramount.
- To provide a broad based curriculum according to the statutory requirements of the National Curriculum and a programme of activities, which will enable all children to develop their full potential and prepare them for a challenging outside world.
- To develop lively, enquiring minds, encouraging children to participate fully in all aspects of school life and make positive contributions to the environment.
- To reflect on and articulate their understanding of their thoughts, feelings, emotions, attitudes and their relationship to others.
- Develop religious values and tolerance of other races and ways of life.
- To establish an environment within which teaching and non teaching staff, school governors, advisory colleagues and parents can work together in the best interest of the children towards the achievements of these aims.

Academic Organisation and Curriculum

Within any class the range of ability can vary enormously and for teaching to be effective, it is essential that a child's work is matched closely to his or her own level of performance.

For this reason, a major proportion of each pupil's day is spent in working within an ability group and the teacher is able to prepare assignments of work most appropriate to each individual's level of attainment.

In this way, we hope to fulfill one of the major aims of the school by catering for the individual needs of the pupil and endeavoring to help each and everyone to achieve his or her full potential. School based support teachers provide extra individual support for small groups of children for a short period on set days.

School Rules and Discipline

Every community needs clear enforceable rules in order to protect people and property and to ensure an efficient organisation. In order to create a harmonious learning environment, it is essential that rules are established which are based upon consideration and respect for others. All parents are informed of the school rules when their child(ren) are admitted to the school. Main rules are listed for your information

- We always treat school as home
- We always speak nicely to adults
- We always tell the truth
- We always keep hands, feet, objects and unkind words to ourselves
- We always listen to instructions first time

High Street PTA

What is the PTA?

All parents, carers, teaching and non teaching members of staff of High Street Primary School are members of the Parent Teacher Association (PTA).

The PTA was formed to provide parents and school staff with the opportunity to work in partnership to raise additional funds for school projects. The PTA actively works with members of the community to involve them in the life of the school.

We hold informal meetings throughout the year to discuss ideas for future fundraising and projects to invest money in. PTA events include an annual summer fayre and Christmas fayre; we are always looking for new ideas so please contact the school if you think you can help us.

Our latest key fund raising project is to develop the newly acquired land at the rear of the school and turn this into a nature trail with a story telling area, which can be used by the whole school.

How can I get involved?

The PTA relies on the involvement of parents and staff to support the school in fundraising projects. When a big event is being planned we have regular meetings and would like to see new people become involved and join us for coffee and biscuits at our meetings.

The PTA has a positive impact upon the learning and development of many children at High Street Primary School and with continued support we can build upon our success.

Admissions & Hours of Opening

Admission Policy

Parents considering applying to the school for the admission of their child/children are most welcome to visit the school during the school day. Please contact the school to make an appointment. Parents need to contact the Vale Admissions Team on 01446 709844 to make an application for a place at the school.

Government legislation means that parents have the choice of which school their child attends. Some of our children come from out of our historical catchment area. If you live outside the catchment area this should not cause a problem. However, you will need to contact the local Education Authority. Our school standard number is 30; this is the number at which we can no longer admit children as there would be insufficient space.

Reception aged pupils may be admitted to school full time in the September of the academic year in which they are five. Therefore, any child reaching the age of five between 1st September and 31st August may be admitted into school at the start of the autumn term,

Pupils are currently eligible to enter our nursery at the beginning of the term after their third birthday.

The School Day

Nursery times:

Morning Nursery Class starts at 8.55 am and finishes at 11.25 am
Afternoon Nursery Class starts at: 12.25 pm and finishes at 2.55 pm

Reception to Year 6

School starts at 8.50 am and finishes at 3.00 pm.

School dinner times are: 11.50 am to 12:40 pm for Infants
12:00 pm to 12:40 pm for Juniors

Please ensure that your child is punctual. Children should not arrive at school before 8:30 am, unless they are attending Breakfast Club. For further information on Breakfast Club please contact the school office.

Children's Welfare

All staff treat the children and each other, with kindness and respect. They try always to be fair and consistent. It is the policy of the school to ensure the children are adequately supervised at all times.

Children do, from time to time, act unkindly or recklessly. When this happens it is important for all concerned to keep a sense of proportion. In the event of any misbehaviour the school discipline policy comes into force.

Our emphasis is very much on the positive approach of encouragement and praise whenever possible, rather than the more negative one of criticism and punishment.

Praise and reward include:

- A quiet word or smile of encouragement
- A positive written comment on the child's work
- A visit to another member of staff/Headteacher for a written comment or reward badge.
- Public acknowledgement in the weekly Rewards Assembly with a written certificate.
- Giving of some responsibility/treat.
- A letter home to parents/guardians informing them of an action or achievement deserving praise.
- Use of termly, interim and annual written reports to comment favourably on academic achievements, behaviour, involvement or general attitude.

Staff set an example to pupils in matters of dress, punctuality and commitment. Staff will be responsible at all times of the behaviour of pupils within sight and sound of them. Immediate checking by all staff of minor offences often prevents more major problems developing. However, when children do break the rules, the school has a clearly prescribed code of sanctions to be implemented according to the seriousness of the incident, previous conduct and co-operation of parents.

These sanctions include:

- Child's name is recorded by a member of staff and a verbal warning is given to the pupil.
- Loss of play session/sessions.
- Loss of privileges.
- Withdrawal from class for a set period.

- Notification in writing to the parents with an invitation to discuss the issues in school.
- Temporary exclusion.
- Permanent exclusion.

The school will not tolerate any form of bullying. We define bullying as the conscious desire to hurt, threaten or frighten someone using verbal or physical means.

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.

Racial discrimination will not be tolerated in any form.

School Uniform

We have a school uniform that we actively encourage pupils to wear as we believe our uniform adds to the ethos of the school assisting with good behaviour and fostering a strong feeling of belonging and team spirit amongst the children.

Our school colour is royal blue and yellow. School uniform can be purchased from the school office. We stock sweatshirts, polo shirts, etc. at reasonable prices. Order forms are available for parents in the School Reception Area.

Occasionally children lose or misplace articles of clothing. Please help us to locate them easily by marking all garments clearly with their full name. Rucksacks, bags, lunch boxes etc. can all look very similar and should also be clearly marked for identification.

Jewellery should not be worn in school due to the danger of items being lost, broken or more especially, the danger of accidental injury. Stud earrings may be worn, but no hooped earrings due to the danger of torn earlobes. Watches are also allowed. Stud earrings and watches must however be removed for games and PE lessons or any lesson of such a nature that the teacher considers these items to be of danger to the pupils health or safety. Parents should supply pupils with a small box in which studs/watches may be kept safe. If studs cannot be removed due to the ear recently being pierced then studs must be covered with a plaster for these lessons.

The staff and governors accept no responsibility for loss, breakage or injury etc. to any jewellery worn to school.

We attempt to allow the children to play outside during all breaks and it is therefore advisable to send them to school well wrapped up against the elements during the winter months and protected from the sun in the summer term.

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

Breakfast Club

We are very fortunate to have a free breakfast club service for our pupils. Breakfast Club is run by a team of LSAs who are able to provide the children with breakfast and activities before the start of the school day.

The entrance in the middle of the school is the way to access Breakfast Club. Breakfast Club door closes at 8.20 am.

The club is based in the junior hall.

Times of opening

| Clubs | From | To |
|----------------|--------|--------|
| Breakfast Club | 8:00am | 8:50am |

If you would like your child/ren to attend Breakfast Club please ask for an application form from the school office.

School Clubs

Our programme of extra-curricular activities take place after school and can vary according to the time of the year and the strengths and skills of our volunteers. Recent activities have included Glee Club, netball, football, cricket, ukulele and creative club.

Please check the school website for further details www.highstreetprimary.co.uk

We are fortunate as a school that so many teachers and other staff are willing to give up free time to act as volunteers providing these exciting and worthwhile extra curricular activities for our pupils. We are extremely grateful to their dedication and commitment to our school.

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 the Headteacher.

All members of staff and volunteers are obliged to undertake an enhanced DBS check as their work involves close contact with young children.

School Sports

High Street Primary aims to encourage a healthy life style, develop children's coordination and skills in a fun and enjoyable way.

All Physical Education activities, such as games, gymnastics, dance and swimming are compulsory for all children except those permanently excused on health grounds. Such cases must be supported by a medical note from your G.P. and kept with their records.

Please keep the school well informed and reminded of any physical difficulties your child maybe experiencing along with any improvements or deterioration in their condition.

Children suffering from minor ailments will be excused when parents request it but we would greatly appreciate a brief explanation in writing.

Please help your child to enjoy these lessons by providing the appropriate clothing. It would be advisable to send it into school on a Monday and it will be sent home on a Friday.

Parents will be informed of all swimming sessions in advance and the timings of the lessons. A separate waterproof bag would be advantageous for storing wet swimming costumes and towels rather than their normal school bag.

Transition

The transition from any primary school to the secondary sector is a very important period in any child's life.

It is the intention of the school to make this transition as smooth as possible by:

- arranging times for Y6 pupils to visit the secondary school and to work alongside their secondary colleagues.
- encouraging continuity in curriculum, teaching styles and classroom organisation.
- encouraging the staff of the secondary school to visit to discuss pupil's progress and attainment of end of Key Stage levels.

Most of the children moving from Year 6 transfer to Barry Comprehensive School or Bryn Hafren Comprehensive School. High Street Primary has close links to both schools.

Health

High Street Primary is part of the Vale of Glamorgan Healthy Schools Network. This recognizes our commitment to the promotion of a healthy lifestyle. Health Education is taught throughout the school. The children learn simple rules about hygiene and caring for themselves and others.

We encourage children to drink water. Two water coolers have been installed, one in the infant hall and one in the junior hall. Children are given water bottles which can be filled with water and sent to school each day. During morning break time children are able to purchase fruit to encourage healthy eating.

In Year 6 sex education is taught by Year 6 class teachers who are trained in delivering appropriate lessons. Parents of Year 6 children are contacted before sex education begins and are given the opportunity to view and discuss the teaching materials used. Parents have the right to withdraw their child, should they so wish, from sex education lessons.

Medicines in School

If your child is on regular medication which needs to be taken during the school day please let us know. If your child is on a short course of medicine that needs to be given you will be asked to complete a medical consent form. Medicines can only be given if your doctor has prescribed them; we are not allowed to administer medicines bought over the counter.

Children should not have medicines, of any description, in their possession.

Medicines cannot be given unless a consent form has been given.

Parents are asked to update their child's class teacher of any known allergies or new medical conditions.

Emergencies

Occasionally accidents happen in school and although there is always a teacher available with training in first aid, sometimes a child may need to see a doctor. If there is a problem we need to be able to contact you quickly so please make sure we have an emergency telephone number. Please remember to keep us up to date with your contact information.

Children with Additional Learning Needs

At some time during their school life your children may need extra help with their learning. We have a positive, inclusive whole school approach to the education and development of all children.

We aim to give each child full access to the whole curriculum by focusing on what they can do rather than what they cannot. We seek to enhance their self-esteem and increase their self-confidence helping children achieve their full potential.

We make every effort to identify children with learning difficulties as soon as possible and believe that early identification and suitable provision is important for any child who has special educational needs.

If your child experiences a learning difficulty that may require them to have additional help we will contact you when the concern is first expressed. All concerns are discussed thoroughly between the class teacher, the special needs co-coordinator and the Head Teacher.

Close communication is kept between parents and the school as parental involvement is seen as a vital part of any support programme.

Additional Learning Needs Unit At High Street Primary

High Street Primary has a resource based learning unit, the EBD Resource Base.

The EBD Resource Base caters for pupils in the junior age range who have exhibited behavioral problems in their original school. Each resource base has a maximum on roll and the children's additional educational needs are met by means of individual programmes of work in their daily routines within their class.

Assessment, Recording & Reporting

The school has a dedicated co-coordinator and a written policy which provides a clear framework for the process of assessment, recording and reporting.

Assessment

All our pupils are assessed on a daily basis by their class teachers in a continuous informal way as they go about tackling the various activities on offer that day. In addition to this there are more formal and statutory testing procedures that take place throughout the time your child is in school with us.

All pupils are given reading and spelling tests to monitor progress at the beginning and end of the academic year.

The school have invested in an electronic pupil tracking system to support the day to day assessment recording completed by the class teacher. Every child is assessed against the National Curriculum outcomes/levels. The assessments are carried forward each year to the new class teacher.

Recording and Reporting

An interim report to parents is produced every term with a detailed report produced at the end of an academic year.

Open Parents Days are held during the school year to encourage parents to visit the school and view their child's work. Formal meetings with your child's teacher can be arranged.

This report is based on the class teacher's assessment of your child's performance throughout the year where you will be told clearly how your child is performing and of any special educational needs. All parents are given the opportunity to discuss their child's report with the class teacher.

Children in Year 2 to Year 6 take annual statutory Literacy and Numeracy tests. A report is produced for parents showing how their child has done in the tests, which is sent home with the annual end of year report.

Parents of Year 2 & Year 6 pupils will be informed through their child's annual school report the level attained compared to his peers and national standards and whether they have achieved the government identified expected level for each Key Stage.

All Parents will be made aware using this terminology in our school.

- has exceeded the expected level for their Key Stage
- has achieved the expected level for their Key Stage
- is working towards the expected level for their Key Stage

Access to School Records

As stated in the 1988 Education Act, all parents or legal guardians have the right to access to their child's school records.

This record includes any materials in a pupil's educational record which originates from, or has been supplied by a teacher at the school, an Education Welfare Officer or an employee of the Local Authority's Learning & Development Directorate shall be disclosed on request.

Exempted materials not subject to these disclosure regulations include:

- Notes on pupils kept by a teacher or Headteacher solely for his / her own use.
- Records made before 1/9/89.
- Information received from third parties.
- Information concerning another pupil.
- Information which, if disclosed, might in the governors' opinion, cause serious harm to the physical or mental health or emotional condition of the pupil or any other person including any child protection issues.

Governors are required to make a pupil's record available for inspection or to supply a copy of the record only if they receive a written request.

A copy will be provided on receipt of a written request, within ten days to allow for records to be copied. A charge may be made to supply a copy of the record.

Governors have delegated day-to-day responsibility for arrangements in relation to pupils' records to the Headteacher and teaching staff.

Persons entitled to access to school records are:

- Parents of the pupil when the pupil is under 16 years.
- Parents and pupil when the pupil is over 16 years.
- A divorced parent with joint legal custody.
- A separated parent.
- A legal guardian.
- A foster parent.
- A Local Authority or voluntary organisation in which parental rights have been vested.

Homework

Homework supplements and supports work completed during the school day. Home tasks are given out during the year in support of projects or celebrations. They may include home reading books, spelling, mathematics and independent research.

If you are concerned about your child's homework, please speak to their class teacher.

School Communication

We see education as a partnership between home and school and greatly value the support of parents and place great importance on the contact between home and school.

Teachers are usually available for parents to speak to briefly at the beginning and end of the school day. Please appreciate that this is often a busy time and it maybe preferable to make an appointment if the matter needs longer discussion.

If you wish to see the Headteacher and the matter is not urgent you may need to make an appointment. Urgent matters will of course be dealt with immediately.

We will keep you well informed about your child's progress at school and contact you if we have any concerns.

News items are posted regularly on the school website www.highstreetprimary.co.uk

Please ensure that the school office has a record of your email address; if you do not have an email address newsletters and other school correspondence will be sent home with your child.

School Visits & Charging Policy

There will be many occasions throughout the school year when educational visits outside school are arranged and visiting theatre companies etc. come to educate and entertain the children.

These visits are usually linked to some aspect of a year group's curriculum area or topic/theme and are used to re-inforce classroom based learning opportunities. School excursions not only broaden the curriculum giving a sense

of purpose and meaning to pupils studies but stimulates their interest and fires their imagination. Educational visits also encourage and develop important social skills and build pupil's self esteem. We believe they are an invaluable contribution to the promotion of life long learning in our children.

There are many times when, due to pupil numbers the school cannot cover the total cost of the trip and parents are asked to make a voluntary contribution of a stated amount of money. All monies should be sent to school in an envelope clearly labeled with your child's name, amount and what the payment is for.

No child will be prevented from taking part because of an inability to pay. However it will be necessary to have the cost of the visit covered by parental contributions if the activity is to take place.

It is important to note that current Government legislation states that if all pupils eligible to go, don't, for reasons other than medical or holidays then the trip should not go ahead. Any parent wishing to discuss a difficulty in meeting the costs are encouraged to make an appointment to speak to the Head Teacher. Costs for residential trips are usually spread out over a number of staged payments.

The cost of excursions includes travel, transport, entrance fees and insurance cover. Details for each visit are sent out to parents in advance of each trip with a consent form for parents to sign to agree to their child's attendance.

Prior to each trip teaching staff complete a detailed risk assessment on line using the Evolve Educational Visits system and authorised by the Headteacher. Residential trips, adventurous activities and all foreign excursions would also need the approval and consideration of the Governing Body.

On all school educational visits the school keeps the pupil : adult ratio within the authorities' recommendations, although with younger children we aim for a lower ratio. We are always grateful to parents and grandparents who help us achieve these desired ratios.

Attendance, Absence & Illness

There is a very important link between good attendance, punctuality and achievement.

At High Street Primary we have implemented electronic registration in the classroom. It is extremely important for parents to contact the school if their child is absent from school on the first day of absence, to ensure that appropriate marks are entered, before the class teacher takes the register. Unknown absences will generate an text message to parents on the first day of absence.

An authorised absence is one where the child's absence has been described as medical, dental, bereavement or other family circumstance. All other absences are unauthorised and must be published on individual reports, in the Parents Handbook and the Annual Governors Report to Parents.

If a child becomes ill or has an accident in school we may need to contact an immediate relative urgently. For this reason you will be asked to supply us with a range of contacts including home and emergency telephone numbers. In addition all parents will be asked to fill in a medical form and other consent forms prior to their child starting school.

Children showing symptoms of sickness should be kept at home. It is also unwise to send your child back to school too soon after illness. If the child's illness is infectious, inform the school immediately. If children are being treated with medicines which may affect their performance in school, please make us aware of this.

Education Welfare Officer

The Education Welfare Officer (E.W.O.) is employed by the Local Authority and acts in a liaison capacity building up relationships between the school, family and child and the Education Department.

They will support, explain and advise on many of the issues that may prevent a child enjoying or attending school.

The E.W.O. frequently attends our school to monitor the attendance registers and keeps a check on patterns of absence within the school generally and of individual children.

They liaise with the Headteacher on aspects of attendance such as lateness, unauthorised absences and the reasons for authorised absences.

They also assist the Headteacher in setting attainable targets for improving the levels of attendance within the school.

The Officer also listens to any concerns the Headteacher or Teacher may have concerning pupils and their family in regard to attending school and may when it is deemed appropriate visit the pupils and / or their families at home.

Guidance and advice may also be sought in respect of free school meals, uniform grants, maintenance grants, employment of children bylaws, children in entertainment etc.

Snacks & School Meals

School Snacks

We encourage healthy eating and all children will be actively encouraged to eat fruit at break times.

School Milk

Free school milk is available for Nursery and Infant children. As an alternative children will be given a glass of water to drink at morning break.

School Meals

A wide variety of hot and cold meals are available daily and eaten in the school hall. School menus are sent home.

The School Meals Service operates a “Healthy Eating” policy, which is reflected in the menus offered.

Currently meals are paid for in advance every Monday morning. The present cost of a meal is £2.25 per day. Cash should be sent into school in a marked envelope with the following information clearly marked:

- Name of child / children
- Class
- Amount enclosed,
- Days in which the child wishes to have dinner, if less than a week.

Provision is made for children wishing to bring their own packed lunch to eat in the school hall. Packed lunch boxes are stored in a designated area. This area is not refrigerated so please consider the contents carefully. At present we have no cool or refrigerated storage areas available to facilitate this.

Free School Meals & Clothing Grants

Free School Meals are provided for children of parents in receipt of Income Support, Income Based Job-Seekers Allowance or Child Tax Credit if not entitled to Working Tax Credit.

Parents need to contact the Benefits Office, Civic Office, Holton Road, Barry for advice on eligibility.

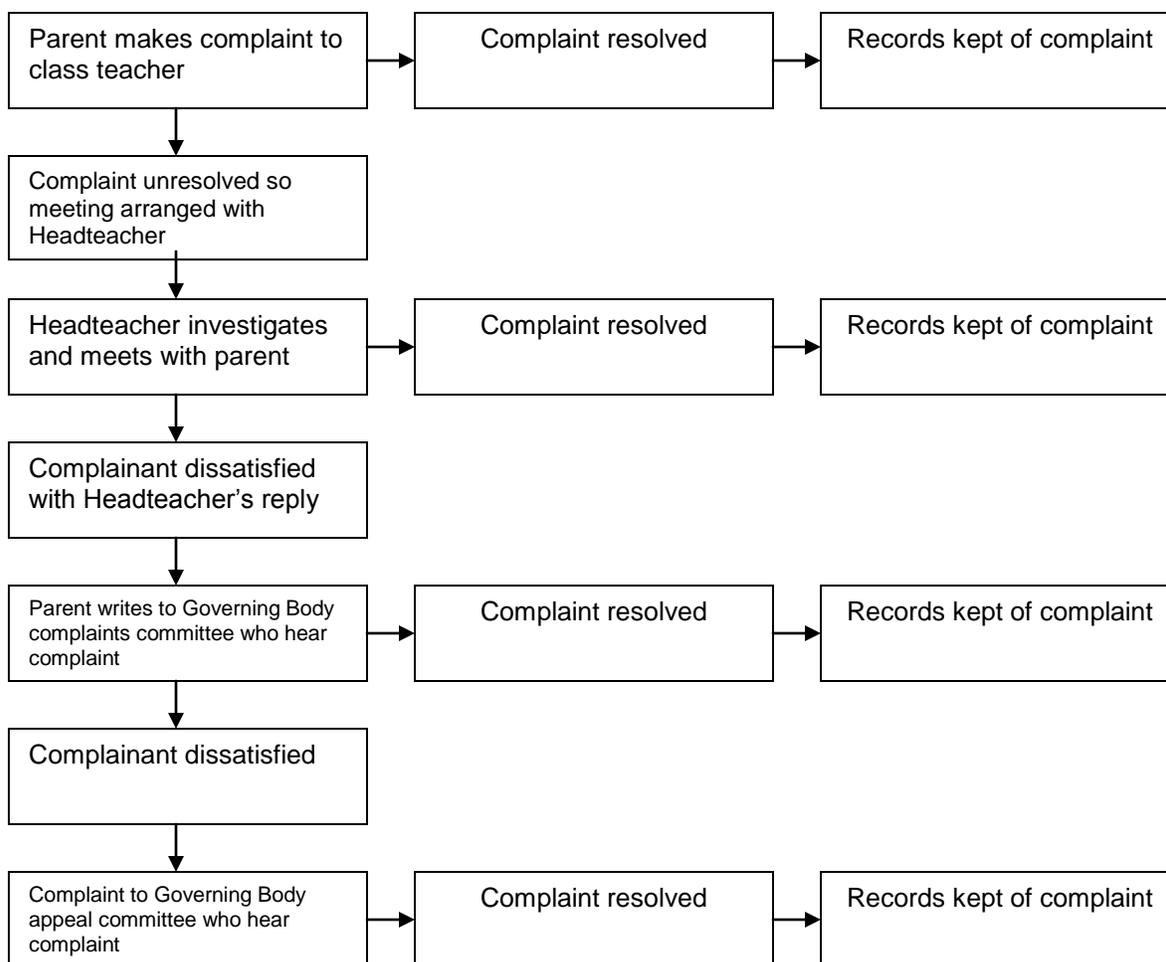
School Complaints Procedure

In the event of a suggestion, query or a complaint about the school or any of its staff we urge you to tell us about it as soon as possible. It is very difficult to investigate an incident or problem which happened some time ago.

Firstly try and speak to your child's teacher immediately before or at the end of the school day. If you do not feel satisfied or have a more serious concern please make an appointment with the Headteacher. Of course, this does not always mean that it will be possible to achieve a satisfactory outcome but it will help you and the school to understand both sides of the problem.

We will do all that we can to try and resolve matters but if you are still concerned or not satisfied with the response given by the teacher and Headteacher you can make a formal complaint in writing.

Full details of the correct procedure of all general school complaints are outlined clearly in the flow chart.



The procedure applies only to National Curriculum and Collective Worship. They do not cover complaints against individual teachers or the Head Teacher. If during the course of the complaint the Governing Body or the local Education Authority decides disciplinary procedure should be started, this will happen separately. We will endeavour to deal with all complaints as quickly and efficiently as possible.

Stage 1

Most complaints are dealt with very quickly; often they can be resolved after a discussion between the parent, teacher and Head Teacher. It is better if all parties can agree on the way forward at the earliest stage. If the complaint is against the LEA, an officer of the LEA will conduct the initial discussion.

Stage 2

If the attempt to solve the problem fails, then we move onto stage 2, then the Head Teacher will make arrangements for an officer of the LEA to become involved. At this stage you should make the complaint in writing, the officer will ensure that the Governing Body committee will make the investigation. The complainant will be invited to present their case orally if they so wish and they can invite a friend or relative. A report will be produced following the investigation.

Stage 3

If the complainant is still dissatisfied with the outcome of the decision they have the right to appeal against it.

There are further stages where if the issue is still not resolved the matter could take the complaint to the Secretary of State for Learning and Development within the National Assembly for Wales.

School Finance

School Fund

The school raises money through various avenues:

- School photograph sales
- Special sponsor events
- Annual raffles
- Donations
- High Street Primary PTA

Money is not raised through voluntary contributions for trips, swimming lessons or visiting drama groups as costs are always kept to the absolute minimum for these activities. The fund is used in many different ways for very many reasons appropriate and relevant to the needs of the school.

Health & Safety

The school has a comprehensive Health & Safety Policy which endeavours to provide a safe and secure environment for all pupils, staff, parents and visitors. The school also has a nominated Health & Safety Officer on the staff and on the Governing Body.

A whole school risk assessment is carried out annually and allows the school, its governors, staff and the L.E.A. to address any areas of concern within reasonable financial constraints. Areas covered are all external and internal areas, including flooring of high use areas, glazing, electrical equipment, and P.E. and play equipment.

Further risk assessments are carried out as appropriate for specific issues where an element of risk maybe involved such as school trips, science, technology, P.E. and other crafts.

The school grounds are checked daily by the school caretaker and any defects or hazards reported to the Headteacher. Any maintenance or repairs identified through this process will be completed at the earliest possible time, subject to funding.

A half termly fire drill practice is conducted at varying times with no warnings given to ensure proper procedures are followed by all staff and pupils. The time

taken to evacuate the building and any delays or difficulties exiting are duly noted and rectified.

We have an active no-litter policy within the school and the school grounds. Dogs are not allowed in the school grounds and should not be brought onto the school premises.

Smoking is not permitted at any time not only in the school building but also in the school grounds and we politely ask all parents and carers bringing and collecting children to and from school to comply with our wishes.

There are regular dental, eye and hearing tests conducted for varying year groups at different times of the year. Aspects of hygiene, health and use of medicines are integrated into Science, P.S.E. & Sex Education lessons. The school nurse is a frequent visitor to the school.

The school has designated first aiders. An accident book is kept and serious incidents are reported to the Health & Safety Officer at the Vale of Glamorgan Council.

The school cannot cover all eventualities but strives to do its best at all times.

School Security

All members of staff are vigilant in ensuring a happy, safe and secure environment for your child and whilst we operate a genuine open door policy we must adopt certain measures to ensure the security of all our pupils.

All visitors must report to the school office to present or collect an identification badge and to sign in and out using the electronic Inentry system. This enables us to meet Health and Safety regulations and gives due care to the safety and well being of pupils in the school.

The school's Health & Safety Policy also provides advice on the supervision of pupils, particularly at the start of the day, lunch times and break times when the pupils are most commonly outside.

A number of measures have been adopted by the school to improve security in recent years.

An intercom system can be found on the doors of the main entrance preventing unauthorised access during the school day. Children are not allowed to open the doors to any adult, please do not ask them to let you enter the school building.

Visitors other than a known parent not wearing a visitors badge will be challenged.

The school must be informed by letter or telephone if someone other than the regular person is to collect your child at the end of the day. Children will not be allowed out of school with anyone other than the person who regularly collects them unless staff members are informed of the changes to normal routines.

Please telephone before 9 am if your child is going to be late or if your child is absent.

It is the responsibility of the legal guardian to provide the school with any official documentation necessary to prevent a parent or other adult from collecting your child from school.

Please be aware that children playing in the school grounds either before or after official school hours will be unsupervised and do so at their own risk. It is the parent's responsibility to make sure that children are supervised on equipment.

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 Child Protection Co-coordinator. The Child Protection Officer is the Headteacher, Mrs. C. Clark and Mr. J. Coombes acts as Child Protection Officer in the absence of the Headteacher.

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

We believe that everyone has the right to equality of opportunity and should be free from all forms of discrimination.

We recognise the right of equality of opportunity for all individuals including pupils and staff, irrespective of their gender, colour, culture, race, ability, disability, age or religious observances. We view this policy as an integral part of our whole school approach. It is reflected in the way other policies are planned and implemented. A copy of the policy approved by Governors is available from the school office.

The aims of our rationale include:

- To ensure that diversity is celebrated and welcomed.
- To ensure that all children have equal access to all curricular areas and all available resources.
- To ensure that all amenities / facilities do not deny equal opportunities.
- To ensure that everyone is valued and has a right to both personal and professional development.
- To ensure that everyone is able to identify unacceptable behaviour and given strategies for dealing with different situations

- To ensure that everyone is aware of their responsibilities in implementing this policy.

School Transport & Access

Emergency Closure and Inclement Weather Arrangements

If poor weather conditions exist that could result in the closure of the school please telephone to check before setting out or logon to the school website for information.

In exceptional circumstances it maybe necessary to close the school at short notice. We will make every effort to contact parents by phone, through local and national radio stations. Children will only be released to an identified adult and will remain with school staff until collected. Again we urge parents using cars to collect children during an emergency closure to show caution and consideration for others.

Internet Access

Throughout their time in High Street Primary School, children use the Internet and email to support their learning. We would like to emphasize that the school holds an E- Safety policy. As part of their PSE the children receive input on how to stay safe with technologies such as the internet and mobile phones.

Website and Web Pages

The school has its own website www.highstreetprimary.co.uk

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.

Please let us reassure you of our utmost discretion as to what we display on our website.

Home School Agreement

High Street Primary encourages parents and pupils to sign a Home-School Partnership Agreement. This is provided when your child is admitted to school.

The Agreement sets out the responsibilities of the school, parents/guardians and the responsibilities of the pupils.

It is hoped this partnership will produce capable and competent young people able to share responsibility for their own futures, and to respect and care for other people and property.

Finally, we hope your child will feel happy and secure within our school. We look forward to working in partnership with you.

Diolch yn fawr. Thank you.