



Ysgol Gynradd Tre'r Llai
Leighton Community
Primary School



School Prospectus
2025-2026



Croeso i Ysgol Gynradd Tre'r Llai

I am delighted to welcome you to Leighton CP School, a small, family orientated school set in beautiful rural surroundings, but only a stone's throw from Welshpool town.

Our teaching in Leighton is based on the knowledge that all children are wonderfully unique, and have differing personalities, abilities and educational needs. We pride ourselves on the positive and caring relationships we build with our learners and families and set high expectations, continually striving to raise standards by providing stimulating activities and experiences that make learning irresistible to the children in our care.

As you look through our prospectus, I hope you will gain an understanding of our school, and our family ethos. We believe that working together with parents, carers, staff and community to help every child achieve their best in a happy and caring learning environment is vital, and we value and promote relationships with all stakeholders in school.

As a parent myself, I really value the opinions and concerns of parents/carers, so please do not hesitate to get in touch if you have any queries, concerns or if there is anything I can do to help and support you with your child's learning and school life. Should you decide that Leighton CP School is the right setting for your child, you and your child would be warmly welcomed into the Leighton CP School family.

We base our teaching on the 4 purposes which we aim to embed throughout the school. These 4 purposes are to develop pupils who are:



Healthy, confident
individuals



Ambitious,
capable learners



Enterprising,
creative contributors



Ethical, informed
citizens

We want Leighton Community Primary School to be a school that reflects both your aspirations and our high expectations in terms of behaviour and achievement, and to be a place where children develop together as lifelong learners. Our school motto is: 'Be kind with a thoughtful mind, I am me, you are you, we matter' and we believe that each child that comes to our school will be provided with every opportunity to be the best they can be during their time with us and beyond.

I am sure that your child will be very happy with us and, in future years, will look back on their experiences with us as being one of the happiest times of their life.

I look forward to welcoming you and your child to our happy school family.

Mrs Lindsay Clarke
Acting Headteacher





Contact Details

If you would like to pop in and visit us, please contact us to arrange a mutually convenient time. We are always happy to invite parents and children in to have a look around, come and meet us and get a feel for our lovely school.

Acting Headteacher: Mrs Lindsay Clarke
Chair of Governors: Mrs Alison Eastwood

Local Authority: Powys **Type:** Infants & Juniors **Gender:** Mixed **Language:** English

Leighton CP School, Leighton, Welshpool, Powys, SY21 8HH
Tel: 01938 553 261 Email: office@leighton.powys.sch.uk

Web: www.leighton.powys.sch.uk / **Facebook:** Leighton Community Primary School (closed group) / Leighton Primary School (open page)





Meet the Staff

Acting Headteacher

Lindsay Clarke

Teacher in Charge

Sian Edwards

Class Teachers

Dosbarth Hafren (Reception - Year 2) - Sadie Lloyd and

Lindsay Clarke



Dosbarth Elystan (Year 3 - 6) - Sian Edwards



Forest School Teacher

Rick Minas



Teaching Assistants

Holli Thomas

Helena Sleigh

Sarah Richards

Sarah Bowyer



Administration Officer

Rachel Tibbott



Cleaner in Charge

Clive Gee



Lunchtime Supervisors

Mykel Du Cann

Holli Thomas



Breakfast Club

Sharon Mead



Afterschool Club

Sian Edwards, Sadie Lloyd and Rick Minas



Terms and Session Times 2025 - 2026

Breakfast Club from 8am
Breakfast stops being served at 8.25am
Classes open from 8.45am
Registration 8.50am
Assembly 9am -9.15am
Morning lessons 9.15am-12 noon, with morning break
Lunch 12-1pm
Afternoon lessons 1pm-3.10pm

Autumn Term:

- Tuesday 2 September 2025 to Thursday 23 October 2025
- **Half Term - Monday 27 October 2025 to Friday 31 October 2025**
- Monday 3 November 2025 to Friday 19 December 2025



Spring Term:

- Wednesday 7 January 2026 to Friday 13 February 2026
- **Half Term - Monday 16 February 2026 to Friday 20 February 2026**
- Monday 23 February 2025 to Friday 27 March 2026



Summer Term:

- Monday 13 April 2026 to Friday 22 May 2026
- **Half Term - Monday 25 May 2026 to Friday 29 May 2026**
- Monday 1 June 2026 to Friday 17 July 2026



Non-Pupil Days:

- Monday 1 September 2025
- Friday 24 October 2025
- Monday 5 January 2026
- Tuesday 6 January 2026
- Friday 6 March 2026
- Friday 1 May 2026



Useful Dates:

- **Good Friday** - Friday 3 April 2026
- **Easter Monday** - Monday 6 April 2026
- **May Day Bank Holiday** - Monday 4 May 2026
- **Spring Bank Holiday** - Monday 25 May 2026
- **Royal Welsh Show** - Monday 20 July - Thursday 23 July 2026



Classes and Curriculum

Our school is made up of two classes:

Hafren - Foundation Learning - Reception to Year 2

Elystan - Year 3 - 6



Curriculum Summary



We provide a vibrant and exciting curriculum, co-constructed with our learners, which engages our children in purposeful and challenging experiences, providing them with the knowledge and skills they need to fulfil each of their potential and become successful contributors in our ever-changing world.

Assessment is embedded into ongoing day-to-day practice in a way that engages our pupils and makes it indistinguishable from learning, allowing greater flexibility in meeting individual progression needs and informing future learning planning and pathways. We pride ourselves on providing rich, authentic learning experiences in key Areas of Learning and Experience, including Health & Wellbeing, Language, Literacy & Communication, Maths & Numeracy, Science & Technology, Humanities, and Expressive Arts, supported by targeted ALN provision.

Our learners are at the heart of our curriculum, and we all work together to establish a creative learning environment which is fun, safe, and caring, enabling our learners to flourish. We foster our learner's natural curiosity and their love of learning, promoting the importance of marvellous mistakes whilst diving into our Welsh heritage and dipping our toes into other languages and cultures along the way. Cymraeg will be evident throughout the school, and we follow the values of the United Nations Convention on the Rights of the Child.

**Fundamentally, our school is a brain stretching, laughter sharing,
independence building, happy memory making, family feel school,
where every single child matters and is valued and cared for.**



<https://hwb.gov.wales/curriculum-for-wales/introduction>.





Dosbarth Hafren

Children begin their school life in Reception, in Dosbarth Hafren, and work in this class until Year 2, providing them with stability and consistency that helps them feel safe, confident and happy. Hafren is led by Mrs Sadie Lloyd and Mrs Lindsay Clarke and is supported by Teaching Assistant Mrs Helena Sleigh throughout the week.

We take a lot of time and pride in ensuring that your child is settled and happy during their time in the Foundation Learning class, with an open-door policy for parents to feel a real part of school life. Underpinned by the development of key literacy and numeracy skills, children will learn about the world around them through structured play, as the foundation for lifelong learning.





A Day in the Life of Hafren Class...

- **Morning Routine (08:45 - 09:00)**
 - *Early bird activities* - typically Maths, handwriting/spelling/fine motor, or DCF tasks.
Registraton and Helpwr Heddiw session (Welsh helpers of the day conversation).

- **Assembly & Wellbeing (09:00 - 09:15)**
 - *Gwasanaeth Dathlu* (Celebration), *Gwasanaeth Canu* (Singing), *Criw Cymraeg Assembly* (Welsh), *Class Assembly* (Values based)

- **Phonics (09:15 - 09:30)**
 - Wednesdays - *Tric a Chlic* for Welsh phonics.

- **Literacy (09:30 - 10:15)**
 - Reception: mark-making, name writing, or themed tasks.
 - Year 1 & 2: sentence writing, recounts, comprehension, or creative writing.
 - Welsh lessons on a Wednesday

- **Snack & Playtime (10:15 - 10:45)**
- **Dough disco/Pen disco (10.50-11.00)**
- **Maths (11.00 - 11:50)**
 - Reception: number recognition, counting, patterns etc
 - Year 1 & 2: Abacus planning, place value, addition/subtraction etc.

- **Lunchtime (12:00 - 1:00)**
- **Afternoon Session (1:00 - 2:45)**
 - Registration & Emotional Wellbeing check-in. 10-minutes of Welsh.
 - Guided reading or story linked to theme.
 - Learning experiences incorporating other AOLES such as:
Health & Wellbeing (Swimming, PE, Forest School),
Quests (cross-curricular challenges in areas like Science & Tech, Humanities, Expressive Arts).

- **End of Day (2:45 - 3:10)**
 - Tidy Up Rhumba, Story, Show & Tell.



Dosbarth Elystan

- Elystan (Year 3 - 6) is led by class teacher Mrs Sian Edwards.

Throughout the week the class is supported by Teaching Assistants, Mrs Holli Thomas, Mrs Sarah Bowyer and Mrs Sarah Richards. The staff assess the children carefully as the children move into Year 3 through to Year 6 and are gradually introduced to a more formal way of learning, with a range of topics used to consolidate and continue to develop more advanced literacy and numeracy skills.





A day in the life of Elystan

Morning Routine (8.45 - 9.00)

- We start the day with early morning activities such as times table practice or reading while we order our lunches and Mrs Edwards does the register and checks in with us.

Assembly and Wellbeing (9.00 - 9.15)

- Gwasanaeth Dathlu (Celebration), Gwasanaeth Canu (Singing), Criw Cymraeg Assembly (Welsh), Class Assembly (Values based)

Helpwr Heddiw and LLC (9.15 - 10.30)

- Following assembly, we go through the Helpwr Heddiw questions of the day. Then first session of the morning is literacy based and lasts until 10.30 when we have our snack and go outside for a well-earned break!

Break (10.30 - 10.45)

Numeracy and maths (10.45 - 12.00)

- After break we have maths until lunchtime.

Lunchtime (12.00-1.00)

- We can play football and other games outside on the yard, or the field if it's dry. If it's raining, we can play games inside.

Afternoon session (1.00-3.00)

We start the afternoon with 10 minutes quiet reading which is really relaxing. Then we do our afternoon lesson which could be science, music, swimming, forest school, PSHE or PE!

End of day (3.00 - 3.10)

We finish the day by watching Newsround or reading our class book.



Extra-Curricular Activities and Sports

All children are encouraged to participate in PE lessons, games activities and sporting competitions. The school offers a wide variety of activities, workshops, visitors to school and trips throughout the year for each class. We provide after school care and clubs from Monday to Thursday including Gardening club, Lego, ICT and sport. We also offer a Monday Minecraft lunchtime club, Tuesday lunchtime art club, and a mindfulness club on Wednesday lunchtimes, along with a breakfast chess club on Thursdays. Our pupils participate in a range of sporting events with other local schools, such as netball, football, running and swimming. Members of our local WI group come into school every fortnight to lead workshops with the children in Elystan throughout the year, creating items to share with our sister school in Uganda, where WI members visit each year.

We have a vibrant School Council, Eco Team and Criw Cymraeg and are an accredited Healthy School and Campus Cymraeg. We have separate play and garden areas for Foundation Learning and the junior class, and access to tennis courts, which we use for daily mile, PE and safe breaktime play. We also have access to the adjacent Leighton Village Hall, for assemblies, PE, lunches and workshops, with a large car park for parental access, and a designated creative hub area for all expressive arts and music activities.

We have good links with the wider community, via Leighton Village Hall, Leighton Church, Leighton Baby & Toddler Group, Powys Castle (National Trust), and our own fundraising team, Friends of Leighton School, (FoLS).

The year five and six children have the opportunity for a residential visit every year in the summer term. This encourages independence, teamwork, and responsibility. The activities offered include a variety of water sports, abseiling, climbing, orienteering and a rope assault course.

We also have a fabulous Forest School site which the children access all year round with our Forest School teacher. Here the children learn about their local environment, build dens and learn about ecosystems. We also use the site as an extra teaching resource and plan a variety of opportunities for rich cross curricular learning, such as maths using our weather system to collect rainfall data.





Home School Links

We love getting to know our families, so together, we can provide the best learning experiences for your child and make sure they are happy in school. The school has an open-door policy, and teaching staff are around to discuss issues with parents in the morning or at the end of the day. If a longer discussion is needed, then parents can arrange a phone call or meeting with the class teacher.

The school uses Schoop as a method of staying connected with parents and carers. Through this site we can share events at school, send key messages about individual pupils, and let parents know when they have been invited into our Monday Celebration Assembly for an award. We also use Facebook, a fortnightly newsletter and the school website to keep parents up to date with information linked to the school, the wider community and from the LA and Welsh Government.

We have a celebration assembly each Monday morning to recognise the hard work, positive attitude, effort and progress of the pupils, for showing good manners and Maths skills. Parents and carers are invited to attend to celebrate their children's achievements, and it is a wonderfully positive start to the next week of fun learning.





Morning Arrangements

Parents/carers can use the car park for parking and must escort their child up to the school and hand them over to staff. Pupils should not be allowed to walk up into school unaccompanied for safety reasons.

If you are late coming into school, please buzz at the main gate and a member of staff will release the electronic gate. You will be greeted at the school gate by a member of staff where your child can be safely handed over and taken into class without disrupting the teaching and other children's learning.

If your child is ill, we ask you to contact the office before 9am or contact us via Schoop. If we have not heard about an absence by 9.15 then we will call home to check where the child is so we can keep our registers up to date.

End of the day arrangements

Parents meeting their children at the end of the day should make their way to the outside door of their child's class. It is very important that parents collect their children punctually at the end of the day as staff often have meetings. It is important that as a school we are made aware of any unforeseen difficulties that may occur in exceptional circumstances, which may delay the collection or delivery of pupils to school.

Inclusion

The school has a positive, inclusive ethos, which aims to identify and meet the physical, spiritual, and social needs of each individual member of the school community. Please contact the Acting Headteacher to discuss any specific needs or for a copy of the Equal Opportunities Policy.

Equal Opportunities

The school has an Equal Opportunities Policy that ensures equality of education and opportunity for all pupils, staff, parents, and carers receiving services from the school, irrespective of disability, race, gender, age, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity, or marriage and civil partnership. We aim to develop a culture of inclusion and diversity in which all of those connected to the school feel proud of their identity and can participate fully in school life. We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all.

At Leighton CP School we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach, and visit here.





Additional Learning Needs - Co-ordinator: Mrs Sian Edwards

We welcome all children - including those with additional learning needs, as long as we can cater for their needs. The ethos within our school aims to meet the needs of our pupils regardless of physical, sensory, intellectual, emotional, or behavioural difficulties, gender, social and cultural background, religion, or ethnic origins. We aim to demonstrate our school's commitment to equal opportunities through our practice. We believe in developing children's attitudes by example and try to promote respect for other people's beliefs.

All staff are committed to appropriate strategies and systems for pupils with Additional Learning Needs. The responsibility for ensuring supported integration for pupils with statements is with all staff. Inclusive and appropriate arrangements are made for pupils who have Additional Learning Needs. Consideration is given to each child's need and what they need to achieve. We work hard to make every child feel special, nurtured and an individual.

The ALNCo works closely with parents and all teaching staff to ensure that the most effective provision possible is made for pupils with Additional Learning Needs. All pupils entering the school are usually assessed to determine whether additional educational support is needed.

A copy of the school's Additional Learning Needs Policy is available on the school website. The school works closely with outside agencies in arranging provision for Additional Learning Needs pupils and keeps a record of pupils with ALN to ensure their needs are being met. This list is regularly reviewed. If your child is identified as having ALN, you will be informed that they are being placed on the register.

The first person to identify that a child has ALN may be yourself, as a parent or carer; the class teacher, a Health Visitor, or another medical professional. If your child is identified with an ALN, we will assess:

- The child's strengths and weaknesses
- How best to help your child learn
- Whether additional support is needed

If it is decided that your child may have ALN then we will immediately look at making provisions necessary for them to succeed and will inform you of any changes.

We recognise that all children have individual needs to be met within the classroom, and therefore work is differentiated to suit their needs. Some children may, however, at a particular stage in their school life, need some extra support. Others may need more challenging activities than their peers.

More Able Learners

The school makes provision for children who are more able, planning is differentiated according to need and individual children are encouraged and supported to participate in activities relevant to their ability or talent. We access a variety of different workshops such as STEM, workshops at Welshpool High School and maths activities for MA pupils with Cardiff University.



School Meals

Children have the choice of bringing their own packed lunch or having a free school dinner. At present, this includes a choice of meals including a vegetarian option and jacket potatoes. Parents/pupils can choose daily if they want a school lunch. All the children dine in the adjoining Leighton Village Hall where meals take place in a friendly atmosphere supervised by our lunchtime supervisors.



Uniform and PE kit

The wearing of school uniform, although optional for primary pupils, is encouraged to increase the children's sense of belonging and identity. School uniform is obtained from Constructiv Clothing (Unit 50, Mochdre Industrial Estate, Mochdre, Newtown). The uniform consists of a maroon sweatshirt, hoody or maroon cardigan, black trousers/skirt/dress and a polo shirt. We discourage the wearing of jewellery as it can be dangerous when playing and can get lost. If your child has pierced ears, then only studs should be worn. Children will also need a simple P.E. Kit. This consists of a yellow polo T-shirt, black shorts, and a pair of pumps/trainers. Trainers are necessary for outdoor activities. A tracksuit may be worn in colder weather. We encourage the wearing of the school PE kit or school team kit provided by the school to be worn when children represent the school in local sporting events. We have swimming lessons at the Flash Leisure Centre, Welshpool. If parents wish their children to wear swimming goggles, they should let school know that they take full responsibility for any accident that may occur because of this wish.

All clothing needs to be clearly marked with your child's name, to assist with identification and limit lost property.





Safeguarding and Child Protection

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have Child Protection and Safeguarding procedures, updated and agreed annually. All staff undertake statutory Child Protection Training. Parents and Carers should be aware that schools have a responsibility to ensure the wellbeing of all pupils and may refer some matters directly to external agencies. The school follows Powys County Council's Child Protection Policy and Procedures. This important policy document is available on the school website. If you have any concerns that a child is being harmed or is at risk of harm, or if you receive a disclosure, you must contact the following staff immediately: Mrs Lindsay Clarke (Designated Safeguarding Lead, DSL) or in her absence Mrs Sian Edwards (Deputy DSL) on 01938 553261.

Health and Safety

Every possible care is taken to ensure children's safety whilst they are at school. No child is allowed to leave early without permission. If there is a change to normal arrangements, please let the class teacher know. The school regularly reviews health and safety arrangements for pupils and staff. Every visitor must visit the main entrance before gaining access to the school. Visitors **MUST** sign in and wear an identification badge. If a visitor acts inappropriately towards a pupil or member of staff, then they will be asked to leave the school grounds immediately and the police will be informed. Fire drills and emergency lockdown drills are held each term. All buildings are secure; therefore, visitors can only gain access via a member of school staff. The Foundation Learning class has enclosed outdoor areas. The main playground is fenced with two access gates which are locked during school sessions.



Complaints

If parents or carers have any concerns regarding their child in school, they are asked to contact the class teacher or the Acting Headteacher, Mrs Clarke. It is important that we are fully aware of individual concerns so that we can address them immediately and we will be only too pleased to answer any of your questions or assist you in any way. Should you wish to make a formal complaint, relating to the curriculum or any other matter, there is a complaints procedure, which is set out by Powys County Council. This begins with the complaint first being lodged with the Headteacher, who will arrange for a discussion to take place and if the matter is not resolved, it will be passed to the governing body complaints officer, via the Clerk to the Governing Body, Ms Rachel Tibbott on office@leighton.powys.sch.uk. A copy of our complaints policy is available on request.



Charging

Education is provided at the school without compulsory charges to parents, most school time activities being financed by the school with funds received from the Local Education Authority. When going on school trips, voluntary contributions are asked to support the financial costs. If the voluntary contributions do not meet the costs of the trip, then the trip will not go ahead. We are very lucky to have a fantastic PTA group FoLS Friends of Leighton School, who often subsidise trips to reduce costs.

Pastoral Care

The Acting Headteacher has the overall responsibility for the health, safety and security of the school and the pupils. In her absence any concerns will be dealt with by Mrs Sian Edwards, the teacher in charge. The school relies upon the close cooperation of all members of staff and parents to ensure that all pupils are cared for. The staff of the school take responsibility for the children when they arrive at school in the morning and the class doors open at 8.45am. Their responsibility continues until the children leave in the afternoon. Members of staff and Lunchtime Supervisors are responsible for the children during lunch break. Children should always be clear as to arrangements for getting home. If they are being met by an adult other than the person who usually collects them school staff should be informed of this, otherwise they will not release your child to an unknown person without your express permission to do so.



From time-to-time accidents do occur; staff are trained in basic first aid procedures, which is updated and refreshed every three years, and accidents are recorded and treated on the premises and a record of the incident kept on file. In cases of more serious accidents parents are requested to attend school. If unavailable, then a member of staff would accompany a pupil to hospital if required and would stay with the pupil until the parent was available. It is important and in the best interest of all pupils that parents keep the school informed about changes relating to addresses, telephone numbers, welfare of the pupils, home circumstances, illnesses and any medication being taken at home. If your child is receiving medication that needs to be continued in school time, we can only do so if we have received your written instructions on the appropriate form, a copy of which is available from your child's class teacher.

The emergency numbers provided by parents must be accurate and amended if parents or close relatives/contacts change their phone numbers.

Online Safety

Online Safety is taught throughout the school and great emphasis is put on the safety of our pupils when online, we use the Digi Den scheme to support this. A range of lessons are taught to improve understanding of staying safe online. All pupils and staff are aware of the Acceptable-Use Policy which sets out guidelines for staying safe online and with digital resources. Our E- safety policy sets out how we keep children safe online.



Religious Education and Daily Worship

Following statutory requirements all pupils attend a daily act of worship within assemblies or the classroom. Such opportunities contribute to pupils' moral and spiritual development. Parents have a right to withdraw their child from Collective Worship. Please discuss your individual needs with the Headteacher. The school studies all the main religions of the World with an emphasis on similarities and tolerance of others. We aim to introduce pupils to other people's cultures, traditions and beliefs through the themes and topics we teach to ensure they become ethically and spiritually informed citizens. The school follows the Powys Agreed Syllabus for RE.



Relationship and Sexuality Education

This area of the curriculum is delivered sensitively, and children receive sex and relationship education appropriate to their age. During their final years in school, pupils are provided with a greater depth of information relating to the development of their bodies and the onset of adolescence. The school follows the JIGSAW scheme. If you would like to see the full Relationships and Sexuality Education Policy, please ask.

Healthy Snack

We encourage children to eat healthily and are a member of the Healthy Schools Scheme. Children are encouraged to bring a healthy snack for breaktime either fruit or vegetables and have a water bottle in school every day. **Fizzy drinks and sweets should not be brought to school.**

The Foundation Learning children are provided with free school milk at playtimes.

Daily Welsh

Welsh is taught as a second language, including a weekly assembly through the medium of Welsh, led by Criw Cymraeg. Staff and pupils are encouraged to use Welsh as part of their everyday language in school. We aim to develop the use of the language and to provide a relevant context for the teaching of it. Much of the teaching is through activities and games, as well as reading and weekly writing sessions in Elystan. Children are encouraged to be proud of their Welsh heritage and to respect the cultural identity of all children in school. We focus on our similarities and shared beliefs. We are currently working towards the Cymraeg Campus silver award.





Homework

As part of our close links with home, we do encourage children to undertake any homework that may be provided. This allows pupils to complete a range of creative tasks linked to the work they are doing in school and allow them to practice the skills they have learnt in school. Reading, spelling, and learning their times tables are crucial, and we ask parents **to read with their child daily**. Do remember, however, that your child will have worked hard at school. If they enjoy a variety of activities with you at home, then get a good night's sleep, they will come back in the morning ready and keen to learn!



Attendance

If pupils do not attend school, they cannot be educated. Good attendance and punctuality lead to the best learning outcomes. We ask you to contact the school on the first morning of absence, if possible before 9am, via the absence form on Schoop. All medical/dental appointments should be made outside of school hours as far as possible, but if they take place during school time, pupils who are persistently late may be referred to the Education Welfare Officer, as being frequently late for school adds up to lost learning. The school will not authorise absences for holidays unless it is in exceptional circumstances. Holiday requests must be made at least two weeks before, please ask your child's class teacher or the office for a holiday request form.



Transfer to High School

Our pupils normally transfer to Welshpool High School at the age of eleven plus, and representatives from the school visit our pupils prior to transition. Year 6 children can visit the High School on several occasions, including two full days in July, so that they can see the school operating and be a part of its normal day. Every effort is made to make the transition as smooth as possible. For children with ALN or anxiety additional transition sessions can be arranged to support their transition to the high school.



Looked After Children

The member of staff designated the responsibility of promoting the educational achievement of Looked After Children is Mrs Clarke. The school follows Local Authority policy when promoting the educational achievement of Looked After Children.

New Pupils

If your child is starting at Leighton School, you will be asked to provide emergency contact numbers and medical information and sign the following forms:

- Photo consent for the website, and Facebook pages
- HWB platform permission
- Local area visits e.g., Church, village
- Educational visit consent form, including swimming.

Health Matters

If you suspect your child is unwell before the start of the school day, it is best that you keep them home until they have recovered. If you require information about specific guidance regarding illnesses and infections, please contact the school office as we may have additional information as guidance, you can also look at the NHS website which provides useful advice:

[Is my child too ill for school? - NHS](#)

If your child has been sick or suffered with diarrhoea, they need to remain at home for 48 hours after the last episode. If your child is taken ill during the school day and is unfit to continue in school, we will contact parents/carers to collect their child. If a child requires daily medication for a chronic complaint e.g., asthma, there are certain procedures which must be followed: A parent or guardian must inform the school of the child's condition and the medication being taken. An asthma form will need to be signed by the parent/guardian. These are available from the office or from your class teacher. All medication should be given to a member of staff and must clearly show the child's name on the sticker from the pharmacy, the dosage, and the frequency. You will be asked to complete an administering medicines form. Items such as ventilators for asthmatic pupils are to be kept in the pupil's classroom. All staff are aware of pupils who require specific medication in an emergency (for example an epi-pen), and where it is kept. **It is essential that we are kept up to date with contact numbers so that you can be informed quickly in the event of an emergency.**





Transport

Due to the rural nature of our school, most of the children travel to school either in their parents' cars or by taxi. At 3.10pm, the vicinity of the school can become a very busy area, so for reasons of safety, we request that parents escort their children to their cars. School gates will be closed by 3.20 to ensure the safety of children still on site attending after school care or clubs.

From time to time, it is necessary to take children out of school on an educational visit or to take part in a sporting fixture. In these circumstances, transport is often provided by local coach companies or teachers and parent volunteers with DBS in exceptional circumstances.

For your child to take part in such events it is necessary that you give your written permission. When your child begins school, you will also be asked to give written permission for taking your child on short walks to the village/church, using your child's image on the website, in press releases or on school videos and Facebook.

Behaviour

Discipline and high standards of behaviour are very important within Leighton School, where everyone is valued and respected. We believe that the task of producing well-disciplined children is a joint one, shared between parents, teachers, and children. Pupils are encouraged to take responsibility for their own behaviour, and they are expected to comply with acceptable standards of behaviour.

Our emphasis is on the promotion of positive behaviour and examples of current rewards include certificates for manners in the weekly Celebration Assembly. We have a system of sanctions in place to deter unacceptable behaviour. These sanctions include advising parents of their children's unacceptable behaviour. Any form of bullying will be acted upon immediately and if necessary, parents will be informed.

A disregard of acceptable standards of behaviour, especially when the health and safety of other pupils is at risk, will result in pupils being excluded from school.

This process involves the Governing Body as well as the Local Education Authority and follows strict procedures. If you would like a copy of the full positive behaviour policy, please do not hesitate to ask for one.

Pupil Voice



Leighton School takes great pride in its Pupil Voice, and this underpins the philosophy behind our new curriculum and informs planning. We have several pupil voice groups, including School Council, Criw Cymraeg, and Eco Warriors, also Year 5 and 6 Sports Ambassadors.



Pupil Progress and Assessment

All pupils have writing targets based on formative and termly assessments. If a pupil has a specific additional learning need, a Universal Learning Provision (ULP) or Individual Learning Provision (ILP) will be drawn up in collaboration with the child and their parent/carer to assist them in achieving their targets.

All staff at Leighton School work hard to ensure the continuous improvement of the basic skills of all pupils in school. This includes those who underachieve and those whose attainment is lower than would be expected of someone of their age. This is achieved by regular assessment procedures which inform teachers and parents of the children's academic progress. The results will also inform teachers' future planning to ensure that the individual needs of each child continue to be met.

Parents will have the opportunity to meet the teacher on two occasions throughout the year: in the autumn term and in the spring term. This follows a parent meeting with their child to look at books and for the child to discuss their work, progress and share their achievements. An annual full school report is sent home in the summer term.

At the beginning of each term, information is sent home explaining the topic for each class, the work they will be covering and ideas for homework activities.

Twice a year the pupils in Years 2-6 will be assessed using the National Welsh Tests in Reading and Maths (Procedural and Reasoning).

Reception pupils take a base-line assessment on entry and exit; this information is closely monitored by staff and appropriate action is taken if a child is thought to be under achieving.

Contacting School

All parents are welcome to arrange an appointment to come into school to discuss problems and concerns. Teachers can return phone calls to parents to discuss any concerns. A fortnightly newsletter is sent out to parents and the school uses Class Dojo to communicate with parents during the school day. We post celebratory images and information on our school Facebook page.

The school office is open from 8.50-3.10, however, the Administration Officer only works part time, so please leave a message on the answer machine and we will get back to you as quickly as possible.

For security reasons, all visitors during the school day are requested to report to the office on arrival.





Communication with Parents

Fortnightly newsletters are sent via Class Dojo, if you find that you are missing a particular letter, please contact the office to request another copy.

Staff will use Class Dojo to send messages and to show photographs. In the case of an emergency then staff will phone parents/carers or a designated contact for the family - please ensure your emergency contact details are always up to date with the office.

Parental Involvement in School

We endeavour to involve parents and carers as much as possible in the life of the school. Invitations are, of course, extended to special annual events such as Sports Days, Christmas, and Summer Concerts. However, we are also keen to involve parents in the day-to-day activities that take place. We welcome any help from parents that they might like to give, and if they have a special skill that they can bring to the children, they are very welcome in school. If you have a child or children at the school, you will provide support in a different class to your own child. All our regular helpers are police checked. So far parents have been involved in such supportive activities as listening to children read, helping with craft work/sewing, teaching sporting skills, art club, chess, gardening with groups of children, school visits, computer technology and cookery.



Friends of Leighton School

The Friends of Leighton supports the school by organising a variety of fund-raising events such as the Summer and Christmas Fairs and brings parents together. Their contribution to school life is invaluable and they often help to subsidise school trips and the cost of buses. The meetings are very friendly and informal - so why not come along?



Admission Arrangements

In Powys, children are admitted to school in September following their fourth birthday. Children are welcome to join us at any stage of their primary education. Parents should register their preference, online via the Local Authority School Admissions department: admissions@powys.gov.uk

If you are interested in your child coming to our school, we always welcome a pre-visit for you and your child. Transfers from another school are also relatively straightforward, with a similar procedure.