



## PROSPECTUS

**Knighton Church In Wales Primary School**

*Love of God, love of others, love of learning*

Ludlow Road, Knighton  
Powys LD7 1HP



**Ysgol Yr Eglwys Yng Nghymru Tref-Y-Clawdd**

*Caru Duw, caru pawb, caru dysgu*

Heol Ludlow, Tref-y-Clawdd  
Powys LD7 1HP

Tel/Ffôn: 01547 528691

Headteacher/Prifathrawes: Mrs Charlotte Rimmer

[www.knighton.powys.sch.uk](http://www.knighton.powys.sch.uk)

Updated Spring 2026

Up-to-date school policies can be found on the school website. Hardcopies are available, on request, from the school office.

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## Welcome to Knighton Church in Wales Primary School



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### Overview From Our School Council – Pupil Voice

‘Our school tries to keep everyone safe at all times, they always teach you in a good way here. You are always taught to be respectful and we are respected by the adults. We go on trips; like to Oaker Wood and Cardiff and to the theatre and cinema. We attend lots of sports events like netball, cross-country and football. We have fun and Knighton is a good place to learn!’

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### A Supportive and Nurturing School Community

Knighton Church in Wales Primary School is committed to fostering strong, positive relationships and cultivating a warm, inclusive culture and ethos. We believe that a positive school environment is fundamental to promoting constructive learner behaviour—both in the classroom and throughout the school community, as well as in the wider world.

At our school, we believe that every learner deserves to feel valued, understood and supported. A strong sense of belonging is fundamental to their wellbeing, confidence and success. Our staff take the time to get to know each learner as an individual, listening carefully to their views and building relationships based on trust, respect and genuine care.

We recognise that positive relationships are central to good attendance and engagement. By offering a personalised, empathetic and flexible approach, we ensure that each learner’s unique needs are met wherever possible and their strengths celebrated.

We also understand the vital role families play in a child's education. Our open-door policy encourages regular, honest and respectful communication with parents and carers. We work closely with families to strengthen home-school partnerships, value parent voice, and address any barriers to attendance or engagement.

Together, we create a welcoming and inclusive school community where every learner feels they belong and can thrive.

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## A Welcome from the Diocesan Director of Education for the Diocese of Swansea & Brecon

Dear Friends,

Knighton Church in Wales School is part of the family of schools in the Diocese of Swansea and Brecon serving its local community, and is a place of joy, happiness, and achievement where everyone is valued, focusing upon wellbeing, where a warm welcome is always given.

We, in the Diocese of Swansea and Brecon believe that Knighton Church in Wales School offers the highest standards of teaching and opportunities for learning with an extensive and pluralistic curriculum. As a Church school it is responsive to the parents and the communities it serves, while celebrating their distinctive Christian ethos, where the children experience Christianity as part of their moral and spiritual development.

A Church in Wales school is one in which the entire atmosphere is pervaded by a conviction that there is something mysterious, and potentially wonderful, in everybody. In the everyday running of the school, there is little difference between a Church school and a community school, however, the ethos of a school can be strongly influenced by its Christian foundation, and this is reflected at Knighton Church in Wales School. Like all schools, Knighton Church in Wales School is maintained and run by Local Education Authorities, receiving advice and support with additional support from the diocese, the Church through the Diocesan Board of Education, the Diocesan Director of Education, and 'Foundation Governors' appointed by the Church. All of these bodies and individuals play their part in the oversight and governance of the school, but they also share in the special role of ensuring that the Christian foundations of the school are maintained and developed in such a way that each and every pupil feels valued, cared for and safe, and, through experiencing sound Christian teaching and example, is enabled to become a caring and loving individual member of both the school family and the wider community.

A significant number of schools were founded by the Church and the Church still plays a significant part in the management of many. Church Schools have a special and legal responsibility to bring to the lives of their pupils a sound understanding of Christian principles and practice whilst at the same time seeking to serve, not only local Christian families, but also the community in which each school is set. Church Schools reflect the continuing commitment by the Anglican Church to the education, nurture and welfare of children, and Knighton Church in Wales School is part of the family of Church in Wales Schools, where over 25,000 children are pupils in Church in Wales schools, over 2,000 of them in our own Diocese.

Church schools are the heart of their communities, with Knighton Church in Wales School playing a central role in Knighton's life, with numerous events taking place. In the Diocese of Swansea and Brecon, we are about communities, flourishing together to achieve immeasurably more than we can imagine, with our culture is one of high aspiration rooted in our Christian values, as demonstrated in the life and teachings of Jesus Christ, and Knighton Church in Wales School demonstrates this through excellent leadership and management and a proven performance record of high standards. This is born out with visits from the Diocesan Director of Education and with regular reports and dialogue with the Challenge Advisors. Standards are high in this school.

Knighton Church in Wales Church School is a model Church in Wales school, one in which the atmosphere has that kind of openness about it, that sense that people are worth spending time with, that people need time to grow, and have loving attention. I hope that your child or children will find Knighton Church in Wales school to be a place of happiness, learning and fulfilment.

With my very best wishes,  
John Meredith

## Our School Ethos

**Trust**  
**Environment**  
**Aspiring**  
**Motivated**

*...that we will always treat each other with care*  
*...that is exciting and encouraging!*  
*...and active individuals*  
*...to make memories*

**Teulu a cynefin**  
**Respect**  
**Experts**  
**Ffin**  
**Ysgol unedig!**

*...all round*  
*...in Mantle*  
*...Cymru a Lloegr*

Knighton Church in Wales Primary School is an English medium Voluntary Controlled Church School which bases its teaching and learning on Christian values. It is a co-educational day school run by Powys Local Education Authority and the Diocese of Swansea and Brecon. The school is monitored termly by a member of the Local Education Authority's School Effectiveness Team, and the Diocesan Director of Education, John Meredith.

The school's aim is to work together with our children, parents/carers, staff, governors, the community, the Church and the Local Education Authority, to achieve the best possible for each child in school.



## Mission Statement

The order and content of these statements were decided by all pupils across the school in school council sessions.



Rydyn ni'n dysgu am y bobl sy'n rhannu ein byd ac yn eu parchu.

We learn about and respect the people with whom we share our world.



Mae'r oedolion yn yr ysgol yn helpu ni i wella'r sgiliau sydd angen i lwyddo.

The adults in school help us to learn how to get better at the skills we need to achieve success.



Mae ein hysgol yn helpu ni i fagu hunan-hyder.

Our school helps us to build our confidence in ourselves.



Rydyn ni'n dysgu i barchu eraill fel rydyn ni'n hoffi cael ein parchu.

We learn to treat and respect others the way we like to be treated.



Rydyn ni'n mwynhau ein dysgu yn fawr.

We really enjoy our learning.



Yn ein hysgol ni, mae pawb yn gallu dysgu i fod yn ffrind gwell gyda chymorth.

Our school knows that, with help, we can all learn how to be a better friend.



Rydyn ni'n darganfod a datblygu'r gorau ym mhawb.

We discover and develop the best in everyone.



Mae ein hysgol yn helpu ni i wneud dewisiadau iach ac i fod yn weithgar bob dydd.

Our school helps us to make healthy choices and to be active every day.



Mae ein ysgol ni yn gweithio'n dda gyda'n teuluodd a'r gymuned leol.

Our school works well with our families and the local community.



Rydyn ni'n filch o'n diwylliant a'n treftadaeth Cyreig. Rydyn ni'n gallu siarad Saesneg, Cymraeg a BSL.

We are proud of our Welsh heritage and culture and speak Welsh, English and BSL.

## Admission to School

Unless other acceptable arrangements are made, a child is required to attend school from the beginning of the term following their fifth birthday. In Powys, a child may be admitted to school in the September following their fourth birthday. This means that:

*Pupils born between...*

1<sup>st</sup> September 2021 and August 2022

1<sup>st</sup> September 2022 and August 2023

1<sup>st</sup> September 2023 and August 2024

*Can start school in...*

September 2026

September 2027

September 2028

Parents/carers are asked to ensure that their children are registered with the school well before this date. Parents/carers are required to complete a “Parental Preference for Primary School Admission” form in October prior to starting in the following September.

There can be no exceptions to these admission arrangements. Children who attend the Knighton Children’s Centre will receive a form. Forms can also be obtained from the Powys Local Authority (LA) website.

The school has an Equality Policy and an Accessibility Plan in place, which support the admissions process and general accessibility for children with disabilities.

Parents/carers applying for admission of children above or below the compulsory school age are invited to have a discussion with the Headteacher.



Parents/carers of children moving from other schools need to discuss any transfer they wish to make with the Headteacher of their existing school before approaching the Headteacher of Knighton Primary School. They need to have confirmation from the LA before they can be admitted.

We have a pre-school setting called 'Knighton Children's Centre'. There are excellent links between this setting and the school to ensure a smooth transition for children moving from pre-school into school.



Admission forms for Knighton Children's Centre are available on the Powys website or from the Children's Centre staff. They are registered as a setting offering childcare hours and education hours: for more information contact the centre or the Family Information Service. It is also a '**Flying Start**' setting- for more information go to the Flying Start information on the Powys website to check if your postcode is eligible to access this FREE childcare (2yr olds). The contact number for Knighton Children's Centre is: **07752994940**

## The School Day

- Children can come into school: 8.45am
- Registration: 8.55am
- Playtime: 10.30-10.45am
- Lunchtime: 11.45am (Reception to Year 2) / 12pm (Year 3 to Year 6)
- Afternoon session starts: 12.50pm (Reception to Year 2) / 1pm (Year 3 to Year 6)
- School lessons end: 3.10pm

Access onto the site for all children is via the gates on Ludlow Road, which are unlocked at **8.45am** for children to begin their school day. The car park is for staff cars and disabled parents/carers/visitors/volunteers only between **7.45am** and **3.30pm**. Children enter and exit the building via doors onto the playground at the front of the school. Visitors during the school day should use the entrance from Farrington Lane and must sign in and out at the school office. Breakfast club users also use this entrance, which is open to them from **7.45am**.

## Education for Sustainable Development & Global Citizenship (ESDGC)

In January 2009 we achieved the first **Eco Green Flag** status for our school. In May 2017 we achieved the top '**Platinum**' award and have retained it during subsequent visits. The school continues to work to keep this award.

We have a long-standing history with the 'global programme, which is the largest educational programme on the planet' which we joined in 2006. 'It is designed to empower and inspire young children to make positive environmental changes to their school and wider community, while building on their skills, including numeracy and literacy, and encompassing Education for Sustainable Development and Global Citizenship.'

### Pupil Participation & School Councils

All pupils belong to one of the following school councils: **School Council; Worship Council; Sports Council; Eco Committee; E-safety Committee; Healthy School** and **Criw Cymraeg** (Welsh Council).

Councils meet every half-term to discuss matters that concern the children and to follow projects suggested by the children. The aim of each council is to put the children at the centre of decision making, to help us make the school an even better place in which to live and learn. Governors and other stakeholders are often invited to attend these meetings.

Knighton Church in Wales Primary School plays an important part in the local community. The Chair and Vice Chair of our School Council represent us by laying a wreath at the Remembrance Day Parade and pupils participate in events put on at the community centre, such as 'Community Christmas Carols' and 'St David's Day' celebrations. The School Council decide upon charities to raise money for each year and always make sure that one of the charities is linked to the community e.g. Air Ambulance, RNLI.

### Health & Safety

The school is protected via an alarm system and all external doors are closed during the school day. Visitors to school enter through the main reception door where a buzzer & camera are in operation.

Risk assessments / health and safety audits of the site are undertaken regularly by SLT, governors and the Local Education Authority. This prioritises action which needs to be taken to ensure a safe school environment.

To ensure the safety of pupils walking to and from school, parents/carers are asked not to park on pavements, across driveways or in the entrance to the Football Club.



Teachers arranging visits off site for their classes are expected to conduct a risk assessment of the activity. From this they can identify the measures which need to be put in place to ensure a safe visit. For residential school trips staff must upload details of the trip and relevant risk assessments to Evolve. The trip must be approved by the Local Authority.

The school has termly fire evacuation practices to ensure that everyone is prepared in case of a fire. We also have regular 'lockdown' practices.

Any visitors into school, including parents/carers, must sign in and out of the building at the school office. All members of staff and governors have lanyards to identify who they are.

We have 'Healthy Schools' status, as such children are not allowed to bring sweets, chocolate or fizzy drinks into school for break time. Fresh fruit/vegetables are allowed for a break time snack. Pupils will be asked to keep other snacks for lunchtime but are strongly encouraged to eat a well-balanced lunch. Children are expected to bring a water bottle from home daily, that may be filled at break times, allowing them to have access to water throughout the day. Squash or juice should not be put in children's water bottles.



## Child Protection

The school has a duty of care to all its pupils and there may be occasions when a member of staff is concerned about a pupil's welfare. When this happens, the school will contact the parents/carers to discuss the matter. On occasions, where there is an urgent concern or concerns do not seem to be being addressed, then a referral to Children's Services Front Door Team may be necessary. Children's Services Front Door Team are trained to talk to children about sensitive issues and school is duty-bound to refer certain types of concerns / incidents to Children's Services. Children's Services and school staff work together with parents/carers in a supportive role.

## Key Contacts

If you have a concern about a child or member of staff:

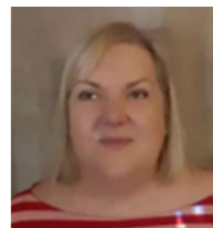


Our Designated Safeguarding Lead is:  
Charlotte Rimmer  
01547 528691  
head@knighton.powys.sch.uk



Our Deputy Safeguarding Lead is:  
Tara Jones  
01547 528691  
tjones@knighton.powys.sch.uk

If you have a concern about our headteacher, report this to our Chair of Governors.



Our Designated Governor for Safeguarding at Knighton Church in Wales Primary School & Knighton Children's Centre is:  
Angelique Williams (Chair of Governors)  
cldr.ange.williams@powys.gov.uk

The Designated Safeguarding Lead for Education in Powys is Michael Gedrim: 01597 826431 | michael.gedrim@powys.gov.uk

Children's Services can be contacted via Powys Front Door: 01597 827666 | Out of Hours - 0845 0544847

## Class Organisation & Staffing

The school is presently composed of 7 mainstream classes and a Resource Based Specialist Centre (RBSC) for children with additional learning needs.

### Teachers

Mandy Blower (Reception/Y1)  
Sian Evans/Lynn Rowlands/Jilly Jenkins  
(Reception/Y1)  
Lauren Rees (Y3)  
Calum Evans-Williams (Y4/Y5)  
Sioned Price (Y4/5)



### Senior Leadership Team

Charlotte Rimmer: Headteacher, Designated Senior Person for Child Protection  
Jess Fielding: RVE lead, RI for Children's Centre, Deputy Designated Person for Child Protection, Y2 teacher  
Tara Jones: Deputy Headteacher, Deputy Designated Person for Child Protection, Y6 teacher  
Louise Lowe: ALNCO, Resource Based Specialist Centre  
Michelle Warner: Resource Based Specialist Centre teacher

### Dinner Supervisors

Diane Scotford  
Mandy Bunn  
Kayley Green  
Tanya Bennet  
Stacey Robertson  
Stacey Beynon  
Faye Davies

### Teaching Assistants

Jackie Shaw (HLTA)  
Cath Hammond (HLTA)  
Claire Bennett  
Kath George  
Lucie Love  
Sally Humphries  
Emma Wozencraft  
Mary Gittins (RBSC)  
Pat Bywater  
Dave Rose (Activ8 Sports Coach)  
Kayley Green

### Cleaning Staff

Jade Stokes (Cleaner in Charge)  
Pauline Johnson  
Alison Apperley  
Kayley Green

### Kitchen Staff

Jane Layton  
Claire Cornes  
Emma Powell

## The Governing Body

The Governing Body and Headteacher share responsibility and are accountable for the strategic direction of Knighton Primary School and for the quality of education provided. The core responsibilities of the Governing Body are:

- Promoting high standards of educational achievement and behaviour.
- Setting targets for pupil achievement.
- Ensuring that there is a broad and balanced curriculum for all pupils to access.
- Determining the aims, policies and priorities of the school.
- Monitoring the school's budget.
- Staffing- staff appointments, performance management and development.
- Notifying parents/carers about information regarding the school.
- The well-being and safeguarding of all learners.

**Chair of Governors (LEA):** Angelique Williams  
**Vice Chair (Community):** Marty Jones  
**Foundation Governors:** Joe Buckingham  
Phil George  
Mike Longmore  
**Community Governor:** Larry Wright  
**LEA Governors:** David Williams  
Emma Bevan

**Minor Authority Governor:** Mark Vaughan  
**Parent Governors:** Paul Stanton-Humphreys  
Jules King  
Sara Spencer  
**Staff Governor:** Kath George  
**Teacher Governor:** Tara Jones  
**Headteacher:** Charlotte Rimmer

## Charging & Remissions Policy

No charges are made for day to day school activities. These costs are met from the school's delegated budget.

The school seeks to attract extra funding from a variety of sources to help to meet the costs of activities that further enhance curriculum provision and the learning opportunities presented to children. When costs or subsidies cannot be met from these sources, parents/carers are invited to contribute towards the expenses incurred.

We aim to ensure that all children have equal opportunities to participate in all activities. When costs are a barrier to any child taking part in the wider life of the school, we endeavour to find ways to overcome the problem. Parents/carers are urged to contact the Headteacher/Office if they find themselves in such circumstances. The Governing Body's Charging and Remissions Policy provides further information regarding this matter.



## Equal Opportunities

The School's Equality Plan outlines the work we do to ensure all children have equal access and equality of opportunities within school. All staff work hard to develop mutual respect between all pupils and staff, positive self-image and a positive attitude to the society in which we live. The school is committed to, and actively seeks to discourage, discrimination on the grounds of sex, race, gender, age, disability or social deprivation.

## Curriculum

All children have a right to a broad, balanced and relevant education which provides continuity and progression and takes individual differences into account. Work in school is designed to meet the requirements of the Curriculum for Wales, in addition to RVE and Collective Worship.

Following the four purposes of the Curriculum for Wales, we want our pupils to be:

- 1) Ambitious, capable learners who are ready to learn throughout their lives.
- 2) Enterprising, creative contributors who are ready to play a full part in life and work.
- 3) Ethical, informed citizens who are ready to be citizens of Wales and the world.
- 4) Healthy, confident individuals who are ready to lead fulfilling lives as valued members of society.

Our children work within the Six Areas of Learning and Experience (AOLE) described in the Donaldson Review, which are: **Expressive arts; Health and Wellbeing; Humanities** (RVE is included here); **Languages, Literacy and Communication** (Welsh is included here); **Mathematics and Numeracy; Science and Technology**.

All of our staff members are in teams for the six areas of learning to monitor provisions and standards for each.

## Welsh

Our school is situated in a town which has the English/Welsh border running through it. Although the immediate area is almost entirely English speaking, we are a Welsh school and we work hard to develop our pupils' written and spoken Welsh as set out in the national curriculum for Wales. The school is presently working towards the Silver Award for Cymraeg Campus (having achieved the Bronze award in November 2018). All children are taught Welsh during the week and it is used incidentally in class throughout the school day. Incidental Welsh is also used around the school and is rewarded with 'Tocyn Cymraeg' raffle tickets. Bilingual notices can be seen around the school. We would ask parents/carers to help support their child's/children's acquisition of the Welsh language if at all possible.

## Additional Learning Needs (ALN)

At Knighton Church in Wales Primary School we set high expectations for all pupils whatever their prior attainment. We use assessment to set targets which are deliberately ambitious. We deliver high quality teaching that is differentiated and personalised and meets the individual needs of most children or young people. Some children or young people need educational provision that is additional to or different from this and we endeavour to ensure that such provision is made for those who need it. We are committed to eliminating discrimination, promoting equality of opportunity, and fostering good relationships. Pupils with ALN engage in the activities of the school and Resource Based Specialist Centre together with those who do not have ALN and are encouraged to participate fully in the life of the school and in any wider community activity. We are committed to ensuring our



school celebrates and reflects our diverse community. We actively seek involvement from community members in fostering the above. We are a School of Sanctuary (please see our school website for further information about this).

At Knighton Church in Wales Primary School we support the emotional health and wellbeing of children and young people with ALN by providing extra pastoral support. We will work with parents/carers, the local authority and other appropriate agencies to implement a range of evidence-based and effective teaching approaches, appropriate equipment, strategies, and interventions to support the child's progress.

At Knighton Church in Wales Primary School we follow a graduated approach to meeting the learning needs of all children and young people. This approach follows the Powys County Council Inclusion Pathway. The pathway has the following stages:

- Emerging Needs
- Universal Learning Provision (ULP)
- School IDP
- LA IDP

A pupil has ALN where their learning difficulty or disability calls for additional learning provision (ALP), namely provision different from or additional to that normally available to pupils of the same age. We will assess each pupil's current skills and level of attainment on entry to the school and we will make regular assessments of progress for all pupils throughout the academic year. These will support us in identifying pupils making less than expected progress given their age and individual circumstances. In identifying a child or young person as needing support, the class teacher, working with the ALNCo, will carry out a clear analysis of the pupil's needs, including the individual's development in comparison to their peers, national data and their individual baseline. Slow progress and low attainment do not necessarily mean that a child or young person has ALN. Equally, attainment in line with chronological age does not necessarily mean that there is no learning difficulty or disability. We recognise that parents/carers know their children best and we listen and understand when parents express concerns about their child's development. We also listen and address any concerns raised by children or young people themselves. Where it is decided to provide a pupil with support the decision will be recorded on the child or young person's Tyfu Profile. Any decision will always involve parents/carers and the child or young person where appropriate.

Tyfu is an online system that enables all settings, schools and the council to create One Page Profiles for pupils, upload Universal Learning Provision plans and monitoring details, create individual development plans for pupils with ALN, record meeting details and decisions relating to individual pupils' emerging needs / ALN, make direct referrals into the council, and create personal education plans for children looked after. The platform also allows all

people working with a child, young person and their family to have access to the information to ensure that there is a multi-agency approach to meeting the needs of all children and young people with ALN. Access to the Tyfu Platform is by invitation and is a two-step verification process. We will only invite professionals to have access to a child or young person's Tyfu profile with parental or young person consent.

At Knighton Church in Wales Primary School we are committed to working in partnership with parents and carers and will always work in a person-centred way. We will:

- Have regard to the views, wishes and feelings of parents/carers
- Provide parents/carers with the information and support necessary to enable full participation in decision making.
- Support parents/carers to facilitate the development of their child to help them achieve the best possible educational and other outcomes, preparing them effectively for adulthood.
- Meet with the parents/carers of children as often as is necessary in the most convenient format for all parties
- Provide an annual report for parents/carers on their child's progress

We have an ALN and Inclusion Policy, which can be found on our school website, should you like further information on how our school works hard to include all learners in every aspect of school life.

## MAT Children

Through professional discussions, observations, book looks, listening to learners and the use of standardised tests more able and talented children are identified. These children are identified in planning and are encouraged with appropriately challenging work. The wide range of extra-curricular activities available at Knighton provides a broad range of opportunities for our more able and talented (MAT) children.

## Children Looked After

Our school liaises closely with social workers in respect of the educational needs of children who are looked after by the Local Authorities to ensure their needs are met and effective and appropriate provision is made for these pupils. Louise Lowe is the member of staff designated for having responsibility for promoting the educational achievement of looked after children.

## EAL Support

We currently have a number of English as an Additional Language (EA) pupils. Their needs are assessed when they start school and they receive appropriate support within the classroom as needed.

## Religious Values & Ethics

The school's programme for Religious Values and Ethics (RVE) is based on the 'Understanding Christianity' resource and RE Today resource. Planning also reflects the fact that the religious traditions of this country are, the main, Christian, but take in to account the teachings and practices of other principal religions.

Our teaching of Religious Education aims to:

- explore and develop pupils' own life experiences.
- help children understand and appreciate that some people have religious beliefs and show how these are put into practice.
- help children to develop respect, understanding and empathy for beliefs that may be similar or different from their own and help them recognise the stance of nonbelievers.
- lead children to appreciate their own local environment and to respect and be responsible for the wider world.

## Collective Worship

We endeavour to ensure that all who take part in our Acts of Collective Worship, whatever their faith or religious background, will feel comfortable. Acts of Worship are led by the Headteacher, staff, members of the local clergy, outside visitors and by children. Our daily Act of Collective Worship is an important part of the school day providing us with a forum to celebrate, contemplate and consider together.

Relationship with the Church: As a Church in Wales School our school has a strong relationship with St. Edward's Church in Knighton and we visit the church regularly for celebrations and activities. The school also strives to provide education that is valued and respected by all denominations and faiths and invites other Faith Leaders into school whenever possible.

## Relationship & Sexuality Education (RSE)

Relationship and sexuality education is a statutory requirement in the Curriculum for Wales framework and is mandatory for all learners from ages 3 to 16. Parents/Carers no longer have the right to withdraw children from RSE lessons at school.



in



RSE has a positive and empowering role in the learners' education and plays a vital role in supporting them to realise the four purposes as part of a whole-school approach.



Helping learners to form and maintain a range of relationships, all based on mutual trust and respect, is the foundation of RSE.

All the primary schools in our cluster use 'Jigsaw' to support our teaching of RSE. Designed as a whole-school approach, Jigsaw PSHE / Health and Wellbeing provides a detailed and comprehensive scheme of learning for ages 3-16. Jigsaw provides well-structured, progressive lesson plans with all teaching resources included.

Please see our Relationship and Sexuality Education policy for more details about how we teach RSE.

## Illness, Absence & Medication

So that we can keep our children safe, parents/carers should contact their child's teacher (by email or phone) on every day of absence, explaining the illness and stating how long their child may be away from school. This contact will be recorded in the school's parent/carer contact book and this may be referred back to if necessary, at a later date. If parents/carers do not inform us of the reason for a child's absence, we will telephone them as soon as the registers are taken, to make sure that your child is safe.

A child's attendance is expected to be 95% or above. Attendance letters may be sent home if a child's attendance falls below 90%. This is the equivalent of 10 days illness across the whole school year.

Holidays cannot be routinely authorised during term time and fixed-term penalty notices (fines) may be triggered. All requests for authorised absence (such as a holiday) should be made at least 28 days before the date of the absence. Forms are available from the school office.

If children have to attend medical appointments during the school day please inform us in advance.

Absences that are unexplained or where the explanation is unsatisfactory have to be recorded as "unauthorised absences" and may be brought to the attention of the School's Education Welfare Officer.

Parents/carers should be aware that, even if they give a reason for a child's absence, it is the school's decision whether or not to authorise it. Parents/carers should ensure that the school has up to date contact information should we need to reach them in the event of accident or illness.

Parents/carers are welcome to come into school during the day to administer medicine to their children. If this is not possible, please complete a 'Request to Administer Medication' form which is available from the office or can be downloaded from our school website. Medicines should be brought to the school office in a clearly labelled bag accompanied by the above form. All medicine brought into school is kept in the locked medical cabinet/fridge in the office, except for asthma inhalers which are kept in children's classrooms.

## Achievement Awards

“Achievement Certificates” are awarded by staff to children who make an outstanding effort with their learning or behaviour. Staff also use a range of other positive reinforcements for good behaviour and hard work such as: ‘green for good’ and stickers in marking; class marble jars; class raffle tickets; golden time and extra playtime.

## Uniform, Kit & Jewellery

The school uniform consists of a royal blue sweatshirt or cardigan with a school logo, a white or red top, grey/black trousers, or jogging bottoms skirt or pinafore and black shoes. Unacceptable clothing should not be worn in school; this includes jeans, denim, sports tops, tracksuits, strappy tops etc. The school sweatshirts and cardigans can be ordered from the school office. Pre-loved uniform is available from Friends of Knighton Primary School.

All children need to come to school in white/red t-shirt, black shorts/jogging bottoms and suitable footwear (pumps or trainers for PE days). Teachers will be pleased to advise about what items are appropriate for different activities. Parents/carers are responsible for ensuring their children have appropriate kit in school on the right day.

For safety reasons, pupils are not permitted to wear watches/fit-bits/bracelets/necklaces etc, and any child with pierced ears should wear one pair of small studs and nothing else. All jewellery should be removed during physical activity, PE, swimming and drama sessions. Micropore tape should be used to cover any earring studs that are difficult to remove. Parents/Carers should be aware that the school cannot take responsibility for any jewellery related injury.

## School Meals / Food in School

The School Kitchen, run by Powys Catering, produces a menu on a three-week cycle, which is displayed at various points around the school and frequently on the school’s closed Facebook page. Children order meals, on a daily basis, during the registration period.

All pupils are now entitled to Universal Free School Meals. Children of parents/carers in receipt of Income Support, Job Seekers Allowance or Child Tax Credit (but not Working Tax Credit) or Universal Credit may be eligible for additional financial support for school supplies. Apply online at: [www.powys.gov.uk](http://www.powys.gov.uk). We are happy to help with this, please just ask.

## Extracurricular Activities

Sport plays a vital part of school life here at Knighton. All children (from Reception upwards) have the opportunity to take part in swimming sessions throughout the school year. Weekly PE lessons are delivered by our Activ8 coach, Dave Rose. Pupils are taught various skills through different sports. We have many sports clubs that run during the year and we also take part in cluster and Urdd sports events.

Year 4/5/6 pupils take part in a residential trip every year to challenge themselves with some super outdoor, adventurous activities!

We also welcome two Bronze Sports Ambassadors every year, who help to develop skills and fitness across school.

## Friends of School

The school has a very active and supportive Parents and Teachers Association known as 'Friends of School' and all parents/carers can become members when their children start school. Friends of School meetings are held regularly to plan social and fund-raising events and this group makes a significant contribution to many aspects of school life. You are invited to attend the Friends of School Annual General Meeting, which is held during the Autumn Term, and other meetings throughout the school year.

## Volunteer Helpers

The School is very grateful for volunteers who come into school to assist class teachers in a variety of ways; art, craft, cookery, display work, school trips, sporting events and activities.

All adults who work with children on a regular basis need enhanced Disclosure and Barring Service clearance, which is arranged by the Local Education Authority through the school office, and Safeguarding (**Group B**) training. Therefore, volunteer helpers are asked to see the Headteacher or School Administrator regarding the necessary checks. Please ask for our Volunteering Policy if you are interested in becoming a volunteer at school.

## Parent/Carer Involvement

Members of staff are pleased to see parents/carers throughout the year as a good home-school link is vital if pupils are to achieve their best. To make an appointment please contact the school office or email your child's class teacher directly (email addresses are on our school website and they are also regularly on school newsletters).

Every term each class celebrates their work in a class assembly to which parents/carers are invited. After the assembly, parents/carers can join their children in class to look at books and work together.

Parents/Carers are invited to attend two parents' meetings per year, in the Autumn and Spring term. In the Summer Term parents/carers are welcome to make appointments with their child's class teacher to discuss their child's annual report.

## Transition

Effective transition, between Pre-School and Primary School, between classes and between Primary School and High School is vital for our children's progress and well-being. To ensure excellent transition:

- the Children's Centre organise regular 'trips' into 'big school' throughout the year and join in with a range of activities.

- Children spend time with their ‘new’ teacher at the end of each school year and, at the end of Key Stage 2, pupils visit their High School (different High Schools have different lengths of visit.) Meetings are also held between staff of different phases/classes to transfer information about individual pupils’ needs.

## Further Information

All parents/carers receive fortnightly newsletters via email, including information about topics (sparks) and important dates for the diary. These are also available on our closed Facebook page. We aim to keep parents/carers well informed about general issues and about the progress that their children are making, in all six areas of the curriculum. Parents/carers are encouraged to contact the school whenever there is a concern or if they have any questions about school generally. Similarly, teachers will contact parents/carers when there is a concern, which cannot wait for our termly parent/carer/teacher consultation meetings.

## Complaints Procedure

Misunderstandings can sometimes happen and things can go wrong. If you feel that you have cause for complaint, please contact the Headteacher, so that the matter can be investigated. If the problem is not resolved, you are asked to contact our Chair of Governors, Angelique Williams. A copy of our Complaints Procedure document can be found on the school website, alternatively please request a hardcopy from the office.

## Attendance

Excellent attendance is important right from the start of your child’s time in school, giving them the best chance to succeed academically and socially.

<b>95-100% attendance</b>	Best chance of success	Your child is taking full advantage of every learning opportunity
<b>90-95% attendance</b>	At least 2 weeks of learning missed	Satisfactory. Your child may have to spend time catching up with work
<b>85-90% attendance</b>	At least 4 weeks of learning missed	Your child may be at risk of underachieving and may need extra support from you to catch up with work
<b>80-85% attendance</b>	At least 5 ½ weeks of learning missed	Your child’s poor attendance has a significant impact on learning
<b>Below 80% attendance</b>	At least 7½ weeks of learning missed	Your child is missing out on a broad and balanced education. You are at risk of prosecution

**In the academic year 2024/5 our attendance was 92.99%; authorised absences were at 6.23% and unauthorised absences at 0.77%.**

## Holiday Request Form (available from the school office)

If you wish to take your child/ren on a holiday during term time, this form below must be completed at least 28 days before, but no more than 40 working days before, the absence is required to be considered for authorisation.

All the factors noted below will be taken into consideration before a decision is made as to whether to authorise any periods of holiday requested during term time:

- Attendance figures for the last year.
- Behaviour and attitude to school life.
- That the holiday does not impact on any key periods of learning identified and highlighted by the school (such as national tests carried out twice a year).
- That this form has been completed correctly and the request has been made 28 days, but no more than 40 days, before the holiday.

**It should be noted that an application for a 'Fixed Penalty Notice' may be considered if there are 5 or more days (10 sessions) of 'unauthorised absence' recorded, in addition to the attendance level being below 90% for the school year to date.**

## Home-School Agreement



A successful school is a partnership between parents/carers, school staff and children. The following agreements are statutory. The Welsh Government requires that all pupils/carers, children and schools commit to them. Please take time to explain the following points to your child, especially if they are very young. (For Children's Centre pupils see contract for Children's Centre provision and parents.)

### Children

I will:

- Try my best at all times;
- Do what is expected of me in the classroom;
- Follow the school rules.

### Parents/Carers

I will:

- Ensure my child arrives on time and properly equipped to learn (reading book, PE kit, healthy snack for break time etc.);
- Support school guidelines for uniform and behaviour;
- Read, sign and return the acceptance slip of the school's 'Acceptable Use Policy' For Parents/Carers;
- Support my child 's learning at home;
- Ensure my child has the highest possible level of attendance and when absent inform the school daily of the reason;
- Take the opportunities provided by the school to discuss my child's progress;
- Keep the school informed of any changes in family circumstances that might affect my child, including contact/emergency telephone numbers.
- Be able to take photographs/videos of my child in school events, which I will use for personal use only, as long as I have read, signed and returned the acceptance slip for the 'Permission to Photograph' agreement.

### School

We will:

- Provide a differentiated curriculum where appropriate and as many learning opportunities as possible to enable your child to fulfil or exceed expectations;
- Encourage your child to do his/her best at all times;
- Encourage your child to take care of his/her surroundings and of others around him/her;
- Meet with you regularly to discuss your child's progress and complete an annual written report;
- Inform you about the broad topic areas to be covered each term and encourage good two-way communication at all times;
- Endeavour to ensure that your child is happy and safe in school.
- Allow photographing/videoing of your child in school events provided that they are used for personal use only and as long as you have read, signed and returned the acceptance slip for the 'Permission to Photograph' agreement.

### Governing Body

We will:

- Ensure the school meets its statutory requirements;
- Ensure the school is providing a well-balanced and appropriate curriculum for your child in line with Welsh government requirements;
- Provide the resources to enable your child to learn to the best of his/her ability and receive as many learning experiences as possible;
- Monitor, evaluate and challenge the school's overall performance in line with its priorities and attainment achievements.

## School Calendar 2026/2027

### **Autumn Term 2026:**

- Tuesday 1 September 2026 to Friday 23 October 2026
- **Half Term - Monday 26 October 2026 to Friday 30 October 2026**
- Monday 2 November 2026 to Tuesday 22 December 2026

**Non-pupils days\*:** Tuesday 1 September 2026

### **Spring Term 2027:**

- Monday 4 January 2027 to Friday 5 February 2027
- **Half Term - Monday 8 February 2027 to Friday 12 February 2027**
- Monday 15 February 2027 to Friday 19 March 2027

**Non-pupils days\*:** Monday 4 January 2027

### **Summer Term 2027:**

- Monday 5 April 2027 to Friday 28 May 2027
- **Half-term - Monday 31 May 2027 to Friday 4 June 2027**
- Monday 7 June 2027 to Friday 16 July 2027

**Non-pupils days\*:**

\*There will be three further non-pupil days which will be published on the school website.



**Knighton Church In Wales Primary School**

*Love of God, love of others, love of learning*

**Ysgol Yr Eglwys Yng Nghymru Tref-Y-Clawdd**

*Caru Duw, caru pawb, caru dysgu*

Find us at [www.knighton.powys.sch.uk](http://www.knighton.powys.sch.uk)