



Glan Llyn Primary School

Ysgol Gynradd **Glan Llyn**

School Prospectus 2025/26



Glan Llyn Primary School
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Headteacher/Pennaeth: Mrs J Richards
Chair of Governors: Mr A Jianikos

Glan Llyn Primary School,
Bessemer Drive,
Newport,
NP19 4EB

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Website: www.glanllynprimary.co.uk

Dear parents, carers and pupils,

It is my pleasure to write and welcome you to Glan Llyn. During our initial years of operation, the whole community has worked very hard to establish a welcoming and positive learning community where high levels of wellbeing are a priority and where the learning journey of each child is developed from their individual starting points. Starting a new school can be daunting for children (and parents) but please be reassured that we have received excellent feedback following the many successful pupil transitions over our first few years and I am sure that with the support of our dedicated and nurturing staff, your child will settle quickly and be very happy here.

Glan Llyn Primary school is a relatively new school established in September 2019. We opened under a growing school model over the first few years and we are now open to full capacity with a published admission number (PAN) of 60. The school also has a 48-place nursery and two dedicated learning resource base classes for pupils with additional learning needs.

This prospectus contains some basic information about the school to give you a flavour of our ethos and the work that we do. As the school continues to grow, we continue to develop our school website to capture our work in more detail. General school communication with parents/carers is via text messages with links to important newsletters and updates and class communication is via the SeeSaw app.

All admissions to the school need to be processed by Newport City Council and when places are confirmed, we work with parents to ensure every child has a successful and smooth transition into their new school. As soon as a place is confirmed via Newport CC Admissions, you will be sent an in-school admission form which we ask you to return as soon as you can. It is very important that any medical or special educational needs are identified on this form so that we can arrange the necessary support for your child to have a successful start to their time at Glan Llyn.

In the meantime, if you have any queries, please do not hesitate to call or email the school using the details at the top of this letter.

I look forward to meeting you all very soon.

Kind regards,

Mrs J Richards
Headteacher

Staff List (September 2024)

Headteacher: Mrs J Richards

Deputy Headteacher: Mrs S King

Assistant Headteacher: Mrs L Ryan

Leader for Inclusion & Wellbeing (ALNCo): Miss B Smith

Leader for Teaching, Learning & Curriculum: Mrs J Thomas

School Business Manager: Mrs C Jones

School Support Officer: Mrs C Bonnici

Miss J Hart

Family Engagement Officer: Mrs A Morris

Site Manager: Mr D Whittington

Teachers:	Mrs N Baker	Mr B Marshall
	Mrs H Bardsley	Mrs F McGee
	Mrs S Bancroft (maternity cover)	Mr J Phillips
	Mrs J Corner (maternity cover)	Miss L Phillips
	Miss J Crawley	Mrs S Pugh
	Mrs A Cueto	Miss S Rubery
	Miss H Davies	Mrs L Ryan
	Miss A Evans	Miss B Smith
	Mrs K Harris	Mrs J Thomas
	Mrs S King	Miss V Way
	Mrs L Lawson	Miss C Westacott

Teaching Assistants:	Mrs H Agiela	Mrs N Jackson
	Mrs N Almeida	Mrs R Lucas
	Mrs H Baker	Miss A Porter
	Miss O Brown	Mrs A Manship
	Miss E Broderick	Mrs A Morrison
	Mrs N Bourne	Miss C Roberts
	Mrs C Cordingley	Miss M Rowles
	Mrs K Court	Mrs J Scard
	Mrs C Daniels	Miss C Watkins
	Miss M Davies	Miss G Verallo
	Miss A Freeman	Mrs I Williams
	Miss J Hart	Miss K Williams
	Miss S Hawkins	

Midday Supervisors:	Ms S Carnegie	Ms C Ryall	Ms V Welton
	Ms R Handhal	Ms A Salman	Ms C Williams
	Ms V Lazic	Ms E Scott	
		Ms L Tome	

Governing Body

LA Appointed:	Cllr Martyn Kellaway	Parent Representatives:	Rachel Griffiths
	Allison Harries		Lucy Vers
	Howard Mason (Vice Chair)		VACANCY x 2
Minor Authority:	Trevor Brown	Community Representatives:	Alan Jianikos (Chair)
			Shuhani Shohid
			VACANCY
Teacher Representative:	Lydia Ryan	Staff Representative:	Claire Jones

Vision

Our vision is to establish a nurturing and respectful learning community which has a strong, inclusive ethos, and where a culture of positivity, enthusiasm and aspiration prevails for all and where excellence is standard.

Mission Statement & Aims

Invest, Empower, Challenge & Reflect

Investing in all members of our school community to ensure they have the necessary skills and tools to enable them to grow and flourish continuously over time.

Empowering all members of our school community to have the confidence and belief in themselves to lead their own learning and make ambitious decisions about the paths that they take.

Challenging all members of our school community through an exciting and relevant curriculum, encouraging continual growth through innovative and bespoke learning activities, professional learning opportunities and community experiences.

Reflecting regularly together as a learning organisation to encourage open and honest dialogue about our experiences and to continue to plan together for an aspirational future.

Curriculum Vision

At Glan Llyn our whole school curriculum aims to develop grounded, well-rounded children who acquire core skills and knowledge that enable and inspire them to lead their own learning and to progress securely and happily on their chosen ambitious paths in life.

* HONESTY * RESPECT * PERSEVERANCE * RESILIENCE *

To realise our curriculum vision, the Headteacher and Governing Body are committed to respectfully lead, challenge and support all members of the learning organisation to make ambitious decisions for the children that focus on maintaining high levels of pupil and community wellbeing and ensure continual pupil progress.

Term Dates

Term	Start	Half-term starts	Half-term ends	Term ends
Autumn 2025	1 st September	27 th October	31 st October	19 th December
Spring 2026	5 th January	16 th February	20 th February	27 th March
Summer 2026	13 th April	25 th May	29 th May	20 th July

May Day: Monday 4th May 2026

INSET Days:

INSET 1: Monday 1st September 2025

INSET 2: Friday 24th October 2025

INSET 3: Monday 2nd March 2026

INSET 4: TBC

INSET 5: TBC

INSET 6: Monday 20th July 2026

School Session Times

Nursery

Nursery am

8:45am - 11:15am

Nursery pm

12:50pm - 3:20pm

Reception, Year 1 and Year 2

Morning Session

8:50am - 12pm

(Doors open 8:40am)

Afternoon Session

1:15pm - 3:30pm

Year 3, Year 4, Year 5 and Year 6

Morning Session

8:40am - 12:30pm

(Doors open 8:30am)

Afternoon Session

1:45pm - 3:40pm

Breakfast Club

(Registration Needed)

Admittance to Breakfast Club 8:00am – 8:20am (pupils are then supervised until handover)

The school delivers the Welsh Government's free breakfast initiative through the on-site Breakfast Club. We are lucky that at present, we have the facilities and staff to enable access to the free breakfast for all who make the request. However, in the future, should the demand increase, it may be necessary to operate a waiting list for this provision for health and safety reasons.

It is important to note that the provision on offer is for pupils to access a free healthy breakfast and this is not a childcare offer. Children should be dropped by 8:20am to allow sufficient time to enjoy the breakfast before school starts.

Please note that Breakfast Club operates outside of school hours and as such, school staff are not available to discuss school-related matters during this time.

After-School Club

There is an onsite after-school club provided by a private company, County Childcare. Please contact the provider for more details on:

countychildcareglangllyn@gmail.com or 07762874684.

School Meals

All school meals will be provided by Chartwells and meal bookings must be made via ParentPay before 8am each morning. School meals are free for all pupils from Reception to Year 6. Information on signing up for ParentPay will be sent separately. All meals must be ordered online via ParentPay in advance (before 8am each morning).

Alternatively, children may bring a packed lunch into school. We encourage healthy, balanced and nutritious lunchboxes and ask that no glass bottles or cans be sent into school. As a school, we respect your rights to provide a lunch of your choice however, children should not bring sweets or fizzy drinks into school at any time. For the safety of all pupils, we are also a nut-free school. Please do not send in any products containing nuts for consumption in school.

If you are in receipt of certain qualifying benefits, you may be entitled to free school meals plus additional grants to help with the cost of school equipment. Please visit the local authority's website for further information on how to apply or ask in the school office for an application form.

Snacks and Water

All children should bring a healthy snack (fresh fruit or vegetables) and a bottle of water into school each day. (In our aim to reduce waste, it would be preferable for fruit to be sent as a whole piece or in a Tupperware container.) ***Please ensure any grapes are cut lengthways into quarters for safety reasons.*** In accordance with Welsh Government guidance, no other snacks should be brought into school for consumption during the school day. Fresh water is available for the children to fill their bottles throughout the day and parents should ensure that these water bottles are cleaned every evening at home. Please send sealable, lightweight water bottles. (Some popular water bottles are extremely heavy and have no sealed mouthpiece.) No squash, juice or fizzy drinks are permitted for consumption through the school day. (Juice is permitted at lunchtime with a meal). Infant pupils (N-Y2) are offered free milk every day. Please let us know if you do not want your child to be offered milk.

School Uniform (Nursery - Y6)

All uniform with the school logo and the school tie is available from AJP Embroidery on the Queensway Meadows Industrial Estate:

- Navy v-neck jumper/cardigan (with logo if possible)
- Navy trousers/shorts/dress/skirt
- Infant pupils (N-Y2) - white polo shirt (with logo if possible)
- Junior pupils (Y3-Y6) - white blouse/shirt with aqua blue school tie
- Navy or white socks
- Plain black shoes - smart, sturdy, trainer-type shoes are acceptable as long as they are all black with no coloured or white trims/soles.
- Navy gingham dress

Jewellery

It would be preferable for children not to wear jewellery to school but if necessary, they are permitted to wear one pair of small "stud" type earrings and a watch. As with other personal items brought to school, we cannot guarantee the safety of these items and any item of value should be left at home. Rings and hooped or dangly earrings should not be worn to school as these can cause significant injuries to wearers and others during playtimes and PE lessons.

Hairstyles and Make-up

Pupils should not wear hairstyles deemed by the school to be "extreme" as this can often distract from learning. Pupils with long hair should tie their hair back.

Make-up, nail varnish, false nails and false tan are not deemed appropriate for children to wear to school.

Headlice

It is common for young children to sometimes have headlice and we encourage all families to check hair on a regular basis to ensure they are clear. In the event of a live louse being sighted in a pupil's hair during the school day, parents/carers will be contacted to collect the child immediately and hair must be fully treated before returning to school.

Mobile Phones and Wearable Tech

If older children need mobile phones for the journey to/from school, they must hand these into the office on arrival to the school site. The phones need to be switched off and will be stored securely in the office area. If any child is in breach of these expectations, parents will be asked to collect the phones from the office and they may be prevented from bringing them to school in the future.

Children should also not wear smart watches/wearable technology into school.

PE Kit (*optional for Nursery*) **(PE Kit to be worn to school on PE days)**

- Navy shorts/joggers
- Jade or Sapphire t-shirt with logo (*Available from AJP in a kit bag - your child will be allocated a house*)
- Navy hooded jumper/zoodie (*Optional - please note this is for PE/Sport only but school jumpers/cardigans can be worn instead*)
- Trainers

Class Organisation

All classes are organised according to age. Each year group from Reception to Year 6 has a published admission number (PAN) of 60. Nursery is able to accommodate 48 part-time pupils split across a morning and afternoon session. We also have two learning resource base classes which cater for pupils with additional learning needs from across Newport. The organisation of classes is a strategic responsibility of the headteacher and children will be allocated a class at the end of July in line with our Class Organisation Policy.

Class Organisation September 2025		
Infant Department Cover Teacher Mrs S Bancroft (maternity cover - Mrs F McGee)	Nursery	Miss S Rubery Mrs S King (Deputy Head)
	Reception	Miss L Phillips
	Reception	Mrs H Bardsley
	Year 1	Mrs J Corner (maternity cover - Mrs S Pugh)
	Year 1	Mrs K Harris
	Year 2	Mrs J Thomas (Senior Leader)
	Year 2	Mr B Marshall
Junior Department Cover Teachers Mrs L Ryan (Assistant Head)	Year 3	Miss H Davies
	Year 3	Mrs N Baker
	Year 4	Miss C Westacott
	Year 4	Mr J Phillips
	Year 5	Miss V Way
	Year 5	Mrs A Cueto
	Year 6	Mrs L Lawson
	Year 6	Miss A Evans
Learning Resource Base	LRB1	Miss B Smith (ALNCo)
	LRB2	Miss J Crawley

Admissions

The school is maintained by Newport City Council. Admissions for a school place must be made directly to their Admissions Department. This can be completed online via the council's website.

There is a set timeframe for applications for admission into Nursery and into school (Reception).

For admissions into Year 1-6, an in-year admission form must be completed and the place can be held for up to one term.

Transition

Starting Nursery (part-time only)

Children are eligible to start Nursery in the September **after** they turn three. If the school has places, some pupils may start slightly earlier the term after they turn three. (January or April start for Rising 3s.)

A Nursery place is offered on a part-time basis (2.5 hours) and there is no separate wrap-around provision located at the school. The Nursery place is considered educational provision and all children must be fully potty-trained before taking up their place. (unless children have a specified additional need or disability) Prior to starting Nursery, arrangements will be made for a welcome visit for children and parents before the child starts and Nursery-specific information will be given to parents.

Starting School (Reception - full time)

Children are eligible to start full time school in the September **after** they turn four.

Prior to starting Reception, arrangements will be made for a welcome/transition visit for children and parents before the child starts and Reception-specific information will be given to parents.

Please note that attendance at the school's nursery does not guarantee that the child will be admitted into Reception. This is a separate admissions process for Reception places.

Transition to Secondary School

Children make the transition to secondary school in the September after they turn eleven. Our cluster Secondary School is Lliswerry High and the majority of our pupils transfer there at the end of Year 6.

All education records will be transferred to the new school in line with statutory and expected requirements.

Attendance, Wellbeing and Inclusion

Pupil Voice

We value the voice of all members of our school community and pupils are given regular opportunities to influence many aspects of school life and the direction of their curriculum. We are starting to develop specific pupil leadership groups who will eventually take more of a lead in working strategically with the senior leadership team to influence our ongoing development.

Positive Behaviour and Respectful Relationships

High quality behaviour for learning is underpinned by strong, respectful relationships, effective lesson planning, honest reflections and positive recognition. All adults in the school community have a duty to promote excellent behaviour and respond to any inappropriate or disrespectful attitudes.

The school has three simple rules which are discussed regularly and referred to in conversations about conduct and through any reconciliation activities:

Ready Respectful Safe

Some children find it more difficult than others to manage behaviours and form caring and respectful relationships with others. In line with our vision, the school is committed to invest heavily in all children to ensure they have the necessary tools to be successful in school.

Safeguarding

Safeguarding children is the responsibility of all staff working with children and young people. All staff have had child protection training which enables them to recognise and respond to any concerns regarding pupil welfare. All staff follow the procedures as laid out in the school's Safeguarding policy and they report concerns to the Designated Safeguarding Person (DSP) immediately who will then follow strict guidelines on dealing with any issues raised by reporting to appropriate authorities. Please note that following a referral to social services, the DSP has a duty to act according to the direction of the local authority and as such, may not be able to discuss referrals with parents ahead of any investigation unless specifically advised to do so.

ALN, Inclusion and Equality

The Lead for Inclusion is our school's Additional Learning Needs Coordinator (ALNCo). The ALNCo liaises with professionals in school, parents and external agencies to ensure that appropriate provision is put in place for pupils so that their needs are met and that they are supported to maximise their potential.

The school has set out its positive commitment to promoting equality and diversity and will do all it can to ensure that the school is fully inclusive to pupils and responsive to their needs based on the various protected characteristics. The school is committed to promoting equality when developing the curriculum and all children have equal opportunities to participate in all aspects of school life. The school treats all incidents of unfair treatment and any incidents of bullying due to discrimination seriously.

Children who are Looked After

The Deputy Headteacher is the school's designated person responsible for Children who are Looked After. The school provides a safe, secure and welcoming environment for children in the care of the local authority and we ensure they are supported well to access the curriculum. Their progress and wellbeing is monitored closely by the Senior Leadership Team.

Attendance

We will promote positive behaviour and good attendance through our use of an appropriate curriculum which is geared to the child's age, aptitude and ability. We aim to create a learning community which benefits from the positive behaviour, regular attendance and well-being of its pupils and staff. Good attendance and behaviour will be recognised appropriately.

All children should be at school, on time, every day the school is open unless the reason for absence is unavoidable. Parents/carers should contact the school office directly before 9am to inform office staff of reasons for absence.

Schools have a legal duty to publish attendance figures and to promote attendance. Equally, parents have a duty and responsibility to ensure that their children attend school on a regular basis.

Parents do not have the automatic right to withdraw their child(ren) from school for a holiday, and in law, have to apply for permissions in advance. Schools are very clear about both the effect of term time holidays on their performance figures and about the damage they do to a child's progress.

Within our cluster of schools, we have agreed not to authorise any holidays.

If your child is going to be absent for any reason, we ask that you call the school before 9am to give a reason for the absence. Wherever possible, any appointments should be arranged outside of school time.

Fixed Penalty Notices (FPNs)

In September 2014, Wales introduced a fixed penalty notice and fines for parents whose children have more than five days of unauthorised absence.

The notice can be issued for any absences not authorised by the school, including holidays.

Newport City Council will issue these notices when concerns are raised by school or the police.

The fine is £120 unless paid within 28 days when it is £60.

Further information on FPNs can be found in the school's Attendance Policy.

Emergency Contacts

It is vital that all contact information is kept up to date and a parent/carer must be contactable at all times when the child is in school, in case of an emergency. If parents or carers are away at any time, please make sure that you update the school office as to who your child is staying with along with a contact number so that we can contact that person in an emergency.

Curriculum

Curriculum

We have clear and focused aspirations for the school's curriculum. We offer an inclusive, exciting and engaging curriculum which inspires both children and staff to achieve their full potential, ensuring that we foster and encourage our children to be highly motivated and gain a love of learning. Our curriculum is constantly developing and is designed for 21st century learning. It encourages practical activities, research tasks and creative thinking. It nurtures a love of learning and encourages key skills and personal qualities.

Involving pupils in planning is a key element of our culture which is established throughout the school. Classes plan exciting immersion days where the children are immersed in exciting and creative experiences related to their new theme. The pupils are encouraged to think of a name for their new theme and the teachers share the skills they intend to cover with the pupils. The pupils are then involved in the planning process and suggest lesson ideas for the context of their learning. The ideas are recorded on a large mind map and displayed on class learning walls and within learning journals. This forms the medium-term plan for topic planning.

The principles of our curriculum and organisation of the school day are organised to ensure that the requirements of the New Curriculum for Wales are satisfied, and that all children receive a broad and balanced education.

Foundation Phase Pedagogy

The Foundation Phase previously referred to the curriculum in all classes from Nursery to Year 2 and we will continue to use this pedagogy as we implement and refine our curriculum. Foundation Phase practice places great emphasis on the holistic development of children and the development of skills across the curriculum, building on previous learning experiences and knowledge. By providing a broad, rich and exciting curriculum using a variety of approaches we develop children as individuals, recognising their level of maturity and interests.

The Early Years and Lower Primary is a crucial time for developing lifelong learning skills. Children will learn how to observe, listen, respond and develop as individuals and as members of a caring community.

Welsh Language

English is the main language of communication at the school, however we share the commitment of the National Mission in developing bilingualism across communities in Wales.

Welsh is spoken incidentally and displayed within the learning environment across the school and we aim to develop positive attitudes towards the Welsh language amongst pupils, staff and our wider community. Pupils are explicitly taught Welsh as part of the curriculum from Nursery to Year 6.

Religion, Values and Ethics (RVE)

Religious Education will be provided as part of the basic curriculum under in accordance with the statutory requirements. The approach will be multicultural with a strong emphasis on Christianity. We follow the Locally Agreed Syllabus for RVE which is approved locally by SACRE (Standing Advisory Council for Religious Education).

Collective Worship

Daily collective worship in school is conducted through allocated assemblies, class reflections and a weekly celebration assembly. We are required to conduct acts of worship which are "wholly or mainly of a broadly Christian nature".

Any parent who wishes to exercise their right under the 1988 Education Reform Act to withdraw their child from assemblies or RE lessons are asked to contact the Headteacher in writing.

Physical Education and Sport

It is the school's ambition that that all children should enjoy a healthy and active lifestyle which will help promote sustainable healthy habits which can last a lifetime. Children are encouraged to walk, cycle or scoot to school and their breaktimes and lunchtimes are significantly longer than the norm.

Physical Development is an essential part of our curriculum and is key to establishing a basis for a healthy lifestyle. We aim to provide a range of sporting experiences across the school. All staff are committed to encouraging children to take an active part in the outdoor play, games and PE activities provided. Gymnastics, games, outdoor and adventurous activities and PE form part of our curriculum for all children except those permanently excused on health grounds. Such cases must be supported by a medical note from your doctor.

Relationships and Sexuality Education (RSE)

Relationships and Sexuality Education (RSE) is a statutory requirement in the new Curriculum for Wales framework and is mandatory for all learners.

The Relationships and Sexuality Education (RSE): statutory guidance (2022) sets out statutory guidance in relation to RSE and is published under section 71 of the Curriculum and Assessment (Wales) Act 2021 (the Act); it is designed to assist those responsible under the Act to design RSE as part of the curriculum. The Curriculum for Wales - Relationships and Sexuality Education code contains mandatory requirements for RSE. It sets out the themes and matters that must be encompassed for learners from 3 to 16 years old. Our school policy and curriculum have been developed in line with Welsh Government statutory guidance and legislative summary and aligns with the Equality Act 2010. The school uses the Jigsaw resource to support the teaching of RSE. Jigsaw has also been recommended by the Local Authority.

If anyone would like to discuss the content of the HWB/RSE curriculum or take the opportunity to view any of the resources, please contact the Senior Leadership team via the school office so that this can be arranged.

Home Learning/Extra-curricular Activities

Offering opportunities for children to continue learning outside of the school day is vital to a child's development. However, we believe that in order for pupils and families to develop a healthy work/life balance, a range of optional activities can and should contribute to this provision and family life should be protected from overload. We will always encourage children to practise and develop their reading skills at home and this will form the core of regular home learning set by teachers. Occasionally, other tasks may be set for children to complete at home, according to individual or class need or to further complement the learning undertaken in school. Engagement in home learning will always be encouraged but will not be compulsory.

The school continues to develop a balanced and age-appropriate extra-curricular timetable for pupils from Year 1-6 and we encourage children to explore their interests outside of school via external providers.

Assessment, Recording and Reporting

Assessment

In line with requirements, all children starting our school will be observed and assessed in a range of different ways and this will create their own personal On-Entry Assessment Profile. Teachers then plan how to move children forward and a range of assessments take place as necessary within class.

Effective assessment practices are essential for enabling pupils to improve and are a natural part of teaching and learning. A range of assessment techniques are used and we ensure that these are embedded in the day-to-day operations in the classroom.

Assessment should be a positive experience for the child and can be undertaken by the teacher, teaching assistant, pupil or friend with the shared, common aim of celebrating strengths and setting out the next steps for learning.

All children in Years 2 to 6 (unless disapplied), must take online personalised assessments as this is required by the Welsh Government.

Recording

The school utilises many different types of formative and summative assessments to support learning development and pupil progress. Records of assessments can take many forms and can be useful and used by staff, pupils and governors to monitor and raise standards.

The school also uses the information provided by the personalised assessments to inform next steps at pupil, cohort and whole school level (National Reading Tests and National Numeracy Procedural and Reasoning Tests). These are used to demonstrate progress but are also analysed carefully so that they can provide diagnostic evidence on pupil's strengths and areas for development.

Agreement of standards of achievement is an on-going task and moderation sessions are timetabled as part of staff training and development. The importance of consistency is crucial to school improvement and effectiveness and to aid effective transition to secondary school.

Reporting

Parent-teacher-pupil reflection meetings are important to maintain regular dialogue about the child's wellbeing, learning and progress. Opportunities are given for parents and pupils to meet with teachers during the Autumn and Spring Terms with an annual written report being sent out at the end of the Summer Term.

Parents are encouraged to request an appointment with the class teacher if they have any concerns or queries at any other time throughout the school year.

Health and Safety

Safety and Security

It is the school's aim to keep children safe and secure at all times. Risk assessments concerning health and safety matters are undertaken and updated regularly according to Local Authority policy.

The school site is secured by locked gates and a high perimeter fence. All visitors must report to the main reception and will be asked to sign in and be given a Visitor's badge. All staff and contractors must have full DBS checks to work on site and no other visitors are permitted to be left unaccompanied whilst on site.

The school site is monitored via CCTV and all members of staff take responsibility for security. Any health and safety concerns must be reported immediately to the Headteacher or School Business Manager.

Collection of Pupils

On admission, parents/carers are asked to express in writing their requirements for the release of their child at the end of the school day. Pupils will not be able to leave site with any adult not named on this form. All Infant pupils should be collected by an adult over the age of sixteen. Junior pupils are permitted to leave the school site unaccompanied if a parent has requested this in writing. (Please note that school staff may challenge this request if they feel the child is uncomfortable with this arrangement or if they have concerns about releasing a child unaccompanied.)

Traffic Management

There is limited parking on site which is reserved for staff only. No parents should drive/ride into the school site during the school day. All vehicles/modes of transport should be parked securely outside of the school site and adults should walk onto site. Please respect laws of the road and park legally and safely, and do not park on double yellow lines and pavements/grass verges.

Please contact the school if you need to use a mobility scooter/wheelchair on site so that we can meet and risk assess appropriately to ensure safety.

Some of our pupils commute to school via transport organised by the Local Authority and arrangements are in place for these vehicles to access the school site safely at designated times. There are also disabled parking bays which can be accessed if a child holds a blue badge. Please contact the school to discuss arrangements for access to these bays.

Bikes and Scooters/Play Equipment

We actively encourage children to cycle or scoot to school to encourage healthy lifestyles and storage areas are available throughout the school day for bikes and scooters. We advise that the appropriate safety equipment is worn and children **must** dismount before entering the school site and push their bikes and scooters whilst on school premises. **Please note that electric bikes and scooters are not permitted on school site at any time.** Children and adults are not permitted to use the climbing frame or any play equipment at the start and end of the school day.

Dogs

Dogs are not allowed on site at any times, even if carried. Please contact the school if an assistance dog is required to access the site.

Smoking

The school operates a strict no smoking/vaping policy on the school site. This is also now a legal stipulation. We also politely request that parents/carers do not smoke or vape in the immediate vicinity of the school gates at the start and end of the school day.

Medicines at School

We recognise that occasionally pupils may need to take medicine and parents are welcome to come into school to administer the correct dose to their child during the school day if necessary. In normal circumstances, school staff will not be able to administer medicines or tablets on a short term or ad-hoc basis. Parents are able to visit the school to administer short-term medication during the school day upon completion of necessary paperwork at the school office.

If your child requires regular medication as part of an identified health need, please make an appointment with the school to discuss your child's needs and appropriate documentation will be completed and arrangements made for this to be added to their healthcare plan. Even if your child does not need medication administered during the school day, it is important that the school is notified of the medication they are taking. In many cases, the storage and administration of such medicines may involve additional staff training by healthcare professionals. Therefore, it is important that this request will need to be planned well in advance of the child starting or returning to school.

Individual Risk Assessments

Occasionally, it may be necessary to complete an individual risk assessment for a child in order for them to access school safely. If your child has an illness or injury and has been given short or long-term medical advice, please contact the school office to arrange a meeting to undertake an individual risk assessment. (This should be completed before your child returns to school.)

First Aid

Occasionally, an accident may take place within school in which your child may require some basic first aid. We have staff trained to provide this but we will notify you immediately if the injury is more serious or if it involves a bump to the head. For this reason, it is very important that emergency contact details are kept up to date with the main office.

Additional Information

Home-School Communication

Effective communication is vital to ensure children are well-supported and all correspondence between home and school must be positive and respectful.

We value the collaboration between home and school and aim to build strong relationships with parents and carers as well as with the children. Teachers are available at the end of the school day if parents have any queries and Open Doors sessions are held every term, followed by Parent-Teacher reflections on progress meetings in the Autumn and Spring terms.

SeeSaw is used for class staff to share snapshots of the children's learning experiences and to communicate key curriculum information to whole classes, cohorts or departments.

A Text Messaging service is used for whole school operational communication from the school office. Text messages are also sent with links to newsletters or key information uploaded to the school website. (Please note that you do not need to use the Teachers2Parents app as this has caused some difficulties for users when accessing links to documents.)

If parents need to contact the school, they can do so by calling the school office or sending an email to the main school email account. Please note that all correspondence in relation to attendance **must** be sent directly to the school office.

Code of Conduct

We welcome visitors to our school. We will act to ensure it remains a safe place for pupils, staff and all other members of our community. If a parent/carers has concerns, we will always listen to them and seek to address them.

However, abusive, threatening or violent behaviour will not be tolerated. If such behaviour occurs, we will follow the procedures outlined in the Newport City Council's guidance, 'Managing Unreasonably Persistent and Unacceptable Behaviours'.

Charging Policy

All educational provision and most activities organised by the school are financed via the school budget and any grants allocated to the school.

The school is committed to enhance this basic entitlement by adding additional valuable experiences that could complement the work they do in school. Where such an activity occurs during school time, the school may request a voluntary contribution to enable the activity to take place. If sufficient contributions are not received to adequately cover the cost of such activities they may need to be cancelled.

Complaints Procedure

We are committed to dealing effectively with complaints. We aim to clarify any issues about which you are not sure. If possible, we will put right any mistakes we have made and we will apologise. We aim to learn from mistakes and use that experience to improve what we do.

We always encourage parents/carers to address any concerns as soon as possible with the class teacher so that any issues can be resolved as soon as possible. If you are not satisfied with the initial response, then we urge you to contact a member of the senior leadership team who will look further into your concerns and work with you to find a resolution.

The school has an official complaints policy which details more formal steps to be taken if necessary. You can request a copy via the school office.

Access to Information

All parents have the right to access to their own child's records stored at the school. Please submit your request for this information in writing and we will make arrangements for the information to be collated for you.



**We hope that this prospectus gives you the useful information that you require.
Our school website contains links to key policies and documents which are also
available on request via the school office.**

We look forward to welcoming you and your child to Glan Llyn.

**Please do not hesitate to contact the school directly if you require any further
information.**

Diolch yn fawr