

Tremains Primary School

Ysgol Gynradd Tremaen



**Be kind, Be Courageous,
Be you!**

Welcome to our school

Croeso i'r ysgol

Tremains Primary School
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Brackla
Bridgend
CF31 2NL
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Headteacher: Mrs D Todd
Chair of Governors: Mr D Clarke

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**Our School is a County Primary School
administered by :**

Director of Children's Services,
Bridgend County Borough Council,
Sunnyside,
Bridgend.
CF31 4AR

A Welcome from Mrs Todd

Dear Parents,

I am delighted to be the Headteacher at Tremains Primary School. This is a school with a committed and talented staff and governing body, who share the common aim of wanting to give your child the best possible start in life. Not only do we strive to achieve the highest level in literacy, numeracy and all round education, but we also ensure your children are safe, happy and contribute to our high expectations of behaviour.

Starting school is an exciting time for children and here at Tremains, we endeavour to make it as straightforward as possible. This prospectus tells you more about the life and work of the School but should you still have any unanswered questions, please don't be afraid to ask.

Tremains is a school for pupils between three and eleven years of age. The school serves the Brackla and its surrounding neighbourhood but children from other areas are warmly welcomed. We are fortunate to have a lovely school site which is organised in two separate buildings within the same campus:

The **Lower School** accommodates approximately 200 pupils ranging in age from 3 – 6. These pupils are organised into seven classes, in four shared teaching areas. We are also fortunate to be able to provide for a number of pupils who need additional support.

Our **Upper School** accommodates pupils ranging in age from 6- 11. These pupils are organised into nine classes in shared teaching areas. Within these areas there are rooms available for quiet study and class discussion.

Our aim at Tremains is to nurture happy, well-rounded individuals who are equipped to achieve their potential during their time here and beyond.

We look forward to working in partnership with you so that your child has a very happy and successful time at our school.

Yours sincerely / Yr eiddoch yn gywir

Mrs D Todd

Headteacher / Pennaeth



VISION STATEMENT

Tremains Primary School aims to provide a happy, secure, caring learning environment where children and adults are valued as individuals; having equal opportunities to contribute and develop in a supportive atmosphere where everyone gives of their best.

We strive to provide an environment where learning is varied, exciting and enjoyable. As a staff, we aim to develop the whole child as they progress through our school; so that they become confident and independent members of society; acknowledging the need for respect and care for others, and the wider world.

We work together to provide a good quality education which encompasses a wide range of academic and social experiences and develops a work ethic that can be built upon, resulting in every child reaching their full potential.

We hope to achieve this through a close partnership between children, parents, staff and the wider community.

Values Education

Here at Tremains Primary School, we believe the ethos of the school should be built upon mutual respect of each other. To promote this our school endorses core values each month. These values are the foundation of our school and are embedded on a monthly basis throughout the curriculum, and in assemblies and collective worship. Our values are displayed throughout the school and provide an effective method to develop the children's social, emotional, intellectual, spiritual and morality skills. Each month a pupil from each class, who has continually emulated the value will be selected as 'Value Champion' and receive a certificate for their efforts.

Our values 2020—2021

September: Selflessness
October: Respect
November: Commitment
December: Ambition
January: Determination
February: Inquisitive
March: Trust
April: High Standards
May: Confidence
June: Kindness
July: Creativity



Tremains Primary School – School Holidays 2020 – 2021

The school will be closed for training for 5 days over the academic year. We will inform you of the dates at the start of the academic year.

TREMAINS PRIMARY & BRYNTEG CLUSTER Academic Year 2020— 2021				
Term	Term Begins	Mid Term Holiday		Term Ends
Autumn Term	Tuesday 1st September 2020	Monday 26th October 2020	Friday 30th October 2020	Friday 18th December 2020
Spring Term	Monday 4th January 2021	Monday 15th February 2021	Friday 19th February 2021	Friday 26th March 2021
Summer Term	Monday 12th April 2021	Monday 31st May 2021	Friday 4th June 2021	Tuesday 20th July 2021

Admissions

Tremains Primary school is a school for children aged from 3-11 years old. The entry of children to schools is controlled by Bridgend County Borough Council. All parents are able to express a preference for the school of their choice when selecting a placement for their child. Once the school is oversubscribed priority will be given to :

- Pupils living in the traditional catchment area.
- Children with siblings attending the school.

The School Day **School Hours**

School starts at 8.45am.



School ends at 3pm. (Nursery day ends at 2.45pm).



Children are allowed into school from 8.35am and the doors are closed at 8.45am. Please note that the school is only legally responsible for pupils from 8.35am, therefore children should not be in school before this time.

Please help your child to establish good habits of punctuality as any child arriving after 8.45am will be noted in the register as late.

Parents are not permitted to park on the school premises, unless they have been granted a school pass.

Thank you for your co-operation in ensuring **ALL** of our children remain safe.

Teaching Time and Session Times **Our School Day**

The minimum weekly teaching times

DfEE Circular 7/90 sets out the following suggested minimum weekly teaching times as a guide for schools:

Foundation Phase: 21 hours

Key Stage Two: 23 hours and 30 minutes.

While the above guidance does not outline the standard minimum hours to be operated by schools, it stands as non-statutory guidance and has advisory status only.

At Tremains Primary School our teaching times are as follows:

Foundation Phase: 23 hours and 45 minutes / Key Stage Two: 24 hours and 10 minutes

Charging and Remissions Policy

The school's Governing Body has resolved to adopt the Local Authority's policy on charging and remissions for school activities. Each time an educational visit or sporting event is arranged, parents will be advised of the pro rata cost and invited to make a contribution to that value. If a large number of parents decide not to make the necessary contribution then the school may decide not to go ahead with the visit or event.

Healthy Schools

At Tremains Primary School, it is our aim to be as healthy as possible. We encourage all pupils to bring in healthy snacks from home and we recommend against crisps, chocolate and sweets. We only permit healthy snacks to be consumed at break times.

We also encourage our older pupils to use bikes as a way of travelling to school. All bikes can be safely secured in our enclosed bicycle storage area located on the Upper School's yard. Upper Key Stage Two pupils receive Cycle Proficiency training.

Fruit Tuck Shop

If you wish your child to have a piece of fruit these are sold at morning break time. Children are expected to bring this money on a daily basis as required.

Fruit 30p per piece

Nursery parents will be requested to make a small donation of £5 towards the cost of daily fruit provided. This will be on a half termly basis.

Drinking Water

We encourage our children to drink water throughout the school day. Research has found that this aids children's learning.

Lunch

Lunch is a time children enjoy together – whether receiving a packed lunch or school dinner. Our school hall becomes our dining room. School meals are supplied by Bridgend Catering Services. Meals are cooked on the premises. Details of the weekly menus are available on the website www.myschoollunch@bridgend.gov.uk.

ALL SCHOOL MEALS MUST BE PAID FOR IN ADVANCE

Those children requiring a school dinner are required to pay online direct to the Local Authority. This is an easy process and administration staff are on hand to give guidance if needed.

Packed lunches may also be brought – but no glass containers please! A named packed lunch box would be extremely helpful.

Partnership with Parents

The partnership between home and school is an essential ingredient for a child's successful education. The cooperation between parents and teachers is vitally important.

Parents visiting the school

Parental consultations are scheduled termly where you can discuss your child's work, the targets that have been set for future learning and share ideas on how you may support your child at home. Parents book all appointments for parental consultations via the School App. If you have any concerns regarding your child we would be pleased to discuss these with you. However, we would be grateful if you contacted the school office in the first instance so that suitable arrangements can be made.

How you can support your child

Your support and encouragement is vital when your child is given homework. Providing support for reading is essential and making comments in their reading diaries is useful.

We also ask that you support your child's reading either by sharing a book with them, or as they become more fluent, by encouraging them to read independently. These are a valuable way to share your child's progress with the teacher on a regular basis.

As your child progresses through the school homework tasks can become more frequent and may increase in volume. These tasks will be given to support and supplement the work undertaken in the classroom. Parental help and support is invaluable here.

This policy has been adopted in line with government guidelines. It is our aim to prepare your child as far as possible for their future learning at Key Stage 3, by developing a positive attitude towards learning and self-discipline. Your encouragement with these varied tasks will benefit your child's education.

“Remember that your child's character is like good soup- both are homemade!”



Further support that you can provide:

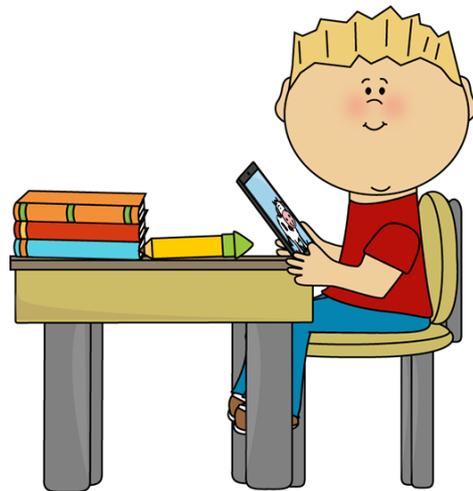
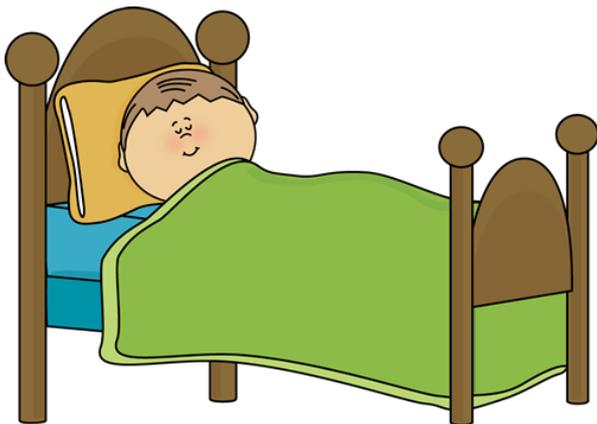
In order to help and support your child the following points may be considered:-

- If your child is ill, please keep him/her at home but let the school know on the **first day of absence**. Notification **MUST** be made by the parent/guardian.
- Support your child's learning at home. Encourage tasks to be completed on time. (Home/school tasks and home-work are given according to age.)
- Support our discipline policy. **Negotiation is encouraged**. **Please** do not encourage your child "If s/he hits you, hit back". This causes great confusion for your child.

Revenge is not a substitution for negotiation.

- Please **do not approach another child** if there has been a problem. Inform the class teacher or headteacher who will be able to help. It is strictly forbidden for parents to approach other people's children in the school yards. Help us to keep all our children safe.
- Please make sure that your child is able to tie his/her shoelaces.
- Help your child to use a knife and fork correctly.
- Above all praise and encourage your child.

Please make sure that your child has enough sleep.
Lack of sleep equals lack of ability to concentrate in school.



How you can help all children

Your support in our school is welcome and always appreciated.

All help is gratefully received!

If you are interested in giving an hour – or more – of your time, Mrs McDonald (Deputy Head) would be pleased to welcome you.



Our School

Attendance

In order to help your child understand the importance of their education, your support in ensuring that attendance is regular and punctual is vital. Persistent lateness means your child is missing essential learning experiences.

Children should not arrive in school before 8.30 a.m.. Doors are open from 8.35 a.m. with doors closing at 8.45am to start the school day.

If children are late then letters will be sent home informing parents of the fact. Persistent lateness will result in a referral to the Local Authority.

The Education (Pupils' Attendance Records) Regulations 1991

Due to more stringent regulations regarding attendance of children at school, it is more important than ever that you abide by the following regulations:

- All school absences must be explained in writing or by telephone, preferably on the first day of absence, or that absence will be recorded as unauthorised.
 - No child should be late for school, and if so, this also should be explained in writing, by telephone or advise the admin officer on admittance into school.
 - Permission should be sought from the headteacher for a known absence, e.g. a family holiday. No more than ten days can be authorised in any one academic year. This is not an automatic right.
- (Holiday permission forms are available from the school office and on our school app.)**

Failure to follow the above regulations strictly will result in numerous unauthorised absences which we are obliged to publish in the attendance data which will appear in our school prospectus and annual report. It is also most important that for any absence known in advance, i.e. family holidays, music or ballet examinations, etc. permission must be sought in writing from the Headteacher. If permission is not sought or granted then the absence will be reported as unauthorised.

Attendance Data:

Group	Presents	Authorised Absences	Unauthorised Absences	Possible	% Attend
Whole School					
Totals					

Uniform

School clothing is available from EuroSchools - Once Upon a Playtime Centre (Bridgend town centre), or Uniforms2Go on Bridgend Industrial Estate.

Please label clothing clearly with your child's name.

Winter

- Grey/Navy trousers/pinafore.
- Grey / Navy jogging bottoms (for nursery/reception)
- Navy Sweatshirt / cardigan with logo
- Turquoise or White Polo Shirt with logo

Summer

- Navy & White Summer Dress
- Grey Shorts
- Turquoise Polo Shirt with logo

P.E. Kit (In a named bag)

- T shirt
- Shorts
- Leotards

Outdoor Kit (In a named bag)

- Jogging Bottoms
- T shirt
- Jumper

In line with current Health & Safety recommendations, children will not be permitted to undertake any physical activities whilst wearing any of the following :-

- Earrings, watch or ring.
- Baggy shorts, loose t-shirts, hoodies – these can become entangled with the equipment.
- Sleeveless/cropped tops.

Please note that only stud earrings, watches and a plain ring are permitted. No other jewellery is permitted in school in the interest of the safety of all children.

If your child has long hair, this should be tied back in school. During the day your child may be involved in science, P.E. or technology tasks where loose hair falling forward may be hazardous. Your support in this matter would help your child understand the importance of safety in many varied situations.

Lost Property

A Lost property box is situated in the Reception area and many unclaimed items are placed there.

Occasionally, we display lost property in the hall. You will be notified via the school newsletter. Any unclaimed clothing is then donated to a charity shop. There is a Heart Foundation Charity Collection Point in the Upper School foyer.

Our Team

Headteacher

Mrs D Todd

Deputy Head Teacher

Mrs K McDonald

Assistant Head

Mr I Davies

Teaching Staff

Mrs K Allen

Mrs C Beer

Mrs R Brown

Mrs K David

Mrs N Hill

Mrs A Harwood-Payne

Mr M Hillman

Mrs R Kingston

Miss S Langley

Mrs R Matthews

Mr T Maybery

Mrs B Morgan

Mrs E Morgan

Mrs E Patrick

Mrs S Pugh

Mrs C Roblin

Mrs S Songhurst

Mrs J Williams

Mrs N Williams

Support Staff

Mrs N Butcher

Mrs N Carey

Mrs J Emery

Mrs L Gibson

Mrs G Howe

Mrs J Johnson

Mrs S Jones

Mrs P Kendrick

Mrs K Lambert

Mrs K Mercer

Mrs L Midlane

Mrs S Pearson

Mrs V Pierce

Mr S. Poole

Miss S. Ravenhill

Mrs E Roberts

Mrs S Sutton

Mrs D Taylor

Mrs R Teague

Administrators

Mrs K Caldwell

Mrs L Llewellyn

Miss C Monaghan

Premises

Mr P Carpenter Premise Manager

Kitchen

TBC: (U.School) Cook

Mrs C Waldron (Lower School) Cook

Lunchtime Supervision

Mrs T Alexander

Mrs K Cushion

Mrs C David

Mrs B Evans

Mrs E Kelly

Mrs E Jenkins

Mrs Y Kim

Mrs K Middleton

Mrs C Short

Our Current School Structure

Listed is below is the school for the academic year 2020 to 2021

Age Group	Class	Teacher	Associate Staff
Nursery	1KD	Mrs K David	Mrs N Carey Mrs K Lambert Mrs R Teague Mrs S Sutton Ms G Howe Mrs L Gibson Mrs P Kendrick
Nursery	2ShP	Mrs S Pearson	
Reception	3SL	Miss S Langley	
Reception	4KM	Mrs K McDonald	
Year 1	5CR	Mrs C Roblin	
Year 1	6SS	Mrs S Songhurst	
LRB 1	7TM	Mr T Maybery	Mrs K Mercer Mrs L Midlane Mrs S Jones Miss V Pierce
LRB 2	8RK/ JW	Mrs R Kingston & Mrs J Williams	
Year 2	9NW	Mrs N Williams	Mrs N Butcher Miss S Ravenhill Mrs J Emery Mrs J Johnson Mrs E Roberts - ELSA/ Thrive
Year 2	10CB	Mrs C Beer	
Year 3	11RM	Mrs R Matthews	
Year 3	12ID/ RB	Mr I Davies & Mrs R Brown	
Year 4	13EP	Mrs E Patrick	
Year 4	14KA	Mrs K Allen	
Year 5	15BM	Mrs B Morgan	
Year 5	16SP	Mrs S Pugh	
Year 6	17AHP/EM	Mrs A Harwood-Payne & Mrs E Morgan	
Year 6	18MH	Mr M Hillman	

School Governance

School Governors are like a board of directors and make decisions about how the school is run.

Governors have legal duties, powers and responsibilities. They can only act together, they cannot act individually.

<u>Governors are appointed to help:</u>	<u>School Governors are chosen from:</u>
<ul style="list-style-type: none"> · decide what is taught · set standards of behaviour · interview and select staff · agree how the school budget is spent 	<ul style="list-style-type: none"> · parents · school staff · local council representatives · community representatives · people with specific skills

<u>Name</u>	<u>Category of Governor</u>	<u>Retirement Date</u>
Cllr Tom Gifford Lisa Griffiths—Vice Chair Cllr John Spanswick	LEA	25.10.21 13.10.21
Mrs D.Ralph Cllr C Jackson Mr D Clarke—Chair Mr R Jenkins	Community	17.07.20 10.05.21 25.10.21
Mrs H Lewis Mr A Morgan Mr R Lester Mr S Sweeney	Parent	01.01.22 20.10.20 20.10.20 01.07.22
Mrs R Kingston	Teacher	28.08.21
Miss C Monaghan	Staff	01.12.22
Mrs D Todd	Headteacher	

Curriculum

This is an exciting time for education in Wales. Education in Wales is changing. The biggest change is a new curriculum for schools from September 2020. We at Tremains Primary School are keen to embrace these changes and shape the curriculum to suite our pupils and community.

Currently the school is following the statutory requirements of the National Curriculum as stipulated in the Foundation Phase Framework and Key Stage Two curriculum orders. However, as a school we have already made some significant steps in preparing for the new curriculum. The pupils from nursery to year six are using their voices to shape their learning contexts to ensure the curriculum reflects their interests and needs.

The new curriculum has been made in Wales but shaped by the best ideas from around the world.

The new curriculum will look like this:

The Four Core Purposes:

The Four Core Purposes will be at the heart of the new curriculum. They will be the starting point for all decisions on the content and experiences developed as part of the curriculum to support all children and young people to be:

- ambitious, capable learners ready to learn throughout their lives.
- enterprising, creative contributors, ready to play a full part in life and work.
- ethical, informed citizens of Wales and the world.
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

Key Elements

The new curriculum will include:

- 6 Areas of Learning and Experience from 3 to 16.
- 3 cross curricular responsibilities: Literacy, Numeracy and Digital Competence.
- progression reference points at ages 5, 8, 11, 14 and 16.
- achievement outcomes which describe expected achievements at each progression reference point.

The curriculum will be organised into 6 Areas of Learning and Experience:

- Expressive arts.
- Health and Well-being.
- Humanities.
- Languages, Literacy and Communication (including Welsh).
- Mathematics and Numeracy.
- Science and Technology.



National Testing—Online Personalised Assessments

As of 2021 all National Tests are to be completed online and information is to be used diagnostically to move the children on in their learning.

The results of the online personalised testing will be reported to parents during the academic year.

Educational Visits

We believe that children gain important first hand learning experiences through educational visits. We aim to organise visits outside school, as well as bringing in visitors to enrich our curriculum.

Contributions will be sought from parents so that activities such as educational visits during school hours can be provided. However, if insufficient contributions are received it may be necessary to cancel the arrangements. No pupil will be omitted.

The school endeavours to subsidise a number of whole school educational experiences throughout each academic year.

Class Assemblies / Coffee Mornings

We are pleased to invite parents, grandparents and friends to join us in collective worship, usually on Friday mornings when one class will perform an assembly. This is generally followed by a coffee morning. Even if your child is not performing you are always welcome.

Tremains Primary School Friends of Tremains (FTA)

Tremains Primary School F.T.A works in partnership for the benefit of all of our children. Parents and teachers (and grandparents!) help to raise funds to support new initiatives in our school. The F.T.A is the main fundraising body for the school and aims to provide a fun time for all those who participate in the events organised.

In order that the F.T.A. is successful **we need your help and support.**

We would like to welcome all new parents and children to Tremains Primary School and hope that this will be a fruitful experience for all concerned.

Please remember that the F.T.A. belongs to us all and your support is required if it is to continue to be successful. We look forward to meeting you.

Thank you for your support.
Diolch am eich gefnogaeth.

Mobile Phones

Year 5 and 6 pupils are the only year groups allowed mobile phones in school and only if they are walking to school on their own. Mobile phones are to be switched on and off at the main gates and are not to be used on the premises during the school day. Mobile phones will be stored centrally in the class and pupils bring their phones at their own risk. The school will not accept responsibility for any damages or losses. Parents have to agree for the child to bring a phone back and forth to school and the school will inform parents of any inappropriate use of mobile phones. Deliberate and continual breaches of this policy may result in a ban of mobile phones in school for individual children.





Behaviour

Tremains Primary follows the behaviour guidance set out by Pivotal Education which reinforces positive behaviour management.

The school's behaviour policy encourages all pupils to reflect on the positives of their behaviour and actions. We aim to ensure pupils are rewarded for good behaviour and we aim to help them to become the best role-models they can possibly be.

Pupils are rewarded for their positive behaviour through stickers for our youngest pupils to class Dojo points. Pupils are encouraged to follow our school rules at all times and are rewarded when their sustained behaviour reflects our school's values.

Our School Rules are:

- Ready
- Respectful
- Safe



Music

Music is primarily a subject to be enjoyed; this can be done either as a participant or a listener. All children begin with the possibilities of: singing and playing an instrument, making their own music & listening.

Each child from the time they enter school until leaving at the age of eleven will be encouraged to develop confidence in their own ability and to participate with interest and enthusiasm. The School Choir regularly performs in public. The children are offered the opportunity to purchase choir shirts for these performances.

Instrument Tuition

Instrument tuition is offered to all of the children in the school by Cardiff and Vale Music Service (CAVMS) after school hours (Wednesday evening). There is a wide selection of instruments to choose from including guitar (electric/acoustic), piano, keyboard, cello, saxophone, etc. Singing lessons are also available.

- **Instrument hire and tuition fees are paid directly to CAVMS.**
- **Tel no. 02920 891231**
- **Fax no. 02920 892903**

At present a peripatetic violin teacher is provided by Bridgend County Borough Council to teach some of the older children.

Equal Opportunities

We endeavour to provide a broad and balanced curriculum for all our pupils regardless of gender, race or religious belief. We aim to allow our children to appreciate the differences in others. Disabled pupils have equal access to the curriculum and the school is designed to accommodate wheelchair users. We support the development of the children's social skills through Circle Time and other class based activities.

Access and Inclusion

The school is fully accessible to people with disabilities. Pupils with disabilities will not need any provision that is additional to or different from that usually provided by schools apart from equipment such as wheelchairs, hearing aids and low vision aids. Teachers make 'reasonable adjustments' to ensure that pupils are not placed at a disadvantage or treated any differently than pupils without disabilities. Our LRB pupils fully integrate into all aspects of school life and have access to all school resources.

More Able and Talented

Our school will have, at any time, a number of able, talented or gifted pupils, We recognise academic and practical performance as well as those who show outstanding artistic, musical and creative talent, physical skills, leadership qualities and the ability to process ideas and information.

Health, Sex & Drug Education

The Education Act (No.2) 1986 gave governors responsibility for decisions relating to sex education. We have a Sex Education Policy as part of our Personal and Social Education policy. This was drawn up by the governors and staff. It is delivered by the school nurse and integrated into our curriculum. Issues such as growing, hygiene, health, exercise, friendship, families and making decisions are covered. Please note that pupils can be withdrawn from these lessons by parental request.

Health, sex and drug education is not taught as a subject but it is covered where it arises naturally in other areas of the curriculum. In Foundation Phase, accurate information is given to encourage an acceptable vocabulary dealing with the parts of the body. In this context, a sensible attitude to bodily functions and personal hygiene is emphasised. At Key Stage 2, topics such as families and children, growth and reproduction are introduced and reintroduced at different times throughout the phase.



GDPR

All data will be treated in accordance with the General Data Protection Regulation 2018 and you can read our data privacy notice here: www.tremainsprimary.org.uk/gdpr/ or contact Simon Poole at dpo@tremainsprimary.org.uk

Alterations

The information contained in this booklet relates to the period September 2020 to July 2021. It is correct at the time of printing, but changes may be made before the start of, or during this year, or in subsequent years.

Additional Needs

At Tremains we are aware that all our children are individuals and learn in their own ways. We plan our teaching so that children learn at levels appropriate to their needs. Those children who are having difficulty with their learning may require additional support. We aim to consult parents prior to a child being placed on the Additional Needs Register. Currently **Mrs Rachel Kingston** is Additional Learning Needs Co-ordinator. She will work with class teachers to monitor the educational provision for your child. Individual Education Plans may be implemented to help support your child's achievements.

We discuss termly targets with parents in order to plan support. Support may take place individually or in small withdrawal groups; and will be targeted to help your child. We value communication with parents as we work together for your child's education.

School houses two Learning Resource Bases for children with varying and complex additional needs. The children from our LRB classes are integrated fully into school activities and most children in Foundation Phase are learning to sign songs during Collective Worship. The school has strong links with the Local Authority's Inclusion Service and other specialist teaching centres across the borough.

Anti-Bullying

At Tremains Primary School, we have a concern for our children's welfare and the development of their social skills that is also supported by our mission statement, PSE (personal and social education) policy and behaviour policy. We want our children to feel safe in school and take a whole-school approach to the issue. Positive behaviour is rewarded, and encouraged through Circle Time, curriculum resources, assemblies and PSE. All children are encouraged to support their school rules, and to report any incidents of bullying. The policy is renewed regularly with the Governing Body.

Social Media

We take issues of Cyber– Bullying very seriously. Tremains Primary has been involved in the CEOPS pilot work for developing safe and responsible use of Social Media sites such as Facebook or Youtube. We would appreciate it if parents did not use social media to discuss any matters relating to children or staff. Appropriate action will be taken. Your co-operation is much appreciated. Diolch yn fawr.

Looked after Children

Looked after Children are subject to care orders and those whose parents have asked the Local Authority to look after their children.

A Personal Education Plan will be drawn up by a social worker when the child becomes looked after. The school will then contribute to the Plan, which will be reviewed regularly.

The headteacher is the designated teacher for Looked after Children. The class teacher will also support the child in the first instance.

Child Protection

The welfare of all children is of paramount importance to us. At Tremains Primary School we aim to provide a safe and secure environment where children are respected and valued. The school follows the Local Safeguarding Children Board procedures to ensure that children receive appropriate and effective support and protection.

If you have any concerns regarding any child protection issues our designated teachers are:

- Mrs D Todd—Headteacher
- Mrs K McDonald—Deputy Headteacher
- Mr I Davies—Assistant Headteacher
- Chair of Governors— Mr D Clarke

Complaints Procedure

Here at Tremains Primary School we work hard to maintain good relationships with parents and the community. These are based on mutual respect and a willingness to listen. It is essential for the smooth running of the school that all causes for concern are dealt with as quickly as possible. In the first instance all concerns should be referred to the headteacher. An informal discussion is likely to resolve most issues.

A copy of the Local Authority's complaints policy and procedures can be obtained from the school website, if required.

The Administration of Medicine.

If it is necessary for your child to receive medication during the school day then a medication consent form must be completed. No medication will be administered unless this form has been authorised by the headteacher. Only medicines that have been prescribed four times a day will be administered in school. Parents are welcome to visit the school and administer medicines if needed.

Only prescribed medicines, in the original container, can be administered.

Asthma pumps **MUST** be labelled with your child's name and will be kept by the class teacher.

Finance

The Local Authority meets most of the running costs of our school through a delegated budget which is managed by the Headteacher and Governing Body.

School Security

The school regards the security of pupils and staff as a high priority. To this end the Governing Body has a sub-committee for School Security and Health and Safety. This committee meets to review the current situation and plans to take appropriate and cost-effective measures to ensure the security of all. The school follows the guidelines issued by the Local Authority and this is kept under review. Any incidents in the school are recorded, reported to the relevant agencies and are acted upon as appropriate.

Safety in our School

To safeguard your child's safety, all members of staff have undertaken an emergency aid course run by a recognised body, and have received Child protection training. These courses are updated regularly.

Parental support in ensuring all our children are kept safe is vital. Therefore, it is necessary to note the following regulations :-

No cars are permitted onto the school premises when presenting or collecting your child.

This also applies to after-school functions such as music lessons, children's disco, or concerts and Breakfast Club.

1. Please park safely **OUTSIDE** the school gates in the direction of the traffic.
2. The school drive should **NOT** be used as a pedestrian entrance. Please use the paths provided.
3. Entrance to the school is by admission of a member of office staff at reception. No one is able to enter the school through any other door while the school is in session.
4. No dogs (except guide dogs) are allowed on the school premises. This includes the adjoining fields. The health and safety of our children is very important and dogs fouling the grounds would provide an unnecessary danger.
5. No bicycles, skateboards or roller-blades should be used **inside** the school premises.

Disabled parking is available. Please discuss your requirements with the headteacher who will make the necessary arrangements for annual permits.

During the day all Foundation Phase gates and the drive gate is locked to ensure the safety of our children. The entrance at Key Stage 2 is open for all pedestrians. Please use this to access both schools. A yellow path shows the safe route to the Foundation Phase building.

For disabled access please contact the school.

Staff Safety

Please remember that at Tremains we aim to work with parents for the benefit of all pupils. Staff have the right to feel safe in their working environment. No verbal or physical abuse of staff will be tolerated. In the unlikely event of any person infringing this rule, s/he will be asked to leave the premises and may be banned from entering school grounds in the future.

Eco-Council

Our dedicated and hard working Eco Council have actively promoted environmental awareness and have sought to improve our care for the environment. They make links to curriculum subjects that enables us to tackle many cross-curricular areas such as citizenship, education for sustainable development, healthy living and other global issues. In 2016, the school received it Green Flag.

School Council

Our 'School Council' is made up of children from Year 2 to 6. These children are elected to be representatives for their Year Group and attend regular meetings to discuss relevant matters of interest concerning school organisation and development.

The School council is actively involved in decision making within the school and regularly conducts surveys to gather views and opinions from their peers.

Any child in the school may put forward a suggestion to the School Council by simply posting a note into the newly introduced 'suggestion box' located in the school hall. A response will be made by the School Council either personally or during one of our school assemblies.

The aim of the School Council is to develop an awareness of citizenship and involve all our children, to some extent, in the running of the school.

Sport

Tremains Primary School offers a wide range of sporting activities, and many pupils have been selected for district, county and regional teams.

Our primary aim is for all pupils irrespective of individual talent to:

- Participate in team games with enjoyment, acceptance of rules and the development of team spirit.
- Respond positively to personal challenge through outdoor and athletic activities.
- Learn to swim and gain an awareness of water safety.

We are proud of sporting tradition at Tremains and our honour wall in our Upper school foyer celebrates this.

Extra-Curricular Activities

We provide a range of extra curricular activities to extend the skills and enjoyment of your child. These activities may include art/craft, athletics, choir, cricket, fitness, Lego Club, gardening, performing arts, netball, rounders, rugby and Criw Cymraeg.

Further information regarding these activities is issued termly. If you wish your child to attend one of the clubs parents are requested to register their children in the club via the School App.

It is the responsibility of parents of children taking part in extra curricular activities to ensure that suitable arrangements are made for their children in case any activity is cancelled, unavoidably, at short notice. We regret that we are unable to take responsibility for children who are not taking part in activities, but who remain on the premises. Children who regularly attend the clubs must inform the teacher responsible if they are unable to attend for any reason.



Transition from primary to secondary school

Tremains Primary has strong links with all comprehensive schools in our locality. Tremains Primary and our secondary schools prepare our pupils well for the journey from Year 6 to Year 7. Emotionally and practically the children are supported through effective transition visits and class based activities. Key Stage Three teachers visit us and teach the children in various subject related cross phase projects to prepare the children for the next phase of their learning. They gain a great insight into what is expected at secondary school.

Assessment at the end of the Key Stage

At the end of Year 2 & Year 6 the **teacher** assessment provides a rounded picture of your child's progress. Target setting for children from the time they enter the school allows us to predict the overall expected level at the end of Year 6. These assessments are shared as part of the transition process from key stage to key stage and school to school. The expected level for pupils to reach at the end of Year 2 is Foundation Phase Outcome 5 and National Curriculum Level 4 at the end of Year 6.

Foundation Phase Outcomes					
Subject		Outcome 5+ Incl LRB	Outcome 5+ Excl LRB	Outcome 6+ Incl LRB	Outcome 6+ Excl LRB
Language, Literacy and Communication	School National				
Mathematical Development	School National				
Personal and Social Development, Wellbeing and Cultural Diversity.	School National				

Foundation Phase Outcome Indicator		Incl LRB	Excl LRB
	School		
	National		

Key Stage Two				
Subject	Level 4+		Level 5+	
English	School National		School National	
Mathematics	School National		School National	
Science	School National		School National	
Core Subject Indicator	School National			