

Pentrepoeth Primary School

School Prospectus



'creating a **C**aring, **R**espectful,
Open **E**nvironment
where **S**uccess and
Oppportunity flourish'

Dear Parents and Carers,

Croeso i Ysgol Gynradd Pentrepoeth-Welcome to Pentrepoeth Primary School.



Parents want the best possible start in life for their children. Choosing the right school is one of the most important decisions you will ever make. All parents will understandably look for a school with the right mixture of high expectations and standards and a welcoming, caring ethos where their child can be happy, thrive and succeed. Pentrepoeth is a school that puts learning and individual achievement at the heart of everything it does. We want every child to succeed; to achieve their full potential, be prepared for the future and become confident, thoughtful young people. We want the same things that you want for your child. In order to achieve this, we rely on our home-school partnership. We encourage parents and carers to get involved in the life of the school and the child's educational journey.

We are very fortunate to have a dedicated and highly professional team of teachers and support staff. We expect the very highest standards from all children and our strong school systems ensure that children learn in a safe and friendly environment where teachers teach and learners learn.

I am extremely proud to be the Headteacher of Pentrepoeth Primary School. Our children amaze me daily with their manners, respect and kindness.

After looking through our prospectus please come and see for yourself all that we have to offer you and your child. We would love to see you! I hope your association with Pentrepoeth is a long and happy one.

I look forward to meeting you.

Warmest regards,

Dean Taylor
Headteacher





School Context

Pentrepoeth is a community primary school in Bassaleg and Rhiwderin in the city of Newport, South Wales. It serves the local area, where there is a degree of social and economic advantage. There are approximately 420 pupils on roll between the ages of four and 11. The school also has a nursery provision which caters for FTE pupils in two sessions – am and pm. Approximately 5% of pupils are entitled to free school meals, which is below the Newport average (14.2%) and well below the Welsh average (21.3%). The school has 18 Full Time Equivalent teaching staff. The school has identified a small number of pupils with additional learning needs, including a very few who have Individual Development Plans, which is also well below the Welsh average. Pentrepoeth is one of six primaries in the Bassaleg cluster of schools and sends most of its pupils to Bassaleg High at the end of Year 6. Very few children have English as an additional language. No pupils have Welsh as the language of the home.

Mission

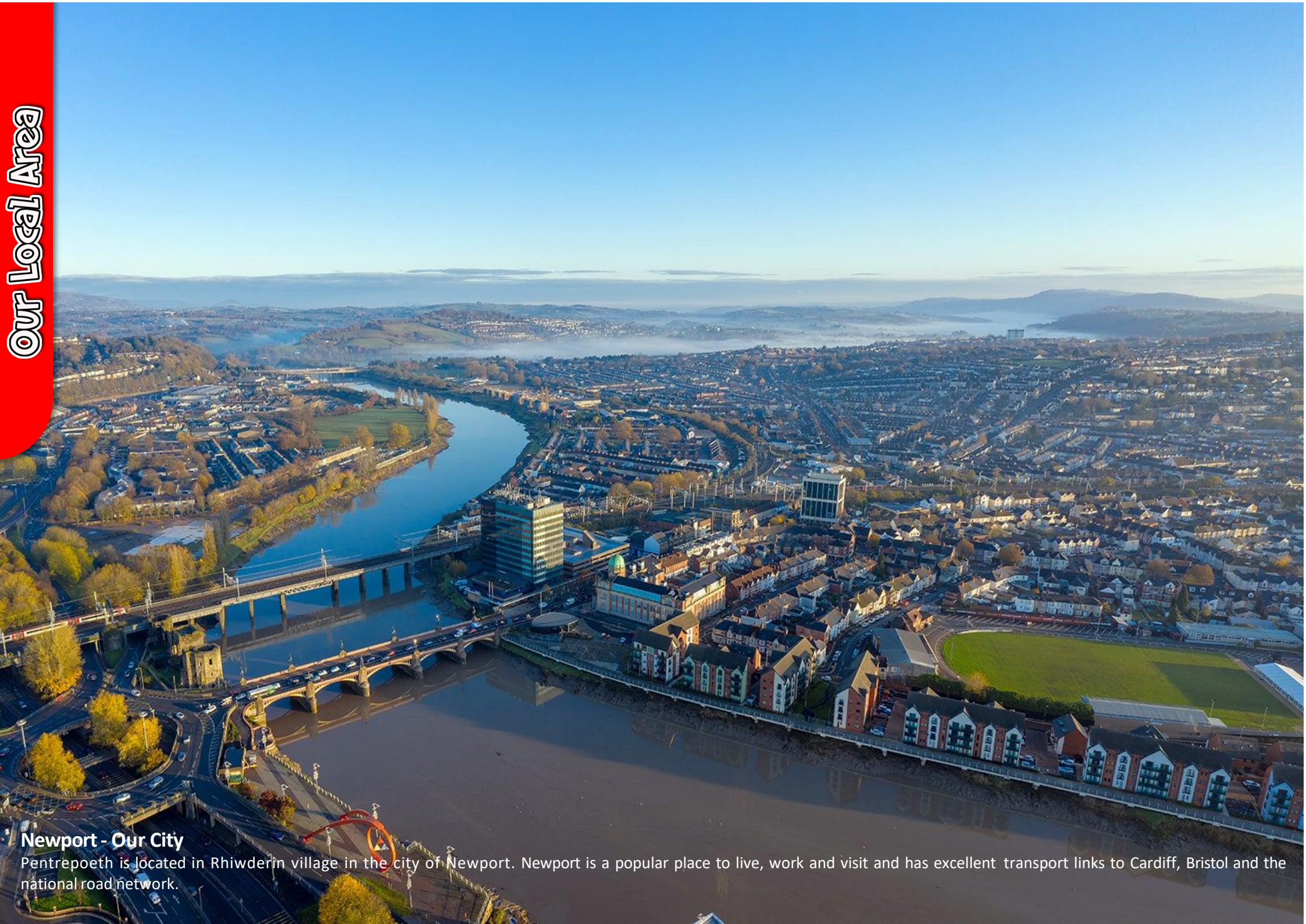
CROESO -To create a **Caring, Respectful, Open Environment**, in which **Success and Opportunity** flourish

Aims

The school has adopted the four purposes as our aims.

The four purposes are that all children and young people will be:

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



Newport - Our City

Pentrepoeth is located in Rhiwderin village in the city of Newport. Newport is a popular place to live, work and visit and has excellent transport links to Cardiff, Bristol and the national road network.

Wellbeing

We are committed to supporting the emotional health and wellbeing of our pupils and staff. We know that everyone experiences life challenges that can make us vulnerable and at times, anyone may need additional emotional support. We take the view that positive mental health is everybody's business and that we all have a role to play.

At our school we:

- help children to understand their emotions and feelings better
- help children feel comfortable sharing any concerns or worries
- help children socially to form and maintain relationships
- promote self esteem and ensure children know that they count
- encourage children to be confident and 'dare to be different'
- help children to develop emotional resilience and to manage setbacks

We offer different levels of support:

Universal Support- To meet the needs of all our pupils through our overall ethos and our wider curriculum. For instance developing resilience for all through our 'Learning to Learn' qualities and our Values Based Education approaches.

Additional support- For those who may have short term needs and those who may have been made vulnerable by life experiences such as bereavement.

Targeted support- For pupils who need more differentiated support and resources or specific targeted interventions such as wellbeing groups or personal mentors through ELSA or Counselling .

Behaviour and Relationships

Manners, Respect, Kindness

We are very proud of our children's behaviour and attitude towards school. Last year we developed a whole school code based on Manners, Respect and Kindness. We have been chatting with the children over the year about developing a positive system to be used across all classes so that all children know what is expected of them. Please click [here](#) to see more detail on our school behaviour systems.

Attendance

There is a proven link between attendance and attainment at school. The significance of school attendance must not and cannot be underestimated, particularly for those children and young people who show signs of disaffection or unhappiness. Promoting positive behaviour and excellent attendance is the responsibility of the whole school and wider community. All children should be at school, on time, every day the school is open, unless the reason for absence is unavoidable such as illness. Schools have a legal duty to publish attendance figures and to promote attendance. Equally, parents have a legal duty and responsibility to ensure that their children attend school on a regular basis.

If your child is absent, the school must be notified as quickly as possible. Messages can be sent via E mail or left on the school absence line. In the case of infectious diseases, children should remain at home for the given time as advised by your GP or the school. Absence without an acceptable reason will be regarded as unauthorised. Also, annual holidays in school time are not authorised which falls in line with Welsh Government guidance.

Medical appointments should be made out of school hours or during school breaks. If this is unavoidable, the appointment must be reported to the school prior to the appointment day.

In cases of persistent absence and poor punctuality the Headteacher is required to inform the Local Authority Education Welfare Service. In some cases, the Local Authority will impose a fine on parents for their child's non-attendance at school



Safeguarding

All staff have had safeguarding training that equips them to recognise and respond to child welfare concerns. These concerns are passed to the Designated Senior Person for Safeguarding, in our case the Deputy Headteacher, who follows strict guidelines on how to deal with any issues raised. Click [here](#) for more information.

Children who are Looked After

We work in partnership with Newport City Council, and other local councils, and as corporate parents we have a duty to safeguard and promote the education of Children who are Looked After. We aim to provide a safe and secure environment, where there is belief in the abilities and potential of all children, including those who are looked after. We support our Children who are Looked After and give them equal access to every opportunity to achieve their potential and to enjoy learning.

Mrs. Batrouni is the designated person responsible for promoting the educational achievement of Children who Are Looked After.

Equality & Inclusion

The Governors, Headteacher and staff promote equal access to all areas of the curriculum for all pupils, regardless of race, gender, ability, disability, faith, sexuality and cultural background. The school has clear policies in place and are committed to providing equality and an inclusive education.

All children have equal access to all activities and support is available to ensure this. We encourage respect for all within the school and the wider community. More information is found in our Strategic Equality Plan by clicking [here](#).

Anti-Racism

Our school is an anti-racist school and we are committed to addressing racism in any form. We aim to work with our children and community to be actively anti-racist as we do not believe that not being racist is enough.

Racism, in any form, is not tolerated at our school. All pupils and staff have the right to be treated with respect and to feel safe, regardless of their ethnic background or identity. If a racist incident occurs it will be thoroughly investigated and dealt with. Help and support will be provided to all involved. Our 'Challenge' Curriculum, Values Based Education and Rights respecting approach is developing as an anti-racist curriculum so that we are actively learning and teaching to decolonise our curriculum, be culturally competent and disrupt cycles of inequality.

Health and Safety

We aim to ensure that children are safe and secure at all times. The school adheres to the guidelines outlined by Newport City Council regarding Health and Safety in Education.

Any health and safety concerns are to be reported to the Headteacher. Where appropriate these issues will be brought to pupils' attention via assemblies and class discussion. Personal and Social Education sessions also address any Health and Safety issues. The school works closely with other agencies, such as the police and the traffic safety team. Any issues are monitored and reviewed on a regular basis. Regular fire and lockdown drills are undertaken and the school is equipped with appropriate safety equipment. Risk assessments have been undertaken on potential hazards and educational visits.

Visitors

Visitors **MUST** report to the school office where they will be asked to sign in and wear identification badges if working in and around the school. Parents should not enter the school via classroom doors but report to the school office. All staff have a DBS check, this includes contract workers.

Parking

The school car park is for the use of staff. In addition, blue badge holders are permitted to park in the disabled parking bays. It can be very busy during the start and end of the school day, please be considerate to our local community and other drivers when parking near to the school.

Site Security

The school site is secure throughout the school day. Gate and door entry systems are in operation.



Dogs

Please note that dogs are **NOT ALLOWED** on the school site.

Smoking

The school has a strict NO SMOKING policy on the whole site.

Conduct

Any person using inappropriate language within the school grounds will be requested to leave.

Children are NOT ALLOWED to use the play area or equipment left outside classrooms at the beginning and end of the school day.

Medical

Occasionally your child may need to take medicine. You are welcome to come to school and administer the correct dose but **school staff cannot administer medicines or tablets unless as part of an agreed health plan**. Please do not send your child to school with medicine or tablets as children are not permitted to administer their own medicine.

If your child is asthmatic, you will need to complete an asthma form so that we can keep accurate records. Two inhalers must be provided in the chemist packaging with the prescription label clearly visible. One inhaler will be kept in the child's classroom and one inhaler will be kept centrally in the school office or Hygiene Room. Children will be supervised during their use but staff will not administer inhalers. Children are encouraged to manage their asthma and may use their inhalers whenever there is a need.

Accidents and First Aid

Every effort is made to keep all our children and staff safe. If an accident does occur, we have members of staff who are qualified in First Aid. If your child needs treatment other than which we can provide at school, we will notify you immediately. It is therefore extremely important that emergency contact numbers are kept up to date. We will telephone if a child has a bump to the head

Valuables

Children are strongly advised not to bring valuables to school. As a school, we cannot take responsibility for any items that are lost, damaged or stolen. Mobile phones are not allowed in school. However, if a Year Six parent feels that it is imperative that a pupil brings a mobile phone to school as they walk home on their own, phones will be stored securely in classrooms during the school day.

Arrangements for the Disabled

The school building has facilities to accommodate disabled children and adults. It is fully compliant with all current regulations. We are committed to inclusion and full access to the curriculum and all aspects of school life for all children. Occasionally Health and Safety issues demand that some exceptions be made. In these instances each case is looked at very carefully on an individual basis and suitable differentiation is negotiated. A full risk assessment will be taken prior to admission.



Additional Learning Needs (ALN)

In line with the Welsh Government ALN Act we aim to identify children who need extra provision as early as possible and ensure that appropriate provision/intervention is provided to meet their needs.

Our school has an ALNCo (Additional Learning Needs Coordinator), Mrs. Sam Batrouni. The role of the ALNCo is to liaise with class teachers, teaching assistants, outside agencies and families to ensure suitable provision is provided for identified pupils.

Provision is provided for children in line with the ALN Act at the following levels:

- Universal
- Targeted
- Specialist

If a child needs provision at universal level, parents will be invited into school to discuss this further and it may be decided to write a One Page Profile which will outline how best to support their needs within the classroom. This will be written by the class teacher with input from parents and reviewed annually. If it is felt a child needs targeted or specialist provision, they will be given targets that will be reviewed twice a year in January and July.

We work very closely with a range of outside agencies to ensure the best provision is available for our children. Parent permission is sought prior to contact with outside agencies, e.g. Educational Psychology Service, Speech and Language.

More information on Additional Learning Needs is available by clicking [here](#).

'Challenge' Curriculum

We are committed to ensuring all our children have the opportunity to develop the knowledge, skills and experiences as outlined in Curriculum for Wales 2022. The Four Purposes provide the overall ambition and dispositions for our children.

The What Matters help us both determine what matters most for all children and provides a context for our themes. In addition, our Vision Principles are the key drivers in our approach to planning themes that will engage children in meaningful learning activities, inquiries and experiences.

Our Curriculum summary is available below and by clicking [here](#).

More information for parents on our 'Challenge' curriculum is available by clicking [here](#).

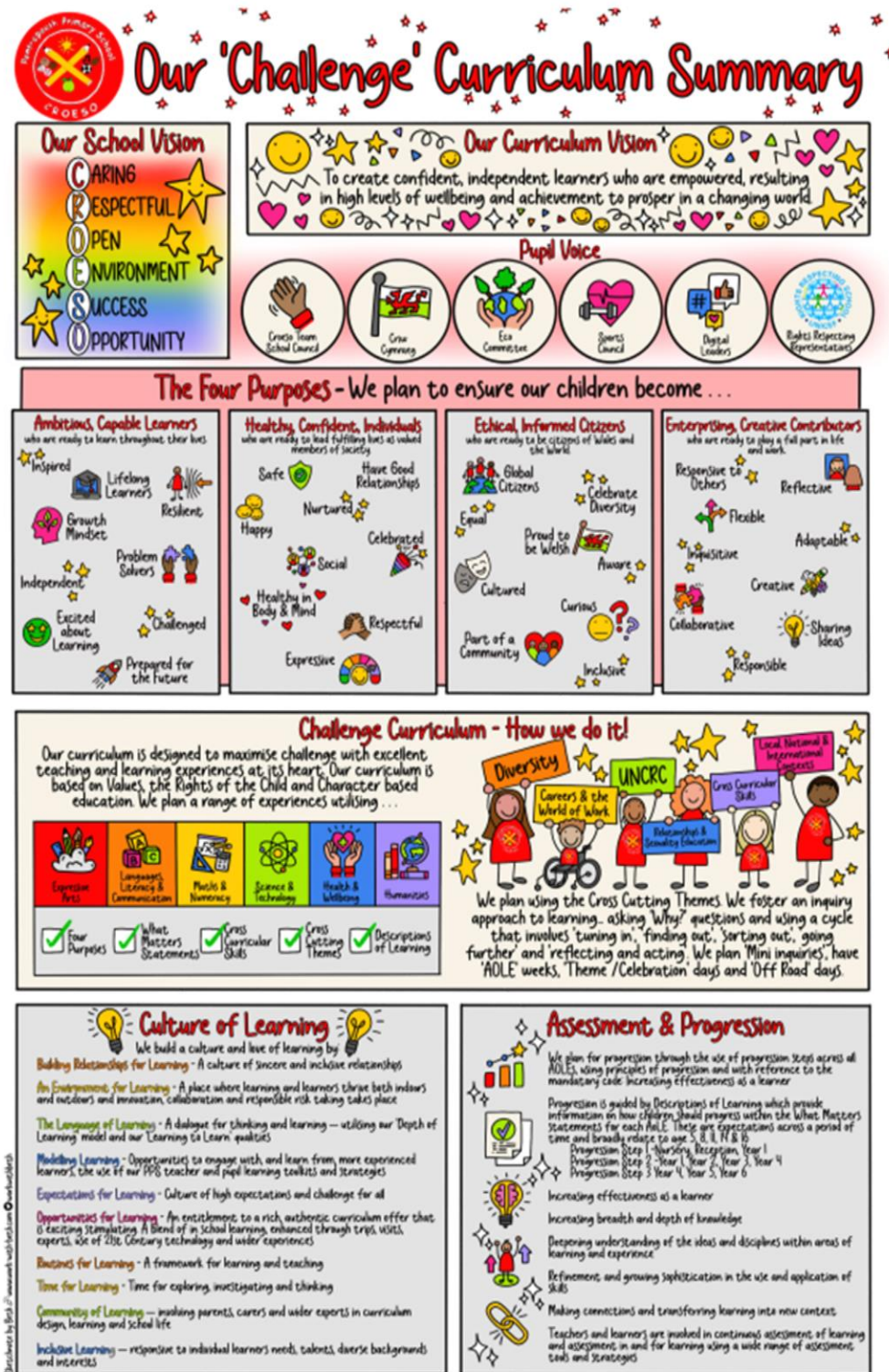
Relationships & Sexuality Education

RSE is mandatory from ages 3-16 in the new curriculum for Wales in both primary and secondary schools. The RSE code for teachers ensures lessons must be "developmentally appropriate". Under the new curriculum, parents will not be able to remove their children from sex education lessons. More information on our RSE programme is available by clicking [here](#).

Religion, Values and Ethics (RVE)

Religion, Values and Ethics is mandatory for all learners aged 3 to 16. RVE is still locally determined and therefore, as well as having regard to the Curriculum for Wales Framework Guidance, we also have regard to the Newport Agreed Syllabus for RVE when designing our 'Challenge' Curriculum. From September 2022, there will be no parental right to withdraw children from RVE.

Collective Worship is distinctive from, and additional to, curriculum time given to RVE. Collective worship sits outside the curriculum and has its own legal standing and requirements and must be wholly or mainly of a broadly Christian character. Parents may request that their children are withdrawn from collective worship if they wish, to do so please contact the Headteacher in writing.



Bilingualism and Use of Welsh

English is the main language of communication, teaching, learning and assessment at our School. However, the school is committed to promoting the aims and aspirations of the Welsh Government in developing Bilingualism.

In our school both English and Welsh are functional languages. We promote oracy, reading and writing in both English and Welsh Second Language in informal and structured situations. Welsh can be seen and heard around the school, during school assemblies and concerts, signage and display, lessons and indoor and outdoor activities.

As a school we aim to:

Foster positive attitudes in all learners towards bilingualism

Provide opportunities for all children to hear and use Welsh in all areas of their learning

Motivate the children to use Welsh naturally, spontaneously and with confidence

Supporting Learner Progression: Assessment

Assessment is key to supporting progression, for the purpose of identifying learners' strengths, achievements and areas for improvement, and identifying next steps. It is integral to learning and teaching.

Assessment plays a fundamental role in enabling each individual learner to make progress at an appropriate pace, ensuring they are supported and challenged accordingly. Active engagement between the learner and practitioner on a regular basis is at the heart of supporting learner progression. All those involved with a learner's journey need to collaborate and work together by establishing:

- Where learners are in their learning
- Where they need to go in their learning
- What needs to be done for them to get there, taking account of any barriers to their learning.

All staff follow our Cycle of Assessment which identifies a range of assessment to be used throughout the school year. Detailed records are kept so that we can ensure consistency across the school and identify standards of learning and achievement.

Parent Consultations are held twice a year. They provide an opportunity for parents to discuss their child's progress with their class teacher. We also holds drop in sessions for parents to talk with their children about their learning. In addition, a written annual learner review is provided each year to parents.

Parents are encouraged to meet the teacher if there are any ongoing concerns between these times.

Physical Education & School Sport

In line with national guidelines we aim to provide two PE sessions per week. Sometimes this will be more but occasionally (e.g. at busy times of the year such as Christmas) pressures of space, time and weather conditions might temporarily limit the PE sessions we are able to offer. We try to give as many children as possible the opportunity to represent the school in sport at some time during their time with us. Games and Physical Education are compulsory for all children except those excused on health grounds, supported by a medical note from your doctor. Children suffering from minor ailments may be excused when requested by parents in writing.

Swimming

All pupils in Years 3-6 undertake swimming lessons. A swimming costume, towel and waterproof bag is required.



Breakfast Club

We offer a free breakfast for pupils each school day from 8.10am. Breakfast Club is funded by Welsh Government specifically to ensure that every child can start their learning day with a good breakfast inside them. On that basis we are unable to accept children who have already eaten breakfast at home and we will insist that children eat breakfast in school. A registration form is available from the office.

We are unable to accept children into Breakfast Club after 8.30am and children are not able to enter the building before 8.50am.

Extra-Curricular Activities

The school offers a wide range of activities for pupils at lunchtime and after school in addition to Breakfast Club voluntarily run by school staff. Parents are notified of available activities and days/times each term. As these clubs are provided voluntarily by staff there is no cost to parents, but parents are responsible for making arrangements to collect their children if the club is after school.

All clubs begin in the second week of term and end in the penultimate week of term.

Year 6 pupils have the opportunity for a residential trip to Gilwern Outdoor Education Centre near Abergavenny.

Admissions Procedures

The school is maintained by Newport City Council. Admission applications to gain a Nursery or School place at Pentrepoeth Primary School are to be completed online [here](#)

School Session Times**Nursery**

Morning Session: 9am-11:30am
 Afternoon Session: 12:45pm-3:15pm

Reception – Year 2 9am – 3.15pm
 Lunch 12.30pm – 1.30pm

Year 3 – Year 6 9am – 3.30pm
 Lunch 12.00pm – 1.00pm

Classroom doors are open from 8:50am to 9:00am. All doors close PROMPTLY. If your child should, for any reason, be late arriving at school they should report to the school office to be recorded as late on the register.

The school day, for Reception to Year 2, finishes at 3.15pm. Children MUST be collected from school by an adult and should be collected from the classroom door. Please inform the class teacher and e mail or ring the school office if your normal arrangements are changed.

The school day ends at 3.30pm for Year 3 to Year 6. Children in Years 3 MUST be brought to school and collected from school by an adult. Children in Years 4, 5 & 6 may walk to and from school without an adult, if you so wish.

During school hours, children are not permitted to leave the school site. If your child needs to leave school during school hours, parents must report to the school office.

Break and Lunch Time**Break Time Arrangements**

Children in Nursery to Year 2 have continual indoor/outdoor access throughout the day. In addition, Reception to Year 6 children access the outdoor areas during their morning break time and lunchtime.

Please ensure that your child has a coat so that they will be comfortable whatever the weather.

Drinks, Snacks & Free Milk

All children are required to bring a water bottle filled with water into school each day. Children are able to access fresh water throughout the day and are encouraged to drink regularly. As a Healthy School, we ask that children do not bring in flavoured water, squash or fizzy drinks for consumption throughout the school day.

Nursery and Reception will have a break during the morning session and (afternoon for afternoon Nursery) where they will sit together to enjoy a fruit snack from home. Children will also be offered milk to drink.

For Year 1 and Year 2 there is a break during the morning session when free milk is available and children can enjoy a fruit snack from home.

Years 3, 4, 5 and 6 may also bring their own fruit to eat during morning break.

Please inform us if you do not want your child to be offered milk. Please peel oranges for younger children and ensure grapes are cut in half. A healthy cereal bar is permitted, but please note that it should not contain chocolate. Any food containing nuts is not permitted due to children with nut allergies. All other snacks are not allowed.

Lunchtime Arrangements

We place considerable emphasis on the importance of lunchtime, recognising the opportunity it gives children to socialise and interact whether they have a school meal or bring a packed lunch. School staff and midday supervisors care for the children during this time and will encourage all pupils to eat their meals, interact with each other and ensure sensible behaviour in the hall and outside. School meals are prepared and cooked on site in our excellent kitchen facilities which is managed by Chartwells.

We offer a secure booking system for school meals called ParentPay. ParentPay allows parents to book school meals and make payments to a secure online account, accessed by a unique username and password. We are unable to accept cheques or money at school. All school meals must be booked and paid for online, via ParentPay, in advance. All children in Reception to Year 6 are now entitled to a free school meal. Please book this meal via ParentPay, once the meal is booked the total owed will be £0.

Please advise the school if your child develops a food allergy, or has any other dietary requirements, for example, vegetarian, Halal, etc. It is the policy of Chartwells that a medical note must be provided for dietary requirements, if your child has any specific dietary requirements please contact Chartwells on 01633 265787.

Some parents prefer to provide a packed lunch and drink for their child. When this is the case we would request, for safety reasons, that you do not provide drinks in either cans or glass bottles. As we are a 'Healthy School' we would encourage parents to provide a healthy and nutritious packed lunch. Any food containing nuts is not permitted due to children with nut allergies.

If you are in receipt of certain qualifying benefits, you may be entitled to free school meals for children in Year 3 to Year 6. You may also be entitled to additional support, visit Free school meals | Newport City Council for further information, call 01633 656656 or email benefits@newport.gov.uk

School Uniform

All items with a school logo can be purchased from Beam Sports

School uniform helps our pupils to feel part of a community. It identifies our pupils when representing the school in the community or on visits and has a recognised effect on pupil behaviour. In accordance with Welsh Government regulations, we never insist on logo uniform and the majority of the uniform is available from local stores. Please ensure your child's name is clearly marked on all items of clothing.

School Book Bags

School book bags with our logo, can be purchased from Beam Sports.

Jewellery

Children may wear small 'stud' type earrings and a watch. This is the only jewellery allowed to be worn by all children within school. Children must remove all jewellery before they undertake PE/ Games / Forest Schools sessions. If ear piercing is still healing, studs may be left in place to avoid risk of infection, however, parents must provide tape to cover studs for PE sessions.



School Information

Pentrepoeth Primary
Bryn Hedydd
Cwm Cwddy Drive
Rhiwderin Heights
NEWPORT
NP10 8JN

Tel: 01633 896101
Fax: 01633 896367
Email: pentrepoeth.primary@newportschools.wales
Website: www.pentrepoethprimary.co.uk

Headteacher:	Mr D Taylor
Chairman of Governors:	Mr J Griffiths
Local Education Authority:	Newport City Council
Chief Education Officer:	Mrs S Morgan

School Staff

Mr D Taylor	Head Teacher
Mr R Cleaves	Deputy Head Teacher

Senior Leadership Team

Mrs S Batrouni
Mr J Willmore

Teaching staff

Mrs S Williams

Mr J Brewer	Nursery
Miss S Hall & Mrs F Cleaves	Reception
Mrs C Clissold & Mrs J Rose	Year 1
Mrs A Drummond	Year 1
Miss G Blair	Year 2
Mrs J Beard & Miss L Ellis	Year 2
Mr L Nocivelli	Year 3
Mr B Taylor	Year 3
Mr R Hall	Year 4
Mr J Willmore	Year 4
Mrs J Baxter	Year 5
Mrs T Gooding & Mrs S Ahern	Year 5
Mrs E Jones	Year 6
Mr T Merriman	Year 6

Mr R Cleaves, Mrs S Ahern, Miss L Ellis

PPA

Support Staff

Mrs J Boulton
Mrs J Pask
Miss G Rahimi
Mrs S Webb
Mrs L Mason
Mrs L Thomas
Mrs M Bell
Mrs L Gage
Mrs S Waite
Mrs T James
Mr J Brewer
Mrs L Rowe
Mrs N Williams
Mrs L Hill
Mr H Woodham
Mrs A Dimmick
Mr A Stewart
Ms L Thomas
Mrs W Bickel
Mrs D Lander

Mrs M Beynon:
MS A Norton
Ms L Peebles :

Mrs E Wilson
Mrs W Fleurette
Mrs E Williams
Mrs D Goffen
Mrs C Darby
Mrs W Williams
Mrs P Brown
Mr M Martin
Mrs W Bickel;

Teaching Assistant
Teaching Assistant
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Teaching Assistant

School Support Officer
School Support Officer
Site Supervisor

Midday Supervisor
Midday Supervisor
Midday Supervisor
Midday Supervisor
Breakfast Supervisor
Midday Supervisor
Breakfast Supervisor
Senior Breakfast Supervisor
Breakfast Supervisor

Governors

Mr J H Griffiths:
Mr J S Barrowman:
Mrs R Davies
Councillor Mr J Jones:
Councillor Mr D Williams:
Ms T Simmons
Mr J O'Connell
Mrs T Appleton
Mr D Taylor
Mr R Cleaves
Mr L. Nocivelli
Mrs L Rowe:
Mr D Coles
Mrs K Prendergast
Mr T Jones
Mrs J Cueto
Mrs C Lloyd

Chair. Co-opted Governor
Co-opted Governor
Co-opted Governor
LEA Rep
LEA Rep
LEA Rep
LEA Rep
Community Council
Headteacher
Teacher Rep
Teacher Rep
Support Staff Rep
Parent Governor
Parent Governor
Parent Governor
Parent Governor



School year 2024-2025

Term	Start	Half Term starts	Half Term ends	Term ends
Autumn	Mon 2 September 2024	Mon 28 October 2024	Fri 1 November 2024	Fri 20 December 2024
Spring	Mon 6 January 2025	Mon 24 February 2025	Fri 28 February 2025	Fri 11 April 2025
Summer	Mon 28 April 2025	Mon 26 May 2025	Fri 30 May 2025	Mon 21 July 2025

May Day - Monday 5 May 2025

School year 2025-2026

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

May Day - Monday 4 May 2026

School training days

Training days for school staff, also called INSET days, are held throughout the school year.

