Jubilee Park Primary School
Ysgol Gynradd Parc Jiwbili

Inspire, Nurture, Celebrate Success

# Jubilee Park Primary School Prospectus

**Address**: Jubilee Way, Rogerstone, Newport, NP10 9NL
**Telephone Number**: 01633 414630
**Email**: jubileepark.primary@newport.gov.uk
**Website:** www.jubileeparkprimary.co.uk

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# Croeso

Dear Parent/Carers,

Choosing the right school is vitally important and we all want the very best education for our children. We want your child to be safe, happy and to feel secure in our school. I am extremely proud to be the first Headteacher of Jubilee Park Primary and lead a team of committed and enthusiastic staff who put the needs of our children first. As a school, we aim to provide the highest possible standards of education and support for all our pupils. We offer our own 'Thrive Curriculum' which is based upon authentic learning experiences, a balance of knowledge and skills and which has children's wellbeing at the heart.

Jubilee Park Primary is an exciting and vibrant place to learn. We are very privileged to have opened our new learning environment in September 2017 and it is a welcoming and caring school where children are nurtured and inspired to reach their full potential.

We believe it is vitally important to develop strong partnerships between home and school. We want to work together in an atmosphere of mutual respect and support, in order to provide the best experiences for your child and to celebrate their successes.

We look to the future of our school and our young learners with great anticipation, so that we can share in their excitement of learning and play an active role in shaping the foundations for their future.

I look forward to meeting you and if you have any questions or concerns please contact me in school at any time.

Yours Sincerely,

Mrs C Kucia
Headteacher

Jubilee Park Primary School
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We are delighted to be able to share with you our mission statement and vision principles for Jubilee Park Primary School. We have gathered ideas from our children, staff, governors and parents. We have shared our hopes and dreams for Jubilee Park Primary and encouraged people within our community to do the same.

## Mission Statement

### Inspire, Nurture, Celebrate Success

**Ysbrydoli, Maethu, Dathlu Llwyddiant**

## Vision Principles

Jubilee Park Primary School has three vision principles that are the foundation for our strategic purpose and aspirations for the future. We are committed to:

**Igniting a passion for learning**
All members of Jubilee Park Primary School are focused on developing learning capacity so they will know, understand and challenge themselves as learners. We will deliver an inspiring curriculum, which will empower children to discover and build on their interests, share ideas and be motivated to learn.

**Creating the conditions to thrive**
All members of Jubilee Park Primary School will work together to ensure wellbeing is at the heart of our school. We are committed to creating a happy and inclusive learning environment where we will support each other to thrive and success is celebrated.

**Growing together with the community**
All members of Jubilee Park Primary School are committed to developing relationships based on mutual trust and support. We will strive to be at the heart of the community and develop collaborative skills to enable effective contribution to our local community and the wider world.

## Principles into Practice - Our Aims

To provide an inspiring and challenging curriculum that reflects our community and meets the need of every child.

To teach children how to be a good learner so that they are empowered to lead their own learning.

To develop a culture where children and staff believe in their own ability, take risks and challenge themselves to be better.

To create an inclusive, caring and happy environment in which children feel safe, secure, valued and respected.

To place pupil voice and participation at the heart of learning and school life.

To provide a variety of social, emotional, cultural and spiritual opportunities to ensure that each child becomes a responsible citizen.

To develop an emotionally intelligent community with self-awareness, professionalism, self-motivation, respect and empathy at the core.

To foster a sense of belonging to the school and wider community.

To celebrate achievements and instil a sense of pride in children and our community.

## Our Core Values

**Honesty, Kindness, Respect**

# Information

**School Session Times**

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

| Reception – Year Two | | Year Three – Year Six | |
|---|---|---|---|
| **Doors Open:** | 8:50am | **Doors Open:** | 8:50am |
| **Morning Session:** | 9am-12pm | **Morning Session:** | 9am-12:30pm |
| **Afternoon Session:** | 1:15pm-3:15pm | **Afternoon Session:** | 1:30pm-3:20pm |

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 two, 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 if your normal arrangements are changed.

The school day ends at 3.20pm for year three to year six. Children in Years 3 & 4 **MUST** be brought to school and collected from school by an adult. Children in Years 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.

**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 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. 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.

**Breakfast Club**

Welsh Government provide a free Breakfast Club service for children in Reception to Year Six. If you wish your child to attend Breakfast Club, please speak to the office and complete the required form.

**Extra-Curricular Activities**

We offer a range of after school clubs. Some clubs are age specific and will be limited to maximum numbers for health and safety reasons.

Please note these activities must not be relied upon for childcare as they are run by teaching staff and may be cancelled.

**Admissions Procedures**

The school is maintained by Newport City Council. Admission applications to gain a Nursery or School place at Jubilee Park Primary School are to be completed online via: http://www.newport.gov.uk/en/Schools-Education/Schools/Apply-for-a-Place/Apply-for-a-Place.aspx

**Transition**

Due to the growing nature of our school we have arrangements in place to support the transition of children into our school throughout the year. These arrangements include meeting with a member of the Leadership Team, a visit to the school and initial on entry assessments.

Bassaleg School is our Cluster Secondary School and the majority of pupils transfer there at the end of Year 6. A great deal of effort is made to ensure a smooth transition between schools. The Year 6 children visit Bassaleg School for both curriculum and social development. On occasions, additional transition links are set up for pupils with specific needs.

We also have procedures in place to ensure the smooth transition from year group to year group through moving up days and transition meetings.

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# School Uniform

**Autumn & Spring Term**

**Nursery to Year Two:**

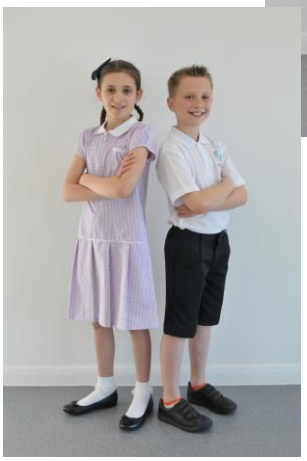
Navy jumper or cardigan (available with school logo)
White polo shirt (available with school logo)
Navy skirt, pinafore or trousers
Navy or white tights or socks
Black school shoes

**Year Three to Year Six:**

Navy jumper or cardigan (available with school logo)
White shirt
School tie
Navy skirt, pinafore or trousers
Navy or white tights or socks
Black school shoes

**Summer Term – optional to the above**

White polo shirt (available with school logo)
Navy tailored shorts
Purple (Lilac) gingham dress
Navy or white socks
Black school shoes
White shoes/sandals (not open toed)



**PE Kit**

Navy shorts
House colour t-shirts (available with school logo) *your child will be allocated a house:
Spitfire - red, Alcan - blue, Copper - yellow, Hurricane - green
Black plimsolls or trainers
Navy jumper and tracksuit bottoms (available with school logo) –Outdoor PE sessions

**All items with a school logo can be purchased from Macey Sports**

Macey Sports
169 Caerleon Road
Newport
NP19 7FX
01633 259334
www.maceysports.co.uk

Beam Sports and Schoolwear
26 Cambrian Road
Newport
NP20 4AB
01633 222261
https://beam-sports-schoolwear.business.site/

Our PTA also sell second hand uniform at jubileeparkptauniform@gmail.com

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 (WG) regulations, we have ensured that the majority of the uniform is available from local stores or supermarkets. 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 Macey Sports and Beam.

**Jewellery**
Children may wear one pair of 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 Physical Education (PE) 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.

**Hairstyles**
Dyed and/or shaved patterned hairstyles are not permitted in term time. Long hair needs to be tied back, this applies to girls and boys.

# Break & 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 into school each day. Children are able to access fresh water throughout the day and 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** children will have access to continuous snack, further information can be found in the Nursery Handbook.

For **Reception, Year 1** and **Year 2** there is a break during the morning session when free milk is available. Please inform us if you do not want your child to be offered milk. You may also wish to send fruit for your child to eat at playtime. 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. **Anything with nuts is not permitted due to children with nut allergies. All other snacks are not allowed.**

**Years 3, 4, 5** and **6** may also bring their own fruit to eat during morning break, please ensure grapes are cut in half. A healthy cereal bar is permitted, but please note that it should not contain chocolate. **Anything with nuts is not permitted due to children with nut allergies. All other snacks are not allowed.**

**Lunchtime Arrangements**

At Jubilee Park Primary School, 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.

The school has excellent kitchen facilities, which are managed by Chartwells. We offer a secure payment system for school meals called ParentPay. ParentPay allows parents to make payments to a secure online account, accessed by a unique username and password. Parents will receive these unique usernames and passwords at the start of the school year. 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 pupils will be provided with a copy of the School Menu to enable parents to make informed choices. 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. **Anything with 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. Visit www.newport.gov.uk/freeschoolmeals for further information, call 01633 656656 or email benefits@newport.gov.uk

# Wellbeing

The wellbeing of all children and staff at Jubilee Park Primary School is of utmost importance. As a school, we promote high levels of wellbeing and encourage children to have confidence, embrace new challenges and feel secure enough to take risks. We ensure all children display good attitudes to their learning, demonstrate high levels of engagement and sustain concentration on tasks. They are encouraged to develop the skills and ability to reflect upon their own learning and the learning of their peers. We expect all children and staff to show high levels of respect, care and concern for others.

The Thrive Curriculum at Jubilee Park Primary provides a wide variety of learning experiences which encourage children to communicate effectively, solve problems and develop their thinking skills. We are committed to igniting a passion for learning, create conditions to thrive, whilst growing together with the community and becoming ethically informed citizens.

Children are encouraged to continually express their views and opinions, which provides them with a real sense of belonging. Pupil Voice is embedded in all aspects of school life and it influences the strategic direction of our school.

From time to time, children may face difficulties which may impact on their wellbeing. As a school, we work with parents and families to support children and fully believe in the importance of working as a team.

As a new school on the Jubilee Park development we strive to develop community cohesion. We have an understanding that everyone is working towards equality of opportunity providing all children with a sense of belonging and similar life chances, regardless of their backgrounds. Through recognising and celebrating success, we encourage every child to view themselves as healthy, confident individuals.

**Safeguarding**

All staff who work at Jubilee Park Primary School 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 Headteacher, who follows strict guidelines on how to deal with any issues raised.

**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 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.

**Looked After Children**

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 Looked After Children. 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 Looked After Children and give them equal access to every opportunity to achieve their potential and to enjoy learning. Mrs L Browning is the designated person responsible for promoting the educational achievement of Looked After Children.

# Behaviour

It is a primary aim of Jubilee Park Primary school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school Behaviour Policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure, and to help children to become positive, responsible and increasingly independent members of the school community.

The school has a number of school rules, but the primary aim of the Behaviour Policy is not a system to enforce rules. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn.

## School Rules

The staff and children at Jubilee Park decided on the following school rules and they are called our Jubilee Stars:

## Rewards

The emphasis must always to be to encourage positive behaviour rather than to criticise inappropriate behaviour and rewards have a major role to play in this.

The most immediate method is verbal praise; it is motivational and helps children to realise that good behaviour is valued.

Every class in Jubilee Park each has a jar in which they can collect 'Jubilee Stars'. Every class teacher has a collection of 'Jubilee Stars' which can be given out at anytime as a reward for behaviour, work, etc., and these will then be placed in the jar by the child who received them.

Each Friday, a Celebration Assembly is held where the jars will be shown to show how well the classes are doing and class/whole school rewards will be given once the jars are full. Also during this time certificates are given out by the class teacher for learning and behaviour as well as lunchtime awards.

**Stages of Rewards**

1. Positive praise
2. Stickers/Class Rewards/Stars in the Jar
3. Star time - to be decided by the children
4. Note home
5. 'Super Star Award' in Celebration Assembly

## Consequences

Most instances of misbehaviour are relatively minor and can be dealt with simply and quickly by a verbal reprimand. Some may require withdrawal of privileges or being kept in at break times.

**Stages of Consequences**

1. Reminder
2. Quiet conversation
3. Warning
4. Time out/removal of privileges
5. Leadership - conversations with parents by teachers/Leadership

# Health & 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 drills are undertaken and the school is equipped with appropriate safety equipment. Risk assessments have been undertaken on potential hazards and educational visits.

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.

There is a limited amount of parking available in the school car park. Only blue badge holders are permitted to park in the disabled parking bays. Please be considerate to pedestrians and other drivers when parking near to the school.

The school site is secure throughout the school day. It is monitored by CCTV cameras, 24 hours a day.

**Please note that dogs are NOT ALLOWED on the school site. The school has a strict NO SMOKING policy on the whole site. Any person using inappropriate language within the school grounds will be requested to leave.**

**Pupils 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**. 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 a 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.

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.

**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 Year Six pupil brings a mobile phone to school, phones will be stored in the school office 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.

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# Thrive Curriculum

At Jubilee Park Primary School we are committed to ensuring all our children have the opportunity to develop the skills and range as outlined in the Welsh Government Foundation Phase and National Curriculum, the Literacy and Numeracy Framework and the Digital Competence Framework. Our Vision Principles are the key drivers in our approach to planning themes that will inspire, nurture and celebrate success all our learners. Our curriculum is more than a series of lessons or a scheme of work, to us it is everything in our school - it is what we are about.

Since we opened in September 2017 we have been focused on developing our Thrive Curriculum. The collaborative efforts of all staff, children, parents and governors have been recognised by Welsh Government. We are extremely proud of our journey and look forward to developing it further this year.

Please look at the links below to provide you with an understanding of our curriculum journey so far:

**Developing our 'Thrive Curriculum' at Jubilee Park Primary School**
https://curriculumforwales.gov.wales/2018/09/19/developing-our-thrive-curriculum-at-jubilee-park-primary-school/

**Jubilee Park Primary School - how we're realising our new curriculum**
https://curriculumforwales.gov.wales/2019/05/30/jubilee-park-primary-school-how-were-realising-our-new-curriculum/

**Inside View: The New Curriculum at Jubilee Park Primary School**
https://curriculumforwales.gov.wales/2019/07/04/inside-view-the-new-curriculum-at-jubilee-park-primary-school/

The principles of our curriculum and organisation of the school day ensure that the requirements of the Foundation Phase and Curriculum 2008 are satisfied, and that all children receive a broad and balanced education.

Pupils will be taught in a variety of settings through a range of teaching strategies – whole class, small group, pairs, individual, etc.

**Foundation Phase**

In our school, Foundation Phase refers to the curriculum in all classes from Nursery to Year 2. 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 areas of learning are:

- Personal and Social Development, Well-Being and Cultural Diversity
- Language, Literacy and Communication
- Mathematical Development
- Welsh Language Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

The Foundation Phase 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.

**Key Stage Two**

In our school, Key Stage Two refers to the curriculum in all classes from Year 3 to Year 6. All children follow the Curriculum 2008 subjects of English, Mathematics, Science, ICT, PSE, History, Geography, Design Technology, Music, Art, PE, Religious Education and Welsh as a Second Language. This builds upon the skills and knowledge developed in the Foundation Phase.

**Literacy and Numeracy Framework (LNF)**

The LNF sets out the skills that the children are expected to develop throughout their time in school, from ages 5 to 14. The LNF is split into components for Literacy and Numeracy. The Literacy strands are: oracy across the curriculum; reading across the curriculum and writing

across the curriculum. The Numeracy strands are developing numerical reasoning; using number skills; using measuring skills and using data skills. In addition to the LNF, teachers provide opportunities for children to develop their Thinking Skills and Digital Competence across the curriculum.

**Bilingualism**

English is the main language of communication, teaching, learning and assessment at Jubilee Park Primary 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 will be functional languages. We will promote oracy, reading and writing in both English and Welsh Second Language in informal and structured situations. Welsh will 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 therefore 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

**Learner Capacities**

Pupils at Jubilee Park Primary are taught skills and dispositions that will act as important capacities to them as learners across the curriculum, in school and beyond. These Learner Capacities are considered to be fundamental as they enable and empower learners to lead their own learning. Our aim is to teach children 'what to do when they don't know what to do.' We explicitly teach learners strategies to get out of 'I'm stuck' situations. Being stuck must be celebrated and harnessed as an opportunity to build each individual's learning capacity.

We teach children the 'language of learning' that accompanies these learner capacities. Talk about learning, use specific language and make it visible in the room and to enable children to talk knowledgeably about their progress.

**Religious Education**

Religious Education will be provided as part of the basic curriculum under the guidelines of the 1988 Education Reform Act and in accordance with the statutory requirements. The approach will be multicultural with a strong emphasis on Christianity. The programmes of study, attainment targets and assessment are approved locally by SACRE (Standing Advisory Council for Religious Education).

Daily collective worship in school is conducted through allocated assemblies, class reflections and a weekly Praise Assembly. 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**

Physical Education is a statutory requirement and an essential component in establishing a basis for a healthy lifestyle. We aim to provide as many sporting experiences for our children as possible. All staff are committed to encouraging children to take an active part in the outdoor play, games and PE activities provided. Games, swimming and PE form part of the Curriculum requirements for all children at Jubilee Park Primary School, except those permanently excused on health grounds. Such cases must be supported by a medical note from your doctor. All children will have the opportunity to participate in residential outdoor pursuit activities during their time at the school. A list of suitable PE clothing is provided under uniform requirements.

**Homework**

At Jubilee Park Primary School we believe that homework is an opportunity for children to consolidate and refine learning that has been taught in school. We recognise that 'home time' is an important part of 'family time', and as such, homework tasks are not compulsory. Pupils will never be criticised for not completing it. Completion of homework will be encouraged and celebrated in school. We also believe that after other activities such as, attending local clubs, spending time with their family and friends is vital in becoming a healthy, confident individual. It can be difficult to get the right balance between homework, clubs and a social life. Children need time to relax and do nothing once in a while!

**Sex and Relationships Education**

The school's programme of sex and relationships education as agreed by the Governing Body is linked with areas of Foundation Phase curriculum and Curriculum 2008. The main emphasis is on relationships and will reflect the needs of pupils as they develop over the Key Stages. The school nurse will offer puberty talks in Year 6 giving pupils the chance to discuss sensitive issues in an informal setting. Parents will be notified when this is to take place and may exercise their right to withdraw their child on request.

**Assessment, Recording and Reporting**

All children starting in Nursery and Reception participate in a baseline assessment. All children who join the school will participate in an on entry assessment. Teacher assessment is undertaken throughout the year and at the end of Year 2 and Year 6, results are reported nationally.

The purposes of our assessment procedures are to:

- Assist pupils to know where they are in terms of strengths and areas for development and what action needs to be taken to further progress.
- Inform teachers, parents and governors of pupils' progress including pupil self-assessment and peer assessment.

A range of assessment techniques are employed which we value as a tool for learning. Detailed records are kept so that as a school we can measure and monitor our effectiveness.

Learning Reviews provide an opportunity for parents to discuss their child's progress with their class teacher. We encourage children in year 5 and year 6 to attend with their parents to share in their learning review.

These are offered during the Autumn and Spring terms with an annual report being sent out once a year. Parents are encouraged to meet the teacher if there are any ongoing concerns between these times.

**Additional Learning Needs (ALN)**

In line with our ALN policy we aim to identify children with ALN as early as possible and ensure that appropriate provision is made to match their needs. This includes children with learning difficulties and those more able pupils who require additional challenge.

Our school has an ALNCo (Additional Learning Needs Coordinator), who will liaise with class teachers, teaching assistants and outside agencies to ensure suitable provision for identified pupils.

We use this staged approach of the Code of Practice when identifying pupils with Additional Learning Needs:

- School Action
- School Action Plus
- Statement / Funded IDP

Parents will be invited into school when we feel a child should be placed on the Additional Learning Needs register. An educational plan is constructed in consultation with the ALNCo and the class teacher where additional needs are identified.

# Additional Information

**Policy on Charging for School Activities**

The school's educational provision and most of the activities organised by the school are financed via funds received from Newport City Council. There are, however some valuable educational experiences that cannot be provided by the school without financial support from parents.

Where a visit occurs during school time, **a voluntary contribution to enable the visit to take place may be invited**. Activities for which voluntary contributions are sought may be cancelled if the cost to the school is not adequately covered. Contributions may also be requested for visiting workshops to support areas of learning and experience.

The Headteacher, in consultation with the Chair of Governors, will make authorisation of remission in any of these areas.

**Complaints**

The Local Authority has a complaints procedure as required by the Education Reform Act. It describes how anyone with a complaint can exercise his or her right to have a complaint processed within the legal framework of the Act. The arrangements cover complaints made by parents and others in respect of duties or exercise of powers by LA or Governing Body.

The document is available and will be given, if desired, to any person wishing to make a complaint under the specified arrangements.

All complaints in the first instance should be addressed to the appropriate person at school. This should be the Headteacher. Complaints about actions of a member of staff must always be made to the Headteacher in the first instance. Any person against whom a complaint is being made should be informed at the outset.

Should the school and complaint fail to reach a resolution, LA and Welsh Government guidelines and procedures will be followed. However, it is usually possible for queries and problems regarding all aspects of school life to be dealt with effectively by good home/school communication.

**Access to Information**

The school will retain records on each individual child. These provide a personal and academic profile as progression is made throughout each year. Records are available for parents to inspect at school and copies can be made to be taken away should this prove necessary. It is a statutory obligation that records should be made available within 15 days – but normally it is possible to arrange for them to be seen more quickly than this.

Parents who wish to inspect documents relating to the school's curriculum should contact the Headteacher.

**We look forward to welcoming you and your child to Jubilee Park Primary School and to inspire, nurture and celebrate their successes.**

# Meet the Team

| Leadership Team | |
|---|---|
| **Headteacher** | Mrs C Kucia |
| **Deputy Headteacher** | Mrs S Cook-Lewis |
| **Leader of Wellbeing and Inclusion (ALNCo)** | Mrs L Browning |
| **Leader of Languages, Literacy & Communication, Enquiry & Innovation** | Mrs H Lloyd |
| **Leader of Network Learning & Research** | Mrs S Griffiths |

| Teachers | |
|---|---|
| **Nursery** | Mrs S Cook-Lewis |
| **Reception 1** | Mrs C Timothy |
| **Reception 2** | Miss E Donovan |
| **Year One** | Mr B Oliver |
| **Year One/Two** | Miss R Cripps |
| **Year Two** | Mrs S Griffiths |
| **Year Three** | Mrs S Hawkins |
| **Year Three/Four** | Miss H Kempson |
| **Year Four** | Mrs K Pryce |
| **Year Five** | Mrs K Davies |
| **Year Five/Six** | Mr S Evans |
| **Year Six** | Mrs H Lloyd |
| **Learning Resource Base** | Mrs L Browning |
| **PPA** | Mrs J Coles |

| Teaching Assistants | |
|---|---|
| **Nursery** | Mrs S Hall, Mrs R Tottle, Mr R Willams (Thursday & Friday) |
| **Reception** | Mrs K Jones |
| **Year One & Year Two** | Mrs M Thomas, Mrs N Nash-Wright, Mrs D Mclennan |
| **Learning Resource Base** | Mrs L Shelley, Miss S Smith, Mrs K Munn |
| **Cover Supervisors** | Mrs J Coles, Mrs L Shelley, Mrs R Tottle, Mrs L Boon |
| **Intervention & Wellbeing Support** | Mrs L Boon |
| **Additional Learning Needs Support** | Mrs E Belcher, Mrs J Matthews, Miss F Poole, Mrs L Bramwell, Mrs T Jenkins |

## Support Staff

| | |
|---|---|
| **School Support Officers** | Mrs N Slade |
| | Mrs S Hawker |
| **Caretaker** | Mr D Sims |
| **Breakfast Club Supervisors** | Miss S Smith, Mr D Sims, Mrs S Jones |
| **Midday Supervisors** | Mrs S Jones, Mrs S Parker, Mr D Sims, Mrs M Evans |

## Governing Body

| | |
|---|---|
| Mrs E Thomas | Chair of Governors & Local Authority Governor |
| Dr J Khan | Vice Chair of Governors & Community Governor |
| Mr S Densley | Community Governor |
| Mr J Wightman | Community Governor |
| Mrs S Mlewa | LA Governor |
| Cllr R Hayat | LA Governor |
| Mrs K Lloyd-Hughes | Parent Governor |
| Mr A Davies | Parent Governor |
| Mrs L Pottenger | Parent Governor |
| Mrs A Beckett | Parent Governor |
| Mrs H Lloyd | Teacher Governor |
| Mrs L Shelley | Staff Governor |
| Mrs C Kucia | Headteacher |
| Mrs S Cook-Lewis | Deputy Headteacher (non-voting) |

# Information

**Academic Year 2019-2020** **May Day:** Friday 8th May 2020

| Term | Start | Half Term Starts | Half Term Ends | Term Ends |
|---|---|---|---|---|
| **Autumn** | 2 September 2019 | 28 October 2019 | 1 November 2019 | 20 December 2019 |
| **Spring** | 6 January 2020 | 17 February 2020 | 21 February 2020 | 3 April 2020 |
| **Summer** | 20 April 2020 | 25 May 2020 | 29 May 2020 | 20 July 2020 |

**INSET Days:**

1. Monday 2nd September 2019
2. Monday 4th November 2019
3. Friday 14th February 2020 – Cluster INSET Day
4. TBC
5. TBC
6. Monday 20th July 2020