

# SCHOOL INFORMATION BOOKLET

## 2010- 2011

CREIGIAU PRIMARY SCHOOL  
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### **Headteacher**

Peter Evans, B.Ed, Dip.Ed, M.Ed.

### **Deputy Headteacher**

Delyth Kirkman, B.A., L.R.A.M.

### **Clerk to the Governors**

Mr. Dave Dawkins

### **Chair of Governors**

Mr. Phillip Davies, M.A.(Cantab)

### **Vice-Chair of Governors**

Mrs. Rhian Horsey

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## **Teaching Staff**

### **Names (in alphabetical order)**

### **Responsibility**

Mr. L. Balbini, B.A.	Physical Education Science
Miss H. Davies, B.Ed.	Personal, Social and Health Education Assisting with History
Mrs. J. Elliott, B.A.(Ed.); M.A. (Ed.)	S.E.N. Welsh as a Second Language
Mrs. E. Dyfri Evans, B.Mus.	Head of Welsh Section Music Assisting with Mathematics
Mrs. Eleri Evans, B.A.	Religious Education Assisting with Language
Miss S. Griffin, B.A. (Ed.)	History School Library (English Junior Section) Assisting with Geography
Miss B. Harries, B.A. (Ed.)	ICT Assisting with Music Assisting with Partnership with Industry
Mrs. C. Hurford, B.Ed.	Geography Assisting with Science
Mrs. R. Hussey, B.A.(Ed.)	Partnership with Business Assisting with Design and Technology Netball
Mr. P. Ivins, B.D.S.	Mathematics Assessment, Recording and Reporting Assisting with More Able and Talented (M.A.T.)
Mrs. D. Kirkman, B.A. L.R.A.M.	Deputy Head Teacher Inset More Able and Talented (M.A.T.) Welsh 1 <sup>st</sup> Language
Mrs. Rh. Lynch, B.Mus.	Assisting with S.E.N. Language Support

Mrs. K. Rees, B.A.	Art Assisting with S.E.N.
Mrs. G. Griffith, B.A. (Ed.)	Design and Technology Assisting with Information Technology
Mrs. L. Thomas, B.A. (Ed.)	Foundation Phase Assisting with Music
Mrs. F. Willmott, B.A.	English Assisting with Physical Education

### **Staff Covering for Planning, Preparation and Assessment Time**

Mrs. R. Downs, B.Ed.	(0.3) K.S.2 English Section
Mrs. J. Rawle, C.Ed.	(0.3) K.S.1/ F.P. English Section
Ms. S. Smith, B.A.	(0.9) Welsh Section and Nursery / Meithrin Assisting with History

## Non-teaching Staff

### ***Teaching Assistants:***

Ms. S. Cornwall  
Mrs. T. Cozens, NNEB  
Mrs. J. Good, B.Sc.  
Mrs. E. James, NVQ  
Mrs. C. Jones, B.Sc.  
Mrs. S. Jones, HND  
Miss S. Moore  
Miss L. Phillips, CACHE  
Mrs. A. Price  
Mrs. C. Roberts, NNEB  
Miss R. Smith, BTEC  
Mrs. S. Stone, B.A.  
Mrs. K. Tewkesbury, NNEB  
Mrs. A. Webb, B.A.  
Mrs. C. Wilkins, B.Sc., M.Sc.  
Mrs. J. Willis, BTEC

### ***School Secretary:***

Mrs. L. Reed, B.A.

### ***Clerical Assistants:***

Mr. D. Dawkins  
Mrs. I. Matthews  
Mrs. H. Terry, B.Sc.

### ***Caretaker:***

Mr. P. Williams

### ***Handyman:***

Mr. W. Davies

### ***Cook:***

Mrs. B. Brown

### ***Canteen Assistants:***

Miss S. Haberfield  
Miss L. Laferla

### ***Dinner Supervisors:***

Mrs. H. Bailey  
Mrs. L. Disbrey  
Mrs. S. Goodwin  
Mrs. A. Impey  
Mrs. J. Johnson  
Mrs. K. Powell  
Mrs. M. Thomas  
Mrs. M. Devine

### ***Crossing Patrol:***

Mr. J. Davies  
Mrs. A. Impey

## **1. Pre-Admission Arrangements**

We recognise the importance of a smooth transition from home to school and to this end a programme of visits is organised for pre-school children during the Summer Term prior to their starting school.

A school information booklet, together with an admission form, is given to the parents of all children wishing to attend the school. A meeting for parents of new entrants to full-time education is held in July when the Headteacher and the Head of the appropriate Section outline the school's ethos and main policy statements.

## **2. Admission**

### ***(a) English Section and Welsh Section***

In September the children are admitted according to age in groups of six to eight pupils. The first group starts full time on Monday 6<sup>th</sup> September; the second group on Thursday 9<sup>th</sup> September; the third on Tuesday 14<sup>th</sup> September and the last group on Thursday 16<sup>th</sup> September. This allows the teacher to give the children the personal attention which is so necessary at this stage. Parents may bring their children into the cloakrooms in the morning until they have settled happily in school. Later in the term parents are encouraged to leave their children on the yard and then at the school gate.

### ***(b) Nursery***

The nursery is part-time, i.e. either a morning session or an afternoon session, on alternate weeks. A maximum of 32 places is available in both the Welsh Nursery and the English Nursery. In September we admit the children in groups over a four-week period. Parents should bring and collect their children from the Nursery gate. Group 1 starts on Monday 6<sup>th</sup> September; Group 2 on Tuesday 14<sup>th</sup> September; Group 3 on Tuesday 21<sup>st</sup> September and Group 4 on Tuesday 28<sup>th</sup> September.

## **3. A Summary of the School's Curriculum Statement**

### ***(A) Aims***

Pupils may receive their education through the medium of Welsh or English, depending on the wishes of the parents. Equal status is given to both languages and equal importance is attached to each stage of education from Nursery to Year 6. All staff and children are of one school and while each Section is taught by teachers selected for this special task, this school is one community with no sense of division. The school should be a true and healthy microcosm of a bilingual society and take an active role in the community.

We aim to make our school a happy and exciting place, where children will feel secure and confident and where they will develop to their full potential intellectually, emotionally, socially, spiritually, physically and aesthetically. We hope that our school provides a caring and supportive community where each child will realise this potential. From these secure beginnings, we hope our children will emerge confident, responsible and considerate citizens. The curriculum for the under sevens is based on the Foundation Phase curriculum, whilst at Key Stage 2, the National Curriculum 2008 dictates

much of what a child will learn. An aim of our school is to present this work using a variety of methods, in a way which will be interesting and challenging for the children. The curriculum should:-

provide a broad and balanced curriculum which promotes the moral, spiritual, cultural, mental and physical development of pupils and prepares them for the opportunities, experiences and responsibilities of adult life;

ensure that pupils with special educational needs (of all kinds) can have access to a broad and balanced curriculum;

provide learning opportunities which motivate and challenge all pupils in a way that recognises their interests, aptitudes, experiences and enthusiasm;

be permeated by the principles underpinning the curriculum Cymreig;

be manageable for schools to implement.

There are also characteristics distinctive to Foundation Phase. The seven areas of learning are:

- Personal and social development, well being and cultural diversity
- Language, literacy and communication skills
- Mathematical development
- Welsh language development
- Knowledge and understanding of the world
- Physical development
- Creative development

There are also characteristics distinctive to K.S.2. The Curriculum 2008 places great emphasis on the development of skills and should:

provide all pupils with a statutory core of language, mathematics and science and ensure that all pupils continue to develop the essential skills of communication , literacy and numeracy

ensure breadth of learning in non-core foundation subjects and increasingly provide pupils with an understanding of the range of intellectual disciplines which shape the curriculum.

The children's education will include:

**(a) Language :** (Welsh in the Welsh Section / English in the English Infants and Junior Sections and Welsh Junior Section) where the development of speaking, listening, reading and writing skills are taught.

**(b) Mathematics :** with the aim that children achieve a high standard in numeracy and other mathematical skills developed from their knowledge of number, space, shape, measures and handling data. Pupils should then apply these skills with confidence and understanding when undertaking practical, real-life and investigational activities.

**(c) Science :** to gain knowledge and understanding of science where possible through scientific enquiry.

- (d) **Information Technology** : the aim is that children will develop the ability to use I.T. equipment and software confidently and purposefully across the curriculum. Pupils should use and develop their I.T. skills for both collaborative and independent learning.
- (e) **Geography and History** : which will stimulate the children's interest in their surroundings and in the variety of physical and human conditions on the earth's surface and foster their sense of wonder at the beauty of the world around them. It will introduce children to an understanding of the past and its interpretation and in turn help them to develop a sense of identity.
- (f) **Design Technology** : where children will be equipped with the necessary skills to enable them to operate effectively and creatively.
- (g) **Art** : where children will be given experience in the use of a variety of media. They will be given opportunities to use art as a means of communications and learn about the works of other artists and craft workers.
- (h) **Music** : children listen to music, sing and make music with a variety of musical instruments.
- (i) **Physical Education** : children learn health related exercise through a range of movement and skills related to gymnastics and games. Swimming is also provided for Y5 and Y6 pupils.
- (j) **Welsh (English Section)** : Welsh is taught as a second language throughout the English Section. Greatest emphasis is placed upon the acquisition of speaking and listening skills, but children are encouraged to write and read in the language.
- (k) **Religious Education** : an integral part of the curriculum. In addition to classroom lessons and the daily act of worship, the children are involved in the preparation and presentation of morning assemblies which cover moral and spiritual aspects. The school is not affiliated with a particular religious denomination. Religious Education is provided for every pupil in the school, but pupils whose parents do not wish them to attend religious worship are excused on receipt of a written request
- (l) **Sex Education** : Sex education is considered to be part of the child's personal, social and health education and, as such, is introduced as part of the thematic work carried out throughout the school. It involves discussions about caring, feelings, friendships, keeping safe and healthy, making decisions, family life and care of the body. Children's questions are answered honestly, with sensitivity and with due regard to the age of the child.

**(m) Special Educational Needs – The Code of Practice**

***Inclusion:***

All schools should admit pupils with already identified special educational needs, as well as identifying and providing for pupils not previously identified as having S.E.N.

Admission authorities may not refuse to admit a child because they feel unable to cater for their special educational needs.

A parent's wish to have their child with a statement educated in mainstream should only be refused in the small minority of cases where the child's inclusion would be incompatible with the efficient education of others.

### ***The Code:***

1. Communication and Interaction
2. Cognition and Learning
3. Behavioural, Emotional and Social Development
4. Sensory and/or Physical

Many of these categories will be inter-related.

The Stages :

- ❖ Early Years Action
- ❖ Early Years Action Plus
- ❖ School Action
- ❖ School Action Plus
- ❖ Statemented Provision

The differentiation of the curriculum should be a provision for all children.

### ***School Action:***

Interventions in the form of an Individual Educational Plan

Targets should be additional to or different from those provided as part of the school's usual differentiated curriculum.

### ***I.E.P.s***

- ❖ Up to 3 or 4 key targets additional to differentiated curriculum.
- ❖ Should identify teaching strategies, review dates and success criteria.
- ❖ Group I.E.P.s are acceptable, but individual evidence will be needed should the child need further action.

### ***(B) Organisation***

Classes are not streamed, but for some part of each day pupils are placed in groups according to their stage of development. The staffing arrangements make it necessary for there to be more than one year group in certain classes.

### ***(C) Assessment***

Most assessment will take place during the course of normal classroom activities which have been planned in relation to National Curriculum programmes of study and attainment targets. Assessments will help the teacher to determine how well the needs of pupils are being met and thus enable each pupil to develop to his/her full potential.

In addition, at the end of each Key Stage of the National Curriculum, children will be assessed in the core subjects by Teacher Assessment as laid down in the respective Assessment Orders. Objective tests are carried out with K.S.2 pupils in language and mathematics. The L.E.A. requires all schools to complete a 'Baseline Schedule' for the reception pupils and objective tests with Years 3 and 6 as part of its 'Value Added' data gathering procedure. The school also uses objective tests for Years 4 and 5. All these results are recorded electronically.

#### **(D) Homework**

Homework is given to pupils at the discretion of the class teacher. This may include activities, such as reading, completion of work, spelling or specific 'home' task. Parents are asked to complete the 'My Reading Record' booklets and to return them to school on the required day.

#### **(E) Policy Statements and Schemes of Work**

These are available for all aspects of school life including the curriculum and are reviewed periodically.

#### **(F) Planning of Work**

Teachers plan work over a two or three year cycle. A detailed programme of work is produced for every class at the beginning of each term. These programmes of work cover every area of the curriculum as well as a section on parental involvement. Many of those areas of learning are incorporated into a theme. Each teacher produces a flow chart for his/her theme.

Members of staff also produce a weekly forecast of work. This, together with the termly programme, is seen by the Headteacher and the appropriate Head of Section.

#### **(G) Extra Curricular Activities**

Many members of staff give of their free time in order to provide activities for pupils. These include choir, orchestra, netball, football, rugby, cricket, Urdd activities and gardening.

During lunchtimes, use is made of new technology by many staff members and their pupils. Extra-curricular clubs make use of ICT under the guidance of the relevant staff.

Cardiff and Vale Music Services provide music lessons in trumpet, trombone, saxophone, flute, clarinet, cello, violin, harp, percussion, piano and guitar. Most of these activities take place after school on Fridays and are available for Year 3 to Year 6 pupils. Parents are required to pay for this tuition with the cost dependent on the size of the group. Facilities also exist for the hire of instruments on a termly basis.

### **4. Term and Holiday Dates for 2010 / 2011**

<b>Term</b>	<b>Term Begin</b>	<b>Half Term Begin</b>	<b>Half Term End</b>	<b>Term End</b>
<b>Autumn 2010</b>	Thursday 02.09.10	Monday 25.10.10	Friday 29.10.10	Friday 17.12.10
<b>Spring 2011</b>	Tuesday 04.01.11	Monday 21.02.11	Friday 25.02.11	Friday 15.04.11
<b>Summer 2011</b>	Tuesday 03.05.11	Monday 30.05.11	Friday 03.06.11	Friday 22.07.11

**Inset days:**                    **Thursday 2<sup>nd</sup> September 2010**  
   **Friday 3<sup>rd</sup> September 2010**  
   **Friday 1<sup>st</sup> October 2010**  
   **Tuesday 4<sup>th</sup> January 2011**  
   **Friday 22<sup>nd</sup> July 2011**

School will be closed on **Monday 2<sup>nd</sup> May 2011** for May Day Bank Holiday

## **5. School Times**

Infants:	9.00 a.m.	- 12.00 noon
	1.10 p.m.	- 3.25 p.m.
Juniors:	9.00 a.m.	- 12.10 p.m.
	1.10 p.m.	- 3.30 p.m.
Nursery:	9.00 a.m.	- 11.45 a.m.
	12.45 p.m.	- 3.30 p.m.

***It is important that pupils arrive in school by the start of a session. There are two teachers on duty on the yard from 8.50 a.m. Children should therefore arrive in school between 8.50 a.m. and 9.00 a.m. No responsibility can be taken for pupils who arrive in school before 8.50 a.m.***

## **6. Pastoral Care**

### Rules and Discipline :

Each teacher is responsible for the pastoral care of the pupils in his/her class. Each teacher is supported by the teacher in charge of the Section as well as the Headteacher. The school aims to develop a positive climate based on quiet yet firm insistence on high standards of behaviour. All pupils are expected to behave in a responsible manner both to themselves and others showing consideration and courtesy, with respect for other people and property. Parents' support of the school rules listed below is expected:-

- (1) Treat others as you would like to be treated yourself
- (2) Give of your best in all school work and activities
- (3) Always be polite to others
- (4) No running in school or on the paths around the school
- (5) Try to be as helpful as you can to others
- (6) Look after books, instruments and equipment
- (7) Keep the school tidy and free from litter
- (8) Put up your hand to answer or ask a question

## **7. School Dress**

Although it is not compulsory, it is hoped that all pupils will wear the school uniform, because :-

- (a) it is cheaper than the designer clothing and avoids a 'fashion competition' that can occur between pupils
- (b) it adds to the sense of belonging to the school.

A list of items supplied by J.M. Textiles is enclosed. Some of these items are also available from other shops and stores.

*N.B. J. M. Textiles sell the uniform in the hall during open nights.*

**Physical Education** : Plimsolls, shorts, T-shirt/leotard.

**Games** : Appropriate kit for football and netball. Trainers, shorts and T-shirts will be sufficient for summer term games, and athletics.

All kit should be brought to school in a bag on which the child's name is clearly shown. Parents are requested to use the smallest bags possible, as there is very little room to store the holdall type of sports bags. A written note to the class teacher is requested if your child is to be excused Physical Education or Games because of illness, etc.

**N.B. We would advise that all items of personal clothing bear the owner's name.**

## **8. Health and Safety**

(a) Complaints have been received that on schooldays, during peak period times as well as on other school special event days, indiscriminate and illegal parking of motor vehicles takes place. This not only puts ***your child*** at risk, but also causes inconvenience and annoyance to local residents. Examples of such parking are as follows:-

- ❖ Vehicles being parked on both sides of the carriageway, in effect blocking the carriageways
- ❖ Vehicles being parked and driven along pavements
- ❖ Vehicles being parked across entrances to residents' homes.
- ❖ Vehicles being parked at the mouth of road junctions.

In order to achieve our aims and objectives, the South Wales Police Officers and Traffic Wardens will, when necessary, vigorously enforce the law against offenders in order to ensure the safety of all children.

The school has adopted the county's initiative on 'Park Safe – Walk Safe'. This encourages parents to park some distance from the school and then walk their children to the school, alleviating congestion and the possibility of accidents.

**(b) Collection of Infant Children at the End of the School Day.**

- (1) No parent should arrive on the school premises before 3.20pm.  
(The yard is used for games).

- (2) Parents should wait for their children at the bottom of the steps to the classroom (not on the yard's playing surface), or outside Dosbarth 1 and Dosbarth 2.
- (3) Young children (not of school age) should not be allowed to wander onto the yard, classrooms or play on the grass verges. (Remember that the Juniors are being taught until 3.30 p.m.!)
- (4) Parents of pupils in more than one infant class should meet the younger/est child. The older child will be sent to you.
- (5) Parents should leave the school as soon as they have collected their children. Please ensure again that the children are not allowed to play on the yard or on the grass verges as they leave the school.

**(c) *Collection of Nursery Children at the End of the School Day.***

As above, except that the children are collected from outside the Nursery and that Nursery parents should not arrive before 3.25pm.

- (d) Junior pupils should be collected at the school gate
- (e) For safety reasons, i.e. cars and delivery vehicles entering the car park, pupils should enter the school at the pedestrian gates and keep to the paths around the school. **They should NOT cross by the main gate.**

At the end of the school day, English Infant parents may take their children along the wide path and cross by the main gate entrance. These gates will be closed from 3.20 - 3.35 p.m. approximately.

All English Junior children should leave the school premises the same way as they entered.

The Welsh section and the Nursery also walk up the side path.

**At no time should children be allowed to walk across the car park, trample on plants or climb the trees.**

Parents of Infant pupils are also kindly requested to leave the school premises as soon as possible to avoid congestion at 3.30 p.m. when the Junior children leave.

- (f) All visitors to report to the Secretary's room. This includes parents entering the premises between 9.00 a.m. and 3.20 p.m.
- (g) Smoking is not permitted on the school premises.

**9. Disability Equality Scheme and Disability Access Plan 2009 - 2011**

The scheme and the access plan are available from the school and are also posted on the school website in the policies section of the menu: [www.creigiauprm.cardiff.sch.uk](http://www.creigiauprm.cardiff.sch.uk)

## 10. Administration of Medicines

Medicines should generally be administered at home. In exceptional circumstances, the teachers are prepared to give medication if authorised by a note from the parent. All medication should be handed to the teachers.

**Staff cannot be held responsible for missed dosages.**

## 11. Illness or Injury

Parents should ensure that the school has **three** emergency contact telephone numbers on the admission form so that if a child is ill or injured, a parent or nominated adult may be contacted. When the school fails to make contact, the child will be cared for at the school and professional medical attention will be sought if necessary.

## 12. Absences

Parents should ensure that their children arrive in school regularly and punctually (between 8.50am and 9.00am.). The school has very few unauthorised absences and the average weekly attendance is approximately 95%.

Parents are requested to send a note to the class teacher on the child's return to school giving the reason for any absence, e.g. illness, dental appointment, etc. Parents whose children return home for lunch but are absent for the afternoon session are asked to inform the school. (This is a precautionary measure in case something happens to the child between home and school).

## 13. School Meals

Cooked dinners and 'healthy bites' are provided at a cost of £1.70 a day. Dinner money should be paid on a Monday (or at the start of the school week if different). We would prefer payment by cheque (made payable to **Cardiff County Council**) on a half-termly basis and you will be advised in advance of the amount due. However, if it is not possible for you to pay in this way, we will also accept cash or cheques on a weekly basis.

If you are paying for more than one child, you may pay by one cheque, but please specify the children's names, classes and lunch days on the back. Meals not taken due to absences (e.g. for trips or sickness) do not have to be paid for. You will be notified of any credits accrued for absences and these should be *deducted* from the following half term's payment. If you receive a debit note, however, this sum should be *added* to the following half term's payment.

Calculations are based on the information recorded daily on the dinner registers. It is most important, therefore, that your child is aware when he / she is having lunches so that the information recorded is accurate.

**(N.B. All other cheques, e.g. school visits, should be made payable to 'Creigiau Primary School')**

## 14. Charging and Remission Policy

A voluntary contribution will be requested from parents to cover the cost of certain visits and activities which the school organises. The school

reserves the right to cancel any activity for which there has been insufficient response or support.

#### **15. School Milk**

School milk is provided free of charge for all Foundation Phase pupils by request.

#### **16. Home School Links**

The school embraces the new technology to communicate with parents and the community. The school website is proving to be a useful means of communication. The school will respond to any e-mails as soon as possible and this will be subject to review on a regular basis.

Three parent evenings are held each year during November, March/April and July. They are organized on an appointment system. One written report on each child's progress is sent home each year in June. Parents are welcome to make an appointment to discuss issues of concern at any time. Parents are invited to as many school functions as possible, e.g. Christmas Concert and Sports Day.

The Friends of the School have a page on the school website for further information.

We are fortunate in having a very supportive Friends of the School Association which has funded many items for the school, including a mobile stage, audio-visual equipment, books, sports equipment, benches for pupils, safety play area and interactive whiteboards, etc. The Association organises several events throughout the year for parents and pupils.

Parents who are interested in working voluntarily at the school are encouraged to do so. Parents work with small groups of children, alongside the teacher, in the classroom or activity areas. They are involved in practical activities, listening to reading, etc. The Heads of Section would be pleased to hear from parents who could offer to assist on a regular basis.

It is now a requirement for all schools to have a Home-School Agreement which is signed by parents, children and the school (see Appendices).

#### **17. Transition to Secondary School**

The children transfer at 11+ to Ysgol Gyfun Plasmawr from the Welsh Section, and Radyr Comprehensive from the English Section. Every effort is made to ensure that this is made as smoothly as possible. The children have the opportunity to visit the appropriate school during the year. Staff members from both schools visit us during the year to talk to the children and to answer any questions they may have. The Headteacher and staff visit both comprehensives regularly to discuss curriculum development and any other topics which will assist the children in settling happily at their new school.

***N.B. Children who live outside the catchment area cannot be guaranteed a place at Radyr or Plasmawr Comprehensives.***

**18. Key Stages 1 and 2 Assessment Results – See Appendices**

**19. Parents' Permission for Pupils to Use the Internet**

Unless we hear to the contrary, we will assume that parents are in agreement for their child / children to:

- ❖ have responsible access to the Internet according to the school's Internet Access Policy
- ❖ have their work published on the school website
- ❖ have their photographs on the website (pupils will not be identified by their full names)

**20. Grievance Policy and Procedures**

The governors have accepted the Grievance Policy and Procedures as set out in the County Council's Human Resources Manual for Schools.

**21. Complaints**

Any complaints regarding the school should be made to the Headteacher in the first instance. The vast majority of complaints are resolved amicably and informally using this method. Parents who feel that their complaints have not been dealt with adequately by the Headteacher may write to the Chair of Governors with their complaint using the formal process. The full procedure is available on request from the school.

Complaints of a minor nature may be made directly to the class teacher or the head of section.

**22. Access to Other Information**

The school is required to make the following documents available at any reasonable time to governors, parents or anyone else who wishes:-

- (1) The L.E.A.'s curriculum statement
- (2) The Governing Body's statement of curriculum aims
- (3) Statutory instruments, circulars and memoranda sent to the school by the Department of Education and Science and by the Welsh Assembly Government
- (4) Any reports by ESTYN which refer to the school
- (5) The schemes of work and the syllabuses used in the school, showing how the National Curriculum will be provided
- (6) A copy of the L.E.A.'s arrangements for complaints about the school curriculum
- (7) The L.E.A.'s agreed syllabus for Religious Education
- (8) The Governing Body's most recent annual report to parents
- (9) Policies related to the 'Personal Social and Health Education' of the pupils

Where duplication of these documents is necessary, a charge will be made. This will be no more than the cost of providing the copy.