



Allowing all of our children to pick the fruits of education at Clytha
Clytha Primary Prospectus, 2023-2024

'To Lift Ourselves and Others into our Best Future'



WELCOME TO
CLYTHA PRIMARY SCHOOL

'To lift ourselves and others into our best future'

'I godi'n hunain a phawb ar gyfer dyfodol disglair'

The Headteacher, Staff, Governors and Children are delighted to welcome you to Clytha Primary School.

As Headteacher, I am privileged to lead what we feel is 'our village school in the city' where we know each and every child and family well. Our values of '*honesty, kindness and respect*' are intrinsic to our ethos at Clytha. All are valued here.

At Clytha, we embrace the development of our children as healthy, confident, ambitious, capable, creative, enterprising, ethical and informed, children with their eye on their world-children who are decent and responsible and on how we, as a school and as a community, can achieve this.

We have the highest of standards and expectations. Our commitment to ensuring the very best for each and every child is what helps to ensure our continuing excellence. Creativity, collaboration, innovation and the development of independent learning are at our heart, as well as engaging and excelling in the Areas of Learning and Experience. Our Staff are learners too and are committed to their own professional development so that they can provide the very best teaching and learning for your child.

For a school with a very limited green space, we achieve highly in sporting events, both locally and nationally. We encourage musical involvement through our Choir as well as in lessons and our extra-curricular clubs change termly and offer a wide variety of opportunities to enhance our broad and balanced education for our children.

We believe in the importance of our Family and Community Engagement and partnership and pride ourselves on being a school at the heart of the Clytha Community-our Clytha Family. There will be several opportunities to join us for workshops throughout the year and share ways to support your

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child in their learning. Effective Communication with our Clytha families is also essential. Talking to parents, reporting to parents, newsletters, school website, Twitter, the SEESAW app, consultations, meetings, visits, special 'events' and an open-school policy all contribute towards the development of a healthy, happy, home-school partnership that enhances life at school and the education of your child. We consider ourselves to be a 'Clytha Family' working together to best support our children.

The purpose of this School Prospectus is to provide comprehensive information concerning the curriculum and ethos of our school, its organisation and a summary of all that we are about here at Clytha. We hope you will find it both useful and informative.

J.E.Davies

Headteacher

SCHOOL INFORMATION

School Address:	Clytha Primary School Bryngwyn Road NEWPORT South Wales NP20 4JT
Telephone:	01633 265266
Website:	www.clythaprimary.co.uk
E-mail:	clytha.primary@newportschools.wales
Twitter	@ClythaPrimary
Headteacher:	Mrs Jo Davies
Local Authority:	Newport City Council Education Department Civic Centre NEWPORT South Wales NP20 4UR Telephone: 01633 656656
Chief Education Officer:	Sarah Morgan Head of Education - Education Services Education Department

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Civic Centre
NEWPORT
South Wales
NP20 4UR

Telephone: 01633-656656

MEET THE TEAM

SCHOOL STAFF

Head teacher: Jo Davies

Deputy Head teachers: Kay Morgan
Catherine Dacey

Teacher with Learning Responsibility for Professional Enquiry and Teaching and Learning: Claire Douglas

Nursery Staff Roxanne McCarthy and Victoria Fenucci

Foundation Phase Staff

Reception: Kathryn Mountain and Brooke Bailey

Year 1: Kay Morgan

Year 2: Claire Douglas } (60%)

Diane Worton } (40%)

Y3-6 Staff

Year 3: Shaw Jenkins

Year 4: Tim Kane

Year 5: Catherine Dacey

Year 6: Rhianna Taylor

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Interventions Lead and Reading Recovery Teacher: Claire Knowles

ALNCo-Kay Morgan and Kathryn Mountain

APP (Assessment, Planning and Preparation) Cover Staff

Nursery	Kathryn Mountain
Reception:	Kathryn Mountain
Year 1	Kathryn Mountain
Y2:	Claire Douglas and Diane Worton provide cover for each other
Y3, Y4, Y5 and Y6:	Jade Jones and Julie Blakesley

School is allocated several bilingual assistants from GEMS (Gwent Education Minority Ethnic Service) who work across the school, according to the needs of the children.

Teaching Assistants:

- Emma Humphreys
- Sarah Stone
- Clare Fletcher
- Tina Bajjada
- Jan West
- Zoey Maiden
- Kate O'Bryan
- Victoria Fenucci
- Sarah Stevens

Office Staff

(Finance and Admin): Tracey Iggulden
Ceri Stroud

Caretaker: Nathan Morton

Cleaner: Caroline Metcalfe



- Chartwells Canteen staff:** Chartwells, our school meals provider, employs 2 staff members to work at our school during the lunchtime.
- Midday Supervisors:** Louise Hopkins
(All Teaching Assistants and the School Leadership Team also support at lunchtimes)
- Education Welfare Office:** Chris Ryan

GOVERNORS

In common with all schools in the authority, Clytha has its own Governing Body. They meet at least twice a term, and are made up of Local Authority Representatives, Parents, School Staff and Co-opted Governors. Elections for Parent Representatives are held periodically, and all parents have the right to vote, and to stand for election if they choose.

Chairperson:	Chris Roberts
Vice-Chairperson:	Matthew Evans
Appointed by NCC:	Matthew Evans Lucy Arthur Peter Bray
Parent Representatives:	Konrad Black Steven Dack Hannah Fisher Sophie Barker
Teacher Representatives:	Kay Morgan
Non -Teaching Representative:	Tracey Iggulden
Co-opted Members:	Rebecca Kelly Michayla Poulton Chris Roberts
Head teacher:	Jo Davies
Clerk to Governors:	Governor Support
Non- Voting Members:	Kay Morgan – Deputy Head teacher



Should you need to contact the Chair of Governors, please kindly do so, by letter, via the school.

CATCHMENT AREAS

The catchment area is the term used to describe the geographical area served by a school. For information on local catchment schools, parents are asked to contact the School Admissions Team at the Civic Centre by telephoning 01633 656656 or by emailing school.admissions@newport.gov.uk

OUR SCHOOL VISION

Our school vision is - 'to share with and inspire all with our passion for teaching and learning. Igniting a love of learning in all and influencing and empowering others to create and develop environments and opportunities where learning is a joy and it is a joy to engage.'

Our Clytha Curriculum Vision **inspires** through innovative and dynamic teaching, harnessing the natural curiosity and engagement of our learners and ensuring the very best for each and every learner. **Igniting a love of learning** through engaging, diverse and inclusive learning experiences, where all are valued. Our Clytha Curriculum will **influence and empower** our learners to develop as healthy, confident, ambitious, capable, creative, enterprising, ethical and informed young people, children with their eye on their world-children who are exceptional and responsible, self-regulating and independent, eager to pick more from the fruits of education as they deepen learning and progress in knowledge, skills and experiences throughout our Clytha Continuum.

Where learning is a joy at Clytha, through beautiful, well-crafted learning **environments** and enriched, holistic, broad and balanced learning **opportunities** that ensure our learners develop through creativity, thinking, problem- solving, collaborating, challenging and nurturing, and remain respectful of others and of themselves. A curriculum where it is a **joy to engage**, that readies our Clytha learners for the world from our 'village school in the city', with wellbeing and excellence for all at our heart.

Our Clytha Curriculum helps our children to leave us at 11 years of age as happy, engaged, well-rounded, independent and most importantly, decent individuals.

OUR VISION INTO PRACTICE

We achieve this through our coherent and co-constructed curriculum design process, our knowledge of what is right for our learners at Clytha and our highly-skilled professional team that continually seek to develop and improve.

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Our curriculum uses research-informed practice, informed teaching, engaging and enriched contexts, reflective and responsive planning, high-quality resources and our sustained focus on our Pedagogy, Provision and Practice. Embedded assessment strategies continually inform progress and teaching. Planned progression along the continuum ensures that our learners deepen their knowledge and understanding as they journey through our school. Our Clytha Mantras and metacognitive approach support and empower our learners.

Our Clytha Vision will be realised through collaboration, professional learning and through the influence and holistic involvement of our learners as ambitious, capable, confident, healthy, ethical, informed, creative contributors within their learning and ultimately our world.

OUR SCHOOL PRINCIPLES

- ◆ To provide the best possible education for the children in our school, with a clear focus on the learner, helping every child to reach his/her full potential in all areas;
- ◆ To secure children's wellbeing, to meet pupils personal and social needs and to promote their spiritual, moral, social and emotional development;
- ◆ To achieve and attain the highest standards and performance in the essential skills of literacy, numeracy and digital competence to enable our children to access the whole curriculum effectively
- ◆ To develop children's bilingual skills and their understanding of their identity and culture including their Welsh identity and their sense of the wider world
- ◆ To ensure all children have access to a broad and balanced curriculum which is everything a learner experiences in pursuit of the four purposes.

At Clytha, it is not simply what we teach, but how we teach and crucially, why we teach it.

- ◆ To support every learner to make progress and to ensure that each learner is challenged and supported appropriately, according to their individual learning needs.
- ◆ To ignite a love of learning and a desire to continue to expand their knowledge and skills throughout their lives;
- ◆ To provide an education that is fit for the world beyond the classroom;
- ◆ To help children to live together in a community, to develop a sensitivity towards others and to become responsible independent citizens;
- ◆ To provide a happy school in a stimulating, secure, clean, attractive and purposeful environment;

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- ◆ To care for, and value our children as individuals encouraging co-operation and support for one another;
- ◆ To create an environment in which teachers have an entitlement to teach and pupils an entitlement to learn;
- ◆ To develop and encourage a genuine partnership between staff, children, parents, Governors and the community – involving and valuing all.
- ◆ To work as a team and ensure that all staff take responsibility for the education and development of themselves and all children;
- ◆ To promote a healthy living lifestyle;
- ◆ To give children opportunities to have a voice and to be actively involved in their own learning which must build on what they already know and can do, their interests and what they understand;
- ◆ To embed the United Nations Convention on the Rights of the Child (UNCRC) in the experience of learning and teaching for our children, giving them an understanding of their rights.
- ◆ To be committed to equal opportunities by opposing all forms of prejudice, discrimination and racism, promoting positive approaches to difference and fostering respect for people of all cultural backgrounds, faiths, genders, sexual orientations, ages, disabilities and languages.

THE SCHOOL ACCOMMODATION

Clytha Primary School is sited on Bryngwyn Road and is very close to the city centre of Newport.

The location, on Bryngwyn Road, is central to the Handpost area in the north and Clytha Park to the south, two of the most enviably, thriving and vibrant residential and commercial communities in the city of Newport. The area buzzes and is home to an inviting range and cluster of small businesses that meet the diverse needs of the community.

The school dates from 1901. The lower building houses all the Foundation Phase classrooms, small group areas, kitchen, the hall, indoor cloakrooms, the head teacher's office and the school support team's office. In 1950 a brick built annexe was built, sited across the yard and at a higher level. This upper building consists of four Y3-6 classrooms, a small group area (our Cwtch); a library, indoor cloakroom and toilet facilities.



SCHOOL GROUNDS

The school grounds which comprise of two hard play yards, a Forest School to the rear of the upper building, a Peace Garden and a range of flower beds and tubs, are safely enclosed by walls, fencing, trees and greenery. A great deal of outdoor environment improvement has taken place in order to provide a more enriched outdoor play and learning space with the designated Reception class outdoor canopied area being the most recent addition. In addition, there is an enclosed, outdoor play space utilised by the Nursery all day.

SAFEGUARDING

Schools are required to report if we believe that any child has come to harm as a consequence of possible abuse. Staff are well placed to observe outward signs of abuse, changes in behaviour or failure to develop. It is not the responsibility of any staff member to investigate suspected abuse – they merely record information and pass it on. The Headteacher is the Child Protection Designated Person in the school and she follows strict guidelines on how to deal with any issues raised. There is a duty as a profession to act rather than have tragedies occur or abuse continue. Parental consent is not always required to make a child protection referral. The safety and well-being of our children is always paramount. Our Child Protection and Safeguarding Policy is available on our school website.

SCHOOL SECURITY AND HEALTH AND SAFETY

Security of pupils and staff during the school day is of paramount importance.

At 8:50am each morning the school doors will be opened and supervised for the start of the school day. At 9:00am, the doors will be closed and entry for visitors or late arrivals is only possible through the main entrance. The inner school door will be locked with entrance gained only by an electronically operated system. Our school gate is locked throughout the day. The school number is on the gate. All visitors are met by School Office Staff and are only permitted to enter the school grounds if checked or by arrangement.

There is a separate entrance to the Nursery. The school's main security system is in the school office and all visitors must approach the school office first. If parents are visiting the school, we ask that they report to the school office before being escorted to another part of the school. All staff and visitors must sign in and out of school using our digital system. This would usually include all late arrivals at school and children taken out of school for appointments. This is monitored by the Headteacher.



School is extremely vigilant with regards to the collection of children at the end of the school day. Parents complete a form detailing who is allowed to collect their children from school at the start of the year. We request that any changes to the normal arrangements e.g. if children are being collected by another child's family, that school is notified in writing on the morning. Only children in Year 5 or 6 are allowed to walk home by themselves with written parental consent. Mobile phones are only to be brought to school by pupils in Y5 and Y6 who have permission to walk home. **Consent must be sought from school first and forms completed.** These phones must be kept in the School Office safe and cannot be accessed or used at all on school grounds.

For fire safety reasons, all doors can be opened easily from the inside. Fire drills are held once a term so that staff and pupils are used to evacuating the building in a safe and speedy manner. Pupils are required to line up at assembly points well away from the building where they are checked by their teachers. Fire alarms in the school are checked on a regular basis and all fire equipment is serviced regularly.

Emergency Drills are practised regularly and school has a robust system to ensure that children and staff are able to safely and swiftly move to safety.

Parents are kindly asked to be aware of parking safely outside the school grounds. The road outside school is a potentially dangerous place and care needs to be taken to ensure safety. Please do not park your car on the yellow zigzag lines and the double yellow lines. Parking restriction notices are displayed on lamp posts. Please do not double park, also please do not allow your child to exit your vehicle from the road or an unsafe position.

Our Health and Safety Policy is available on our school website, as are other policy documents that parents may find useful.

ADMISSION OF PUPILS

Children are admitted to Nursery at the beginning of the Autumn Term provided they have reached the age of 3 years by the 31st August. If there are spaces available, school will accept 'Rising Threes' during the year.

Children may start school on a full-time basis at the beginning of the school year in which their fifth birthday falls (i.e. September 1st-August 31st inclusive.) Children are not legally required to attend school until the start of the school term after their fifth birthday. Newport Local Authority retains the right of admission to school. During the Summer Term we invite parents of children soon to enter school to visit with their children. The children are able to familiarise themselves with staff, classrooms, cloakrooms and play areas.



SESSION TIMES

	Nursery	Reception-Y2	Y3-Y6	Break
Morning session begins	9.00am	9.00am	9.00am	Y1/Y2/Y3/Y4 – 10.30-10.45am
Morning session ends	11.30am	12.30pm	12.35pm	Reception/ Y5/Y6 - 10.45-11.00am
Afternoon session begins	12.45pm	1.30pm	1.30pm	There is no afternoon break
Afternoon session ends	3.15pm	3.10pm	3.20pm	

Children are admitted to school from 8.50am. A member of staff welcomes children into school at the entrance to both buildings. There is not a member of staff on duty to supervise children before 8.50am on the school yards. We ask that children do not arrive at school before 8.50am. At the beginning and at the end of the day parents are requested to wait on the lower yard. Please do not sit or allow younger children to sit on the walls or to play on the steps or to run around on the yard. The Trim Trails are only for use during school time when the children are supervised by staff. At the end of the day your child will be brought onto the yard to a designated place by the Class Teacher and/or the Teaching Assistant.

TERM DATES FOR 2023-2024

Term	Start	Half Term Starts	Half Term Ends	Term Ends
Autumn 2023	1st September	30th October	3rd November	22nd December
Spring 2024	8th January	12th February	16th February	22nd March
Summer 2024	8th April	27th May	31st May	19th July

SCHOOL CLOSURE

School closes for staff training five days in the academic year.

Our Inset Days for 2023-2024 are:

Friday 1st September, 2023

Monday 25th September, 2023

Monday 2nd October, 2023-JFS Cluster INSET Day

Friday 22nd December, 2023

Friday 22nd March, 2024

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Monday 24^h June, 2024

School notifies parents of these dates well in advance via our Clytha WAG, SEESAW, our school website and our school Twitter feed.

ABSENCE

In the case of absence, parents are asked to telephone school, in the first instance, before 9.00am on the first day of absence and to keep the school informed regularly during longer absences. Then send a written message to school as soon as possible to notify school of the reason for absence. Parents are respectfully requested to arrange visits to the doctor, dentist, optician etc. outside of school hours wherever possible. Time off in term time for family holidays is not an entitlement and permission **must** be sought from the Headteacher well in advance of the proposed holiday. **Holidays during term time are discouraged as children miss out on valuable class learning which will hinder their progress.** Planned absence forms are available from the school support team in the office and permission must be sought in writing at least two weeks before the requested absence. For further advice, please contact the Headteacher.

ATTENDANCE

We are extremely proud of our attendance rates and strive to maintain a high attendance percentage. Our families are very supportive of our attendance policy and are aware of the need for children to be in school in order for them to make the best progress possible. 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. We encourage all our families to take holidays in the school holiday periods so that children do not miss out on valuable learning.

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 with the School Office before 9am on the day of absence-and on each day of further absence. 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

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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.

Unauthorised absence has been defined as absence that has not been approved or adequately accounted for. Late attendances and frequent absence have direct repercussions on a child's progress in school. School monitors lateness and absence very closely.

The Educational Welfare Officer (EWO), visits our school regularly and can advise families on improving attendance and punctuality. He may also be used by the school to support families who may need extra help or to check on persistent, unexplained absences. Our Attendance Policy is available on our school website.

EQUALITY AND 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 access to all activities and support is available to ensure this. We encourage respect for all within our school and wider community. The school is aware of its obligations under the Equalities Act to ensure that pupils with disabilities are treated no less favourably than other pupils. The school building is situated on a two level site. Disabled toilet facilities were installed in 2007 as was a ramp to enable wheelchair users to access the Upper Building. The lift permits everyone full access to both buildings and yard.

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), Kay Morgan and this is shared with Kathryn Mountain. 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 three times a year towards the end of each term. We work very closely with a range of outside agencies to ensure the best provision is available for our children. Parents will be consulted when the school makes a professional decision to refer children to the other specialists and the closest liaison possible is maintained with the family.

Provision for MAT pupils has been a continuing focus through independent opportunities, use of audience, purpose and appropriate differentiation in LLC and Humanities, open-ended tasks in Mathematics, opportunities in creativity, sport, Digital Learning and Science and school to school sessions where pupils join to work on challenges across schools.

Challenge for all children is the norm at Clytha. Our More -Able and Talented pupils opportunities to extend and explore their thinking and learning in every lesson, including our introduction of reverse scaffolds and independent choice and response opportunities.

TRANSFER TO HIGH SCHOOL

Clytha is a feeder Primary school of John Frost School. Forms for admission to secondary schools are delivered to school in September of each year, upon which parents can state their preference for their child's Year 7 placement. The Local Authority deals with all admissions to secondary school and it is to the Admissions Team that advice should be sought upon the application process. Pupils from Clytha attend a variety of High Schools. Transition is carefully planned with each school. Bespoke transition plans are put in place for learners needing additional support.

John Frost School works very closely with us to ensure a smooth, happy transition from primary to secondary school life. Teachers from the high school work with our Year 6 Class. The children spend several sessions at John Frost as well as a workshop day at the High School and parents are also invited to the school to meet the Head teacher, to look around and to have questions and queries answered.

THE CURRICULUM



'To share with and inspire all with our passion for teaching and learning. Igniting a love of learning in all and influencing and empowering others to create and develop environments and opportunities where learning is a joy and it is a joy to engage.'

At Clytha, our curriculum spans the Six Areas of Learning and Experience with the development of the Four Purposes at our core. Our Curriculum Vision further enhances our 'Four Purposes' development where staff and children share in the planning for opportunities to develop as *'healthy and confident, creative and enterprising, ambitious and capable and ethical and informed'* individuals and these are threaded throughout our Clytha Continuum of Teaching and Learning.



The

Six Areas of Learning and Experience are Mathematics and Numeracy, Languages, Literacy and Communication (encompassing Speaking, Listening, Reading, Writing and Welsh Second Language and international languages), Expressive Arts, including Drama, Music, Art, dance, film and digital media, Humanities, including RVE, History and Geography, Health and Wellbeing, including Physical Education, Relationships and Sexuality Education, and Science and Technology, which incorporates Science, Design Technology and Digital Competency.

The wonder of Wales and our *cynefin* (our sense of place) and our Wider International Community is carefully woven into our planned learning experiences. We continually look to broaden our children's horizons, with our eye on the world.

We are preparing our children to be ready for the world in which we live, with the values we hold dear. Literacy, Numeracy and Digital Competency skills underpin real understanding and independent application of learning. Our curriculum is broad and balanced and allows our pupils to achieve, succeed and flourish. Our Clytha Curriculum helps our children to leave us at 11 years of age as happy, engaged, well-rounded, independent and most importantly, decent individuals.

Creativity, innovation and collaboration are intrinsic to our teaching at Clytha. We have developed a holistic, enriched curriculum that is rich in expressive and creative opportunities as well as engaging and excelling in the Areas of Learning and Experience. We plan for whole-school themes that support our development of knowledge, skills and experiences in an inter-disciplinary approach if possible

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and at an appropriate pace and progression for our learners. We work closely with our Cluster Schools to ensure a consistent approach towards curriculum design and progression.

We ensure that pupils are developing as decision-makers and ensuring their day is joyous-through being involved in curriculum planning and shaping and influencing what and how they are learning, liking the feel of learning and through engagement in rich learning experiences to develop our Clytha children as holistic learners. We utilise opportunities in each class, for learners to influence and empower each other. We develop our learners to be independent and curious. Please find our Curriculum Summary here:

[Curriculum Summary](#)

DIGITAL COMPETENCE

Computers and IT equipment such as Chromebooks, laptops, iPads, and interactive whiteboards are used in all classrooms, every day. All of our IT equipment is linked through a secure network that is filtered to safeguard children. IT is integral to all aspects of school life and children are taught to develop independence in their use of IT and a safe approach to using the Internet. They are encouraged to decide, when appropriate, if the use of ICT would enhance or detract from a task or topic, and to use our wide range of IT equipment to support and demonstrate their own learning in the best possible way.

MUSIC

Peripatetic tuition from Gwent Music is offered in brass, strings, woodwind, percussion, keyboard and guitar for all pupils from Year 3 onwards. Children are encouraged to participate in the School Choir and musical groups. They have the opportunity to perform during assemblies, Concerts and our Expressive Arts events.

CLYTHA MANTRAS-LEARNING TO LEARN

Learning is a skill that children need to develop. Real learning means being able to utilise skills and dispositions that can help our children when faced with challenges or learning experiences that may be difficult. All children at Clytha Primary are taught skills and dispositions that will act as important capacities to them as learners across the curriculum, in school and beyond. At Clytha, we call them our 'Clytha Mantras' and these are:

- I like the feel of learning
- I am not afraid to make mistakes
- Sometimes learning is hard...and that's ok



These Learner Mantras are coupled with our strategies to enable and empower our learners to lead their own learning. Our aim is to teach children ‘what to do when they don’t know what to do.’ At Clytha, we encourage the joy of learning and of ‘liking the feel of learning’ and this is not always immediate. Children have explicit teaching about what to do, when they are stuck in their learning through self-awareness and how to work with others’, to put the required effort in and to not give up. Our children know that learning needs *resilience, effort, resourcefulness, collaboration and self-awareness*. At Clytha, we encourage our children to wonder and be curious and feel the joy of learning.

WELLBEING

The wellbeing of all children and staff at Clytha 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.

Our children at Clytha develop whole-school strategies such as ‘breathing breaks’ Emotional Freedom Techniques and mindfulness to help give coping strategies and to take a moment at times, in our very busy days. Yoga for children is shared in every class from Nursery to Y6, allowing our children to stretch and relax-again, allowing our children to develop strategies to help them feel calm and enable them to best learn.

We expect all children and staff to show high levels of respect, kindness and concern for others. Our Clytha curriculum provides a wide variety of learning experiences which encourage children to communicate effectively, solve problems and develop their thinking skills.

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 partnership. Emotional Literacy Sessions are available led by fully- trained staff for any child in need of support. External Agencies are also used to help us support the wellbeing of our Clytha children. We see ourselves as a ‘village school in the city’ and as such all staff know each and every child and family well. We strive to allow our children to feel successful and we help our children to know and feel informed about strategies to help them. Through recognising and celebrating success and knowing each child well, we encourage every child to view themselves as healthy, confident individuals. Our school is happy.



Pupils collaborate in Pupil Groups such as our School Senedd consisting of Class Councils, First Ministers and Ministers for the Environment, Culture and Arts, STEM, Sports, Wellbeing and Languages and Criw Cymraeg. They lead initiatives and help develop other pupils' learning. They work together and collaborate to be the best that they can be-*lifting themselves and others into their best future.*

All children are involved in 'Class Councils' because at Clytha, we believe that all children are part of their class Pupil Group every day. Children are encouraged to continually express their views and opinions which helps provide 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.

SUPPORTING LEARNER PROGRESSION-ASSESSMENT

Assessment plays a fundamental role in ensuring each individual learner is supported and challenged accordingly. Assessment for Learning at Clytha contributes to developing a holistic picture of learner progression – their strengths, the ways in which they learn, and their areas for development – in order to inform **where** learners are in their learning, **where** they need to go in their learning and **what** needs to be done for them to get there, taking account of any barriers to their learning. At Clytha, assessment is integral to learning and teaching and we ensure effective partnerships are developed among all those involved, including and especially, the learner. Formative Assessment is ongoing in every session on a day to day basis, informing our teaching and we use summative assessments, at key milestones through the year in line with our Cycle of Assessment, ensuring that our learners make the best progress in their learning. Detailed records are kept so that we can ensure consistency across the school and identify standards of learning and achievement.

Parent Learning Reviews are held twice a year. These may be via the telephone or face to face. They 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. In addition, a written annual learner review is provided each year to parents.

EARLY YEARS-IN NURSERY AND RECEPTION

At Clytha Primary School our intention is that the new Reception child's entry into school life should be a happy and exciting experience. During the summer term prior to the child's September entry, a number of activities are undertaken to make the transition to formal schooling as smooth as possible. Staff visit the main feeder nurseries and acquaint themselves with the children and liaise with nursery staff. This is followed by children being invited to our school for a session to meet the Reception teacher and "explore" their new classroom and school environment. They are looked after by a caring Year 6 'buddy' introduced in their first week. Extra visits are organised if it is felt that it is a pre-requisite for a smooth and happy start in September. A New Parents Meeting is held in the summer term when arrangements and procedures for the child's entry into school are fully discussed. Individual meetings with families are organised to help begin the dialogue and partnership that will be so vital throughout your child's learning journey at Clytha.

There is a similar transition procedure for our Nursery pupils – see the separate Nursery handbook.

RELATIONSHIPS AND SEXUALITY EDUCATION

As stated by the Welsh Government 'RSE is a positive and protective part of the Curriculum for Wales. It plays a central role in supporting learners' rights to enjoy fulfilling, healthy and safe relationships throughout their lives.'

Relationships and Sexuality Education in Clytha is integrated into our Health and Wellbeing Area of Learning and Experience and is taught from Nursery to Year 6 with an age appropriate content agreed by our Governing Body and the Local Authority. We use the mandatory RSE Code to support the content of RSE across the school.

We follow all Welsh Government guidelines and are always happy to share our approach and resources with families. A copy of our Relationships and Sexuality Education Policy is available on our school website.

LANGUAGES INCLUDING WELSH SECOND LANGUAGE



The development of Languages teaching and learning experiences is pivotal in our Curriculum. We have been identified as a Lead Network School for Welsh in recent years as a recognition of the standards of teaching and learning at Clytha and the innovative approach towards the development of bilingualism.

We use the 'Power of Languages' platform to expose our children to languages and to develop a love of languages. Our children learn about the etymology of words and about other cultures and traditions. We are linked with the Institut Francais, Goethe Institute and International Links Projects.

Welsh as a second language is taught in all classes throughout the school. It is taught by reading Welsh texts, singing Welsh songs, through role play, games, developing the use of language patterns, the use of multimedia, through writing activities and the encouragement of the incidental use of spoken Welsh.

All staff have attended substantial in-service training courses to enable them to deliver the Curriculum. The training of teachers and support staff in Welsh is continually a focus.

In addition, opportunities to explore Welsh aspects of the curriculum are provided wherever appropriate. Learners are given opportunities to develop and recognise how different perspectives, values and identities shape Wales.

We have an active 'Cryw Cymraeg', made up of children from Year 1 to Year 6 who promote the use of Welsh at school and with families and our community-delivering Welsh Workshops throughout the year. We have achieved the Silver Cymraeg Campus Award and are working towards our Gold.

PHYSICAL DEVELOPMENT AND SPORT

Sport has a high profile at Clytha with every effort made to encourage our children to participate in regular exercise. We have an active Sports Council, made up of sporting ambassadors from upper juniors, who seek to promote sport within the school community.

All pupils are expected to take part in physical education and games, except those excused on health grounds. Such cases must be supported by a medical note from a Doctor. A wide variety of sporting activities take place in school during the year. Pupils must be appropriately dressed for P.E. (see uniform). We aim to develop individual skills as well as the ability to work as part of a team and promote an awareness of health related activities. Pupils develop a wide range of skills in athletics, dance, games, outdoor and adventurous activities and gymnastics. Year 6 pupils are given the



option to take part in specific outdoor and adventurous activities – such as canoeing, caving and climbing – through a residential visit to an Outdoor Pursuit Centre.

Many traditional team sports are played at the school with pupils encouraged to join teams. Clytha takes part in a variety of sporting festivals throughout the year as well as arranging cluster tournaments and friendly matches with our neighbouring schools.

The school has excellent links with many local sporting venues such as Stow Park Lawn Tennis Club and Newport Gwent Dragons. County in the Community help support our Football training at school. We have been involved in several sporting tournaments this year.

Year 4 pupils attend Newport International Sports Village for swimming tuition. They are entered for recognised swimming awards. The school runs a three-week, one hour a day, swimming course for all Year 4 pupils. A contribution from parents is required to cover the cost of the pool, the instructor, the lifeguard and the transport. Children who can already swim are taught more advanced skills.

RELIGIONS, VALUES AND ETHICS AND COLLECTIVE WORSHIP

Religions, Values and Ethics is based on the Curriculum for Wales and the Local Agreed Syllabus. Religions, Values and Ethics is taught in a non-denominational way and with an emphasis on understanding and respect. It is compulsory for all children, as indeed is attendance at Collective Worship.

Meeting together as a group and as a school family, is an important part of school life. School meets together every morning of the week. The Friday service is a very special occasion when achievements and successes are shared and birthdays are celebrated. Throughout the year each class hosts a class assembly to which parents, relatives and friends are invited. Stories, festivals, songs and prayers are utilised during Collective Worship to develop understanding, respect and kindness within our school family and community and is distinctive from and additional to curriculum time given for RVE.

EXTRA CURRICULAR ACTIVITIES

The school offers a wide range of extra- curricular activities, which benefit those children taking part. We arrange a balance of sporting, creative, languages and digital clubs throughout each term and utilise ideas from our Clytha children. These activities take place due to the care and commitment of

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school staff, all of whom run extra-curricular clubs during the school year. We encourage our parents to also give their support for these clubs to enable us to offer an even wider range of after school activities. Some Clubs are age-specific and will be limited to maximum numbers for health and safety reasons.

We are proud to have developed our climate and culture with our rich and diverse community, through our links with local businesses-Clubs in the Community such as The Cwtch where we have held a Book Club (with parents, pupils and staff), Stow Park Tennis Club and we work with parents leading clubs in Cookery, Play, sports and gardening at various times during the school year.

HEALTH AND SAFETY

We aim to ensure that our 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 **ONLY** enter school via the gate and having rung the School Office first.

All staff have a DBS check, this includes contract workers and any volunteers and recruitment procedures are stringently followed and reviewed to ensure safety.

Our school site is secure throughout the school day. The gates remain locked throughout the day apart from allowing access at the beginning and end of the day.

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

The school has a strict **NO SMOKING/VAPING** 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. Inhalers must be provided in the chemist packaging with the prescription label clearly visible. 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. We phone parents if a child has had a bump to their head so that you are aware. The advice may be to collect your child or to ask if you are happy with your child being closely observed in school. We follow the LA guidance which is based on St John's Ambulance and the NHS. 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 with the School Office.**

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 Five or Year Six parent feels that it is imperative that a Year Five or Year Six pupil brings a mobile phone to school as they walk home on their own, phones will be stored securely in the School Office during the school day, however, permission for this **MUST** be sought from the Headteacher and the appropriate forms signed by the family.

HOME SCHOOL LINKS

We believe that a strong partnership between home and school is essential to children's learning and well-being. Clytha has a Home-School agreement, similar to all other schools. This sets out our expectations for school, home and the child. This is signed on entry to the school.

We consider ourselves to be a 'face to face' school. All teachers dismiss classes at the end of each school day and are available to speak with parents and Teaching Assistants welcome children at the two main doors at the start of each day. Messages for staff can be given then. Teachers will always make time to speak with families-either in person, telephone or by appointment. The Head Teacher is available for consultation on most days, however, we realise that this is not always possible and great efforts are made to arrange appointments at short notice in the event of an emergency. It is our wish that parents speak to their child's class teacher in the first instance as they have the best knowledge of the children.



HOME LEARNING

Parents can help greatly by assisting in their children's home learning. We would encourage parents to spend a short time each evening reading and sharing books with their children. Books are brought home for this purpose. Home-Learning at Clytha follows a 'Project' approach which can be termly or half-termly and allows the learners to use their developing speaking and listening skills as well as harnessing the links between Areas of Learning and Experience. It allows children to be creative, independent and engaged in their learning. The Project is launched in assembly and in classes and pupils have free-choice around how they present, research and of what they produce.

Spellings and phonics are shared with families alongside ways that they can be learned in an engaging way. Mathematics Home-Learning centres on rehearsing skills and applying them in a context at home. Our school Home-Learning Guidelines and Policy is available on our school website.

SCHOOL MEALS

Chartwells is the Newport Local Authority School Meals provider. Cooked meals are provided in the classrooms at this time for all children wishing to have a hot meal. For those children who do not eat meat, an alternative vegetarian dish is available as well as a Halal option. Children will need to bring water from home to drink with school lunches at this time. To help plan your child's meals, the termly menu is sent home to all families.

Meals are ordered and paid for online through Parent Pay. You will be given a letter containing 'log in' information to set up an account. From September 2023, all children will be offered 'Universal Primary Free School Meals' (UPFSM). However, if you are in receipt of a certain income, you will need to apply separately to the Local Authority for School Essentials (PDG Access) to access other entitlements.

Clytha School Meals are not cooked on the premises but on the Gaer Primary School site. Therefore, we ask that all school meals are ordered via Parent Pay in advance of the meal with a deadline of 8.30am on the day of the meal. If you have any queries regarding your possible entitlement to Free School Meals, please ring the Contact Centre on telephone number 01633 656656. Alternatively, you can email the Housing Benefit Team at: benefits@newport.gov.uk



Daily registers for meals are taken at 9.00am each morning with the children stating whether they are having a school hot meal, having their own sandwiches from home or going home for lunch. If your child has a specific dietary requirement, such as halal or vegetarian, or a food allergy, you will need to inform us on your child's admission form and through specific School Meal Forms from Chartwells. These children will be allocated the appropriate meal. There may not always be all choices available to children if there is a particular favourite on a certain day, but those children with specific diets will always be catered for.

A healthy packed lunch is brought to school by many children as an alternative to the school meal. Glass bottles, flasks or cans are not allowed at lunch time or on any other occasion. Please ensure that all drinking bottles, sandwich boxes and containers are clearly marked with your child's name. We would ask that families do not send in hot food/drinks for their child for lunchtime. **As we have several children in school with severe nut allergies, we are a nut-free promoting school and as such kindly ask that children do not bring any foods with nuts or nut products.**

HEALTHY SCHOOLS

As a Healthy School, the children may only eat fruit or vegetables at playtime. Children in all classes are encouraged to bring a sports bottle of still water to school (sports bottles will not spill if knocked over) only still water is permitted. Please label your child's water bottle.

We are part of the National Healthy Schools Programme and have achieved the highest qualification possible-the prestigious National Qualification for the second time.

POSITIVE BEHAVIOUR MANAGEMENT

We believe that discipline should be consistent, fair and firm. Children need to know where they stand and they respond well to routines and rules that they understand. We follow a whole school approach of Positive Behaviour Management in which there are clearly defined rules, rewards and consequences. We focus on the positive aspects of a child's behaviour as this is a proven approach to good behaviour management.

We ask that parents also remain positive about all children's behaviour; our staff rarely miss incidents and are skilled at using a variety of strategies to persuade children to change their behaviour if it is



not appropriate. We are an inclusive school and believe that every child is special and that every child deserves respect and care for all.

The School Behaviour Policy is designed to support the way in which all can live, learn and work together in a supportive, respectful way. Our Behaviour Policy is available on the school website.

EQUALITIES

We consider ourselves privileged and fortunate to enjoy a rich diversity of culture, race, religion and language in our school. Discrimination towards any child or adult for whatever reason is not tolerated. We aim to learn, to understand, to share and to enjoy this rich diversity, and to raise awareness of and counter racism and prejudice.

Clytha Primary 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. Racism, in any form, is not tolerated at our school. We endeavour to prepare all pupils for life in a multicultural, multi-ethnic, multilingual, multi-faith Wales and World. Every member of our school family is valued.

Our whole-school focus on Diversity runs through every project or theme and we are actively decolonising our curriculum. Diversity and Anti-Racism are a feature of Pupil Voice Assemblies also.

Inclusion and Equality is held in the highest regard and expectation in our Behaviour and Equalities Policies. These are shared with families and our wider community.

Visits to differing places of worship and visitors from different faiths are regular occurrences at Clytha. We are very much part of faith and non-faith in our community.

The school is committed to race equality by promoting positive approaches to difference and fostering respect for people of all backgrounds. The school is opposed to all forms of racial prejudice and discrimination. Language or behaviour that is racist or potentially damaging to any ethnic or racial group will not be tolerated and will be challenged. Help and support will be made available for all. The Local Authority requires us to record and notify them of all equality related incidents in order for them to monitor incidents across the city.

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,

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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. Miss Kay Morgan is the designated person responsible for promoting the educational achievement of Looked- After Children.

CLYTHA COMMUNITY

Our Clytha Friends Association is an invaluable group of parents who meet to organise events to raise money for our school. Details of this are available from our School Office.

Our Community is involved in several events at school throughout the year-Autumn Show, Winter Fayre, and Summer Fun Day. Parents support and run Clubs at times throughout the year.

Our Parent Council will begin again this year involving families from every class giving the parent perspective on life at Clytha.

As a direct impact, our profile in the community is raised. The impact of our community involvement is immeasurable-Clubs, Wellbeing, skills, time, and pupil progress, increased levels of health, confidence, creativity, capability, and entrepreneurial skills and we are immensely proud of our links with our extended 'Clytha Family' in the community.

UNIFORM AND CLOTHING

Clytha Primary School has adopted school uniform for all children. Uniform is the same for all children from Reception to Year 6.

Dark navy sweatshirt/jumper with or without school logo

Dark navy cardigan with/without school logo

Dark navy fleece with logo (*optional*)

Sky blue polo shirt with/without logo

Dark navy skirt, culottes, pinafore or dress

Dark navy trousers

Navy tights / navy or white socks

Dark navy/pale blue checked summer dress

Dark navy shorts

Dark navy or black shoes (no trainers or sandals please)

Please Note:

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- All clothing should be clearly marked with your child's name.
- Children are not permitted to wear any jewellery other than small stud earrings. 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.
- Sensible footwear only and shoes should be dark navy or black. Trainers are not permitted.
- Navy, white or grey socks **only** are permitted
- P.E uniform for the Summer Term is our school navy P.E top and navy shorts. Daps or outdoor trainers will be needed as most lessons will be outdoors, weather permitting.
- Hair clips, ribbons and bobbles, should be in school colours and be of a small, neat size, please.
- **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.**

SUMMER UNIFORM

In the Summer Term (from the end of the Easter break until October half term or when the weather becomes more inclement), pupils may wear our Clytha Summer Uniform throughout the school. There may be periods of warmer weather outside of this that might warrant 'summer uniform,' however, this is at the discretion of the Head teacher.

- Navy or pale blue and white gingham dress (navy shorts or leggings may be worn underneath)
- Navy or pale blue and white gingham blouse with school skirt or culottes
- Sky blue polo shirt with navy longer length shorts, skirt, culottes or pinafore.
- Navy, grey or white socks
- Dark Navy or Black school shoes-not sandals, trainers or flip flops
- Suitable sunhats or plain caps (without logos) Sunglasses may be worn – with care.

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 or BEAM shop on Cambrian Road, Newport. These bags are very hard wearing and you are encouraged to purchase one for your child's use throughout the primary school. There is a larger Clytha bag available for learners in Y3-6. We encourage that families buy this bag, rather than larger rucksacks for your children because we have limited space at Clytha to store bags.

SCHOOL OUTERWEAR

Warm, waterproof coats are needed throughout the year. Navy coats with our school logo are available; however, families are able to choose a suitable coat for their child.

These items can be purchased from either the BEAM School Wear Shop on Cambrian Road or from Macey Sports on Caerleon Road. Macey Sports also offers online purchasing through their website which is www.maceysports.co.uk. Non logo uniform can be purchased from many high street stores.

PHYSICAL DEVELOPMENT KIT

All children will need navy shorts and a navy polo shirt **with/without** the school logo for Physical Development sessions. Y3-6 children are encouraged to also have a navy sweatshirt and navy joggers for outdoor Physical Development in the colder spells. Indoor Physical Development is barefoot but dappers/ trainers will be required for outdoor sessions. Families will be notified when these are required. Each child will need a cloth bag, with your child's name clearly marked on the outside. If parents are planning on having their child's ears pierced, please do this during the start of the summer holiday. It is advisable to leave studs and watches at home on Physical Development days. Long hair must also be tied back for Physical Development.

Children are allowed to wear small, neat studs to school and a wrist watch, but both must be removed for Physical Development.

Decorative bracelets and necklaces are not permitted for health and safety reasons.

If a child is young and not yet able to remove their earrings independently for PD lessons, then the earrings should not be worn to school that day. If ear piercing is still healing, studs maybe left in place to avoid risk of infection, however, parents must provide tape to cover studs for PD sessions.



Our Clytha school community is enriched by the diversity of our children. We celebrate all faiths and are proud of our longstanding history of actively raising awareness of and celebrating the multitude of faiths present within the school. We are aware that many of these faiths may involve wearing specific items of jewellery or clothing. In order to ensure that we are able to provide a learning environment where the safety of all pupils is paramount, we ask that parents arrange to meet with the Headteacher to discuss and agree this prior to such items being worn.

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

COMPLAINTS

It is the policy of the school and its Governing Body that any grievance or complaint is taken seriously and dealt with in an appropriate manner. Most can be dealt with by an informal discussion with the child's teacher, and it is at this stage when most issues are resolved. If parents are still not happy, they should make an appointment to see the Headteacher. If the complaint is still not resolved, then the Headteacher will inform the parents of other ways to make the complaint formally. This may involve Governors of the school.

We believe that all complainants have a right to be heard, understood and respected. But school staff and governors have the same right. We expect you to be polite and courteous. We will not tolerate aggressive, abusive or unreasonable behaviour. We will also not tolerate unreasonable demands or unreasonable persistence or vexatious complaining. Our school Complaints Policy is available on our school website.

Complaints about actions of a member of staff must always be made to the Head teacher 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 has an updated Privacy Notice and Data Protection Policy available on our school website. The school will retain records on each individual child. These provide a personal and academic profile as progression is made throughout each year. 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 Head teacher.

We look forward to welcoming you and your child to Clytha Primary School and to our 'Clytha Family.'

