



Wick and Marcross Church in Wales Primary

Prospectus 2021 - 2022



## *Croeso - Welcome*

Wick and Marcross Church in Wales Primary is a small school, set in the rural Vale of Glamorgan. At Wick we pride ourselves on developing the Christian principles of openness and acceptance, tolerance and forgiveness. Working in partnership with our families, our community and the Church, values and attitudes are formed and every individual is celebrated as unique and special. Wick and Marcross is a special place, a safe place, a place of learning, of nurture and exploration. Within our Christian environment every individual can grow and flourish. We provide quality teaching and learning in a Christian environment.

We are very pleased to welcome new families to Wick, a school where we have high expectations of children and where we do our best to ensure that they are happy and enjoy their time in school.

Our school mission statement, devised by the children, is 'We learn, we play, we care, we pray'. In order for this to become a reality we are constantly reviewing all aspects of our life and work to ensure we continue to offer the highest quality provision.

As a school we actively engage in improving as a learning community; families, staff and governors continue to move forward together, confident and proud of our achievements and with clear ideas about where further improvements can be made. Working closely with the community and the church, our success starts with the families we serve and extends through all the adults who work in our school to create a stimulating and supportive learning environment.

We hope that you and your children will enjoy your time here at Wick.

*Cerí Thomas*

Headteacher



# Our Church School

## IN JESUS' FOOTSTEPS

### WE LEARN ... WE PLAY ... WE CARE ... WE PRAY

A church school develops a distinctive Christian character, through its religious education, collective worship and ethos, which makes God's love and presence made known to the world. Our school is a place of mission and witness to the gospel.

Our Mission Statement is reflected in the curriculum and the daily life of the school:

- *where Jesus Christ is our foundation and children are encouraged to become members of a Christian community;*
- *where every person has equal value and the chance to grow and develop to their full potential at school, at home, in the Benefice and in the wider communities;*
- *where teachers, staff, governors and parents are committed to providing the best learning opportunities and experiences, in order to develop the whole person;*
- *where the search for knowledge is accompanied by a quest for faith and a journey of spiritual experience;*



*... so that.....*

- *every child can be nurtured in their learning about the richness of the created world and grasp every opportunity to contribute to it in life;*
- *every member of staff can be nurtured in their vocation to teach;*
- *every achievement can be celebrated and every shortcoming forgiven;*
- *every person in this school can know that they are made in the image of God.*



## Our Aims

Our school is a special place, a safe place, a place of learning, a place of nurture and exploration. Our school endeavours to demonstrate openness and acceptance, tolerance and forgiveness. Here, values and attitudes are formed and every individual is celebrated as unique.

We aim to:

- *create, within a Christian setting, a safe, secure and vibrant learning environment where everyone feels included and has the opportunity to blossom.*
- *create an atmosphere where standards of teaching and learning are constantly in view and can be raised, where everyone is challenged and inspired to shine.*
- *ensure that all learners understand how they learn best, know how to improve and apply their skills to new situations and are rooted in positive values that will shape them for life.*
- *be at the heart of the community working in partnership to provide a welcoming, motivating learning experience for all.*
- *celebrate every achievement and encourage pupils to take pride in themselves and their school.*

## Our School

Wick and Marcross Church in Wales Primary School is a voluntary aided, co-educational, English medium school for children between the ages of 3 and 11 years of age. The current school was built in 1990 and expanded in 2019. It consists of a single storey open plan environment, with a nursery facility. The building has a central hall and administration area. Teaching areas are located in two wings, branching out from the central area. The school is set in extensive grounds, with stimulating playgrounds and award winning wildlife garden and Forest School areas maintained by the children. We enjoy very close links with the Rectorial Benefice of the Glamorgan Heritage Coast and particularly our village church here in Wick, St James'.

# Admission Arrangements

## NURSERY ADMISSION ARRANGEMENTS

The school has a published admission number of 22 part time nursery pupils. For 2021/22 this is facilitated using afternoon provision only. Children are entitled to a part-time nursery place from the start of the term following their third birthday.

The Governing Body will consider each individual application received by the published closing date. Where the number of applications for admission exceeds the number of places available, places will be allocated applying the oversubscription criteria, in the order of priority set out in the admissions policy, up to the approved capacity. No account is taken of the particular school the child is likely to attend subsequently or to the length of time the school has been aware of the parental intention to apply for a place. **Parents should note that children attending a nursery school will not have an 'automatic' right to continued education at the same school when moving to the reception class.** All parents of children in a nursery class who are due to commence reception the following year will be required to apply for a place by the published closing date.

Where applications are equal to or less than the admission number then everyone will be admitted. Should there be insufficient places to accommodate all applicants who qualify under any one of the categories, places will be considered according to the proximity\* of applicants place of residence\* to the school, for whom Wick and Marcross is the closest Church school.

### Nursery Oversubscription Criteria

1. Children who are looked after by the Local Authority in accordance with section 22 of the Children Act 1989 and whom the Local Authority has confirmed will be looked after at the time of the child's admission to school.
2. Children whose parents / guardians are practising communicants of the Church in Wales who are in regular attendance at a church within the Rectorial Benefice of the Glamorgan Heritage Coast, or whose children regularly attend in the company of others. Clergy references will be used to determine regularity of attendance.
3. Children whose place of residence\* lies within the boundaries of the Community Councils that serve Wick and Marcross.
4. Children who have a sibling\* who is a pupil at the school on the date when the applicant child is due to commence school.
5. Children whose parents / guardians are practising communicants of the Church in Wales living in the Rectorial Benefice of Llantwit Major but who are in regular attendance at another parish church, or whose children regularly attend another parish church in the company of others.
6. Children whose parents / guardians are practising communicants of the Church in Wales living outside the Rectorial Benefice of Llantwit Major and who are in regular attendance at another parish church, or whose children attend another parish church in the company of others.
7. Children whose parents / guardians are active and practising members in another faith community.
8. Children whose families wish them to be educated in a Church in Wales school.

Please contact the school for a full copy of the Nursery Admissions Policy.

# Admission Arrangements



## RECEPTION ADMISSION ARRANGEMENTS

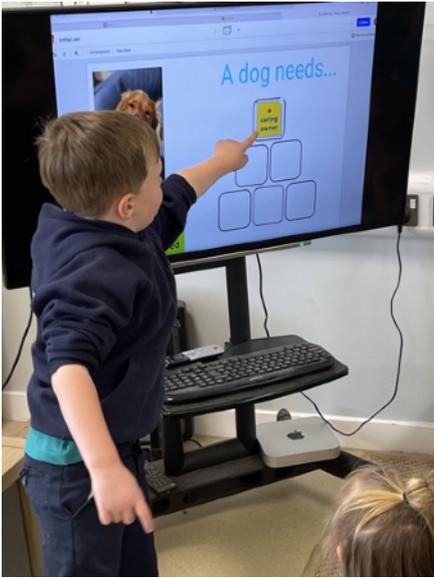
Wick and Marcross is a voluntary aided Church in Wales Primary School serving the Rectorial Benefice of the Glamorgan Heritage Coast. Children are admitted in September during the academic year of their fifth birthday. The standard intake number for pupils entering the reception class in any given year is 22.

Where applications are equal to or less than the admission number then everyone will be admitted. Should there be insufficient places to accommodate all applicants who qualify under any one of the categories, places will be considered according to the proximity\* of applicants place of residence\* to the school, for whom Wick and Marcross is the closest Church school

Children with a statement of Special Educational Need, when the school is named as the most appropriate setting will be admitted prior to the criteria being applied

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7. Children whose parents / guardians are active and practising members in another faith community.
8. Children whose families wish them to be educated in a Church in Wales school.

For multiple birth children, when one child (the eldest) would be admitted (for any criteria) and due to oversubscription their sibling/s are not, the siblings would have priority on the waiting list\*, for the next available place (unless a child from criteria 1 or 2 was added to the list within this time, who would then take priority).



# *Arriving and Leaving*

## The start of the school day

Children enter the school playground in the morning via the blue playground gate. They are met on the playground by their class teachers and then go directly into their class areas. The gates open at 8.45am and close at 8.55am. Children should be in school by 8.55am so that lessons can start promptly at 9am. Families arriving late should go to the school office.

## School transport

A school bus is provided by the Vale of Glamorgan for children who qualify for free school transport. No children are permitted to travel on this bus without an official bus pass which is issued by the LA. The bus schedule lists times for children using the contract bus service. There is a strict code of conduct for pupils travelling on the school bus. Children are supervised by a bus escort and their safety is of prime importance. All pupils are expected to follow the bus escort's instructions and respond positively to their requests.



## The end of the school day

Please be prompt when collecting your child at the end of the school day. School staff will escort all children onto the school playground. If your child is going home by bus, the school staff will escort them to the bus. Please notify us if your child is to be collected by someone else or if there is to be a change to their routine.

At all other times during the school day, children should be brought to, or collected from, the school office, located on the car park side of the building.

# Our Curriculum

At Wick, the provision of a well-organised and stimulating curriculum, catering for the needs of all, is of paramount importance. Pupils may be placed in combined mixed year groups, but will sometimes be taught in changing, cross-class groups according to their strengths and needs. This team-teaching is a strength of the school and ensures better differentiated provision to meet the needs of all learners.

A skills driven curriculum is taught through a series of structured activities designed to promote learners' development. The current curriculum includes not only the statutory requirements but also a wide range of extra-curricular activities organised by the school to enrich the class based experience. We promote 'Values for Life' throughout our curriculum and school ethos. Currently, the school is designing its curriculum to meet the needs of our learners in line with the new curriculum framework.

| Four Purposes                             |                                       |                                       |                                       |                          |                         |
|---|---------------------------------------|---------------------------------------|---------------------------------------|--------------------------|-------------------------|
| Ambitious, capable learners               | Healthy, confident individuals        | Enterprising, creative contributors   | Ethical, informed citizens            |                          |                         |
| Integral Skills                           |                                       |                                       |                                       |                          |                         |
| Creativity and innovation                 | Critical thinking and problem-solving | Personal effectiveness                | Planning and organising               |                          |                         |
| Principles for Curriculum Design          |                                       |                                       |                                       |                          |                         |
| Authentic                                 | Evidence-based                        | Responsive                            | Inclusive                             | Ambitious                |                         |
| Empowering                                | Unified                               | Engaging                              | Based on subsidiarity                 | Manageable               |                         |
| Twelve Pedagogical Principles             |                                       |                                       |                                       |                          |                         |
|   |                                       |                                       |                                       |                          |                         |
| Areas of Learning and Experience          |                                       |                                       |                                       |                          |                         |
| Expressive arts                           | Health and well-being                 | Humanities                            | Languages, literacy and communication | Mathematics and numeracy | Science and technology. |
| Three Cross-curricular Responsibilities   |                                       |                                       |                                       |                          |                         |
| Literacy                                  | Numeracy                              | Digital Competence                    |                                       |                          |                         |
| Cross-cutting Themes                      |                                       |                                       |                                       |                          |                         |
| Local, national and international context | Careers and work-related experiences  | Relationships and sexuality education | Human rights education and diversity  |                          |                         |

While some areas of the curriculum are taught as discrete subjects or skills, others are developed through an inquiry led approach. We want all our children to:

**KNOW** - factually.

**DO** - skilfully.

**UNDERSTAND** - conceptually.

**BE** - ethically informed, critical and creative thinkers.

PROGRESSION STEP ONE:

nursery and reception

PROGRESSION STEP TWO:

years one, two and three

PROGRESSION STEP THREE:

years four, five and six



*Our curriculum...*

We have high expectations of all our learners, recognising their different skills and abilities, so helping them to prepare for full and responsible lives. Activities and experiences are organised into both specific skill / subject learning and integrated inquiry led learning.

As we develop the new curriculum, in line with the new framework, to suit the needs of the learners here in Wick, our aspiration is to provide a curriculum that:

*Nurtures childrens' passions and talents.*

*Empowers pupil voice and honours pupil choice.*

*Increases motivation and engagement.*

*Fosters curiosity and a love for learning.*

*Teaches grit, perseverance, growth mindset and self regulation.*

*Provides opportunities for meaningful research and develops strong research skills.*

*Deepens understanding beyond memorising facts and content.*

*Strengthens the importance of asking good questions.*

*Enables children to take ownership of their learning and to reach their goals.*

*Solves the problems of tomorrow in the classrooms of today.*



## Welsh

All children learn Welsh as a second language and Welsh will continue to feature as part of the Language, Literacy and Communication Skills Area of Learning and Experience. We recognise the need for children to practise these new language skills and we regularly use incidental Welsh throughout the school day. Other areas of the curriculum offer opportunities to share an understanding of Welsh culture and customs, history and traditions.

## Religious Education and Collective Worship

There is a legal requirement that religious education and a daily act of collective worship, wholly or mainly of Christian nature must be provided for every pupil. The school must also take into account the teaching and practices of the other principal religions represented in Great Britain. As Wick and Marcross is a Church in Wales Primary School, the content of our Religious Education teaching is derived from 'Understanding Christianity' and is based in the faith and practice of the Church in Wales. However, we are aware that our children live in a multi cultural society and our RE programme of work contains an element of comparative religion and encourages respect for other cultures and religions within our society.

Daily acts of collective worship are held in various forms and are led by visiting clergy, guest speakers, members of staff and the children themselves. Throughout the year classes lead community and Eucharistic worship both at St James' Church and in school. Each Friday we hold an Achievers' Worship (We Are Proud) to celebrate positive attitudes to school life.

Parents have the right to withdraw their children from Collective Worship and/or Religious Education lessons. Parents wishing to do so should contact the headteacher.

## Digital Competence

We live in a highly technical society and aim to prepare our children to safely and confidently learn across a variety of digital platforms. Access is primarily through the Welsh Government's Hwb Online Learning platform. All learners will be provided with user names and passwords that will allow them to access the platform throughout their time in school in Wales.

## Sex Education

Sex education is incorporated into the general school curriculum. Teaching will always be sensitive to the age and emotional development of each child. Parents have an important role in helping children cope with the physical and emotional changes of growing up and in preparing them for the challenges and responsibilities which sexual maturity brings.

The teaching at Wick and Marcross is complementary and supportive to the role of parents. The school nurse visits the children in Year 6 and leads two sessions that support discussion that is pitched at an appropriate level. Parents wishing for more information or wishing to withdraw their children from these sessions should contact the headteacher.

## Pastoral Care and Discipline

The adults in school work in partnership with families to assist children to develop into caring and responsible people enjoying positive attitudes and good relationships with others.

We try not to impose a large number of rules which can be confusing for children. However, we do expect children to conform to the high expectations we have of them. We expect them to work and play together harmoniously in a happy school environment and to treat all members of the school community with courtesy and respect. Our school promises, designed and reviewed by the children, ensure the safety and well being of the children, promote effective learning and to encourage care for the environment. The class teacher has responsibility for the pastoral care of children and will work with them to enhance their social education and awareness. If parents are concerned about their child's behaviour or emotional well-being they are urged to contact the headteacher to discuss any difficulties. Equally, if the school is concerned about any aspect of a child's behaviour we usually invite parents to school to discuss any issues which have arisen.

## Extra - Curricular Activities

The adults at Wick acknowledge the importance of striving for high standards ensuring that every child reaches his or her full potential. We understand the importance of developing the whole child and we pride ourselves on the wide range of additional opportunities which we offer children after school. Opportunities have included gardening, rugby, football, cricket, hockey, crafts, digital leaders, karaoke and board games. At the end of each term the pupils decide on the clubs they would like to see being run for the following term. All parents receive details of the curriculum and of extra curricular activities for the forthcoming term.

All pupils are placed in a house or team on their arrival at school and Sports' Day and our Eisteddfod are run as inter-house competitions. Our houses are named after local castles, Dunraven, Ogmere and St Donats. Where ever possible pupils are usually placed in the same house as siblings.



## *Children with Additional Needs*

Pupils have different strengths and abilities, particular needs and weaknesses. Some pupils show academic ability early and need to be encouraged and appropriately challenged. Others need extra support to overcome relative weaknesses in literacy or numeracy. Starting in the autumn term 2021, the way schools respond to additional learning needs is changing. In primary schools this change is being phased over three years.

Your child may have been identified as having Special Educational Needs (SEN). They may be receiving extra support in school, to support them with their learning, or they may have a statement of special educational need. The Welsh Government has passed new legislation, called the Additional Learning Needs (Wales) Act, and Additional Learning Needs (ALN) Code, which will replace all of the legislation and guidance about special educational needs. As part of the Additional Learning Needs Educational Tribunal (ALNET) (Wales) Act 2018 the Welsh Government has replaced the term 'special educational needs' (SEN) with 'additional learning needs' (ALN).

The definition of ALN is different from that of SEN and you may find that your child currently has SEN but will not, moving forward, be identified as having ALN. This should not affect the support and help they receive in school to access learning. ALN will cover those who:

- have a significantly greater difficulty in learning than the majority of others of the same age
- have a disability which prevents or hinders them from making use of the educational facilities generally provided for others of the same age in mainstream maintained school or Further Education Institution.

The school is aware that some children such as "Looked After Children" (LAC) have additional needs. These are noted and appropriate action and support is provided. Mr Camilleri is the teacher with responsibility for LAC and is supported by Mrs Liz Cornelius, the governor with responsibility for LAC. Children with disabilities are always welcomed at our school. We consult fully with parents and other agencies so that appropriate arrangements are made.

The school is on one level and has a toilet that will accommodate wheelchair access. A disability access survey has been undertaken to identify future development needs and this has fed into our school accessibility plan.



## Our uniform

We believe that wearing uniform helps to foster a sense of pride and belonging in our school. We have a comprehensive range of uniform which is available throughout the school year from Point Ink - Print and Embroidery, Llantwit Major. [www.pointinkembroidery.com](http://www.pointinkembroidery.com)

Our curriculum places an emphasis on learning outdoors and we plan each week to use our extensive grounds. In addition to our school uniform, all children will need to keep a pair of wellingtons in school.

Jewellery of any kind should not be worn in school. Children will not be able to actively participate in PE sessions if they are wearing jewellery.

### FOOTWEAR

Shoes may be black, navy or any suitable dark colour in any practical style (no high heels of course). Open-toe sandals are not advisable for the summer as little toes can be stubbed or grazed on the playground.

### WINTER UNIFORM

- Navy trousers or skirt
- School polo shirt with logo
- School navy sweatshirt with logo

### SUMMER UNIFORM

- Navy shorts with school polo shirt
- Blue and white checked dress

### PE KIT

- Plain white t-shirt
- Navy shorts
- Black slip on / velcro daps or trainers

Additional items (available from the school)

- Book bag
- PE kit bag
- Navy baseball cap

**PLEASE ENSURE ALL ITEMS OF CLOTHING AND FOOTWEAR ARE CLEARLY NAMED.**

# Attendance

It is very important that children attend school regularly and are punctual, this builds a positive attitude towards learning and school life in general. However, If children are unwell they should be kept at home until they are better. **If your child is absent from school please telephone school on the first day of absence to let us know why your child is away.** Government regulations mean that we have to keep a record of whether your child's absence was "authorised" or "unauthorised". If children are ill or require medical or dental treatment, or if you have received permission from school for an annual holiday (maximum 10 days), an absence will be authorised. Absence will also be authorised if it is a day of religious observance for your family.

"Unauthorised" absences are monitored by the school and these absences will be discussed with families. If attendance does not improve referrals are made to the Local Authority via the Education Welfare team. Examples of "unauthorised" absence are: visits to relatives, shopping, birthdays, and caring for other members of the family, holiday absences in excess of the maximum of 10 days.

During the period of the Covid Pandemic the requirement for the school and Governing Body to publish attendance data was suspended, therefore the data for 2020/21 is not included in the prospectus. However, we would like to note that during this period attendance at school was the highest it has been for at least the last five years.

## Fixed Penalty Notices

Under the Education (Penalty Notices) (Wales) Regulations 2013 a fine may be given for unauthorised absence from school. Unauthorised absence from school is an absence that is not justified or considered acceptable by the headteacher.

A Fixed Penalty Notice is used:

- when a pupil has a minimum of 10 unauthorised sessions (am or pm and not necessarily consecutive.)
- persistent late arrival, with a minimum of 10 late marks
- unauthorised holiday absence

The fine is £60 if paid within 28 days of receipt of the notice rising to £120 if paid within 42 days of receipt. It will be at the discretion of the local authority whether to issue an FPN on one or both parents.

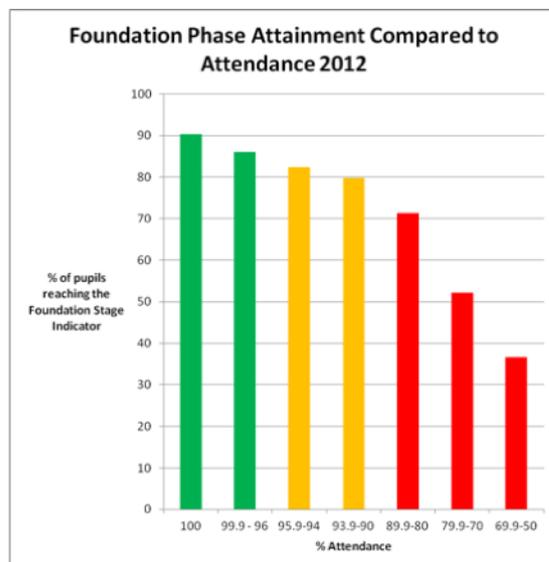
|              |               |   |
|--------------|---------------|---|
| <b>Green</b> | 100%          | Not missing any lessons.  |
|              | 99%           | Missing about 10 lessons.   |
|              | 98%           | Missing about 20 lessons.   |
|              | 97%           | Missing about 30 lessons.   |
| <b>Amber</b> | 96%           | Missing about 8 days of school.<br>It will be difficult to catch up on the lost learning from about 40 lessons.                                     |
|              | 95%           | Missing about 2 weeks of school.<br>Time to 'callio' / 'see sense'.   |
|              | 93%           | Missing 14 days of school.<br>This is almost three weeks which is a significant amount of education to miss.  |
|              | 92% and below | Missing more than 3 weeks of education.<br>A serious loss of learning which is likely to have a detrimental effect on achievement and life chances. |
| <b>Red</b>   |               |   |

### Attendance Matters!

Starting school is a really important time. It is the time when routines are established for the remainder of a child's school career. Establishing a good pattern of attendance starts immediately when a child starts school. It is important that your child arrives in school on time; learning begins the moment a child arrives in the school grounds.

The school is part of the LA 'Callio' project. The 'Callio' / 'See Sense' project aims to give parents more information about how attendance can impact on pupil achievement and keeps you updated, half termly, on your own child's attendance.

We know that here in Wick our parents work in partnership with us and attendance at the school is high. We also recognise that children may be unwell and should not come to school at this time and that sometimes taking children away during term time is unavoidable. But what we also recognise is that a few days here and there can quickly add up. The chart, provided by the project, illustrates the relationship between attendance and achievement at school. The rewards for good attendance are clear. Pupils are more likely to enjoy school, achieve better results and increased life chances.



Every lesson counts, every school day counts!



## *Eating and Drinking in School*

### School Lunches

Dinner money is paid online, in advance, via ParentPay. You will receive a separate letter that contains your individual username and password information. This can only be issued after your child has started at the school. This will allow you to either pay online or at any store that displays the 'PayPoint' sign. Currently school dinners cost £12 per week (£2.40 per meal). We will advise you if this amount changes. Payments take 48 hours to process. Advice regarding eligibility for free school meals is available from Mrs Smith in the school office.

A range of meals are served at school with a choice between the hot meal of the day, a jacket potato (with a range of fillings) or a baguette (with a range of fillings). Meals need to be ordered in advance, up to 8am on the day the meal is required, via parent pay, the online meal payment system.

Alternatively, you may wish to provide your child with a healthy packed lunch. No fizzy drinks, glass bottles, chocolates or sweets are allowed. Allow at least a half term for your child to settle into their choice. Frequent changes cause disruption for the child and can contribute towards them feeling unsettled. Please note that we do not have the facilities to store lunch boxes in a cold storage area.

If your child has special dietary needs please let us know in advance and arrangements can be made with the school cook.

### Break time milk and snacks

A daily drink of milk is provided by the Welsh Assembly Government for children under 7 years of age. Water is available for the children throughout the school day. If you wish your child to have something to eat during the morning, we ask you to send a healthy snack - fruit or vegetables. Some children with special dietary needs may also need a snack during the afternoon. Please see the class teacher if this is the case. Please do not send chocolate biscuits, chocolate chip cookies, crisps, cakes or sweets.



## *Communication*

As an Eco school, email is our main method of contact. You have included an email contact on your admission form and we will use this to send communications home.

Each term the school provides a 'Termly Times' which outlines the curriculum work being covered during the term, significant dates for the term and also identifies ways you can help your child at home. The school issues a regular fortnightly newsletter. In addition the school has produced a range of parent information leaflets to keep you informed about the life and work of the school.

At the end of each week a class 'learning blog' is shared with families. This blog gives you a 'flavour' of the learning that has taken place during the week and is an ideal starting point for a conversation with your child about their learning and activities in school.

Follow us on Twitter. Classes 'tweet' regularly and this is a good way to see what is happening in class in 'real time'!

The school operates a 'push messaging' service, Schoop. This service is free to families at the school. Please sign up using the school's unique number ID 28308. This will ensure you get messages and the school calendar directly to your phone, tablet or email.



## SCHOOL TIMES

MORNING: 8.55AM - 12 NOON

AFTERNOON: 1PM - 3.30PM

## *Safeguarding and Child Protection*

Here at Wick we take the well-being of all our children very seriously and do all we can to ensure that school is a safe, happy and nurturing environment. We have a comprehensive Safeguarding Policy which outlines the actions that will be taken should staff have concerns about a child or another member of staff. All staff and volunteers at the school who come into contact with the children have a DBS check. All staff train annually in safeguarding issues. The school's safeguarding officer is Mrs Ceri Thomas. The deputy safeguarding officers are Mr Mike Camilleri and Mr Rob Ward. Contact may also be made with the LA officer, Jason Redrup on 01446 709862.



## *Pupil Voice*

As a school, we are committed to our learners having a voice and making a difference to their own learning. Groups of learners represent their peers on the School Senedd which makes decisions that influence the life of pupils within school. In addition, all children contribute to curriculum design decisions through our inquiry led learning model.



## *Medical Matters*

### Medical Examinations

These are carried out by the school nurse who is based in Bridgend. Parents are informed of these visits and are invited to attend should they wish. Checks include vision, weight and height and general well-being. The nurse is also available to families who wish to contact her directly.

### Illness and Emergency Procedures

We will always do our best to deal with any illness or accident that occurs during school time. Parents are informed via a 'note' home of any minor accidents. For more serious accidents or bumps to the head parents are contacted by telephone. It is important that any contact details provided to the school office are kept up to date and include at least two additional emergency contact numbers should we fail to be able to contact you. In extreme emergencies an ambulance will be called and you will be informed. For children with a long-term health problem a health care plan will be put in place.

**Children who have experienced sickness or diarrhoea must be stay at home for 48 hours.**

### Medicines

Medicines are not routinely administered in school. When children are well enough to return to school they may still be completing a course of prescribed medication. It is helpful if this prescribed medication can be administered three times a day so that all doses can be taken at home - one before school, one after school and one before going to bed. In special circumstances the headteacher may agree for certain prescribed medications to be administered during school hours. In these cases, the prescribed medication must be brought to school and a written request form completed by the parent / guardian, before permission is granted.



## *Equal Opportunities / Racial Equality*

The school has an ongoing duty to create an environment which is safe, fair and free from discrimination, where all learners and families are provided with the same opportunities.

The school has detailed policies and staff undertake regular training to ensure their skills are up to date. Awareness of issues surrounding races gender, culture, religion and additional learning needs are constantly raised. Positive steps are taken to ensure equal participation in the curriculum while also maintaining respect for children's individual identity, culture and heritage. Our curriculum design process includes ensuring that our children develop as ethically informed citizens of the world.

Discrimination of any kind is not acceptable and all staff strive to ensure that positive attitudes are fostered in every aspect of school life. The school staff adhere to their Prevent Duty to avoid radicalisation, incidents of any kind are monitored, recorded and reported to the Governing Body and to the Local Authority.

The school has detailed its priorities for action in our Strategic Equality Plan.

## *Secondary Transfer*

At the end of year six the majority of our children transfer to Llantwit Major Comprehensive School. Others attend Cowbridge Comprehensive School, Bishop of Llandaff Church in Wales High School, St. Richard Gwyn Catholic School, or private school settings.

Applications for secondary school places are made in the autumn term of year six and families should apply through the Local Authority Admissions Portal. Attendance at any primary setting does not guarantee admission to a particular secondary setting, so families should make themselves aware of the admission criteria for schools across the local authority.

Please note that places are not allocated to families unless applications are made for transfer to secondary education. The Local Authority will not make the assumption that you require a secondary school place. The school will make every effort to remind parents to apply but can not be held responsible if a child fails to gain a place at a secondary setting.

# Partnerships

## Parental help in school

Parents are very welcome to help at school during the day. Parents assist in a variety of tasks including supporting class based provision, preparing teaching materials, helping with art and craft activities, cooking, playing games and helping out on school visits. Please contact your child's class teacher if you would like to help in any way. All volunteer helpers are subject to a DBS check and require two written references in line with the LA policy on safer recruitment.

## Association of Friends

The school has an active Association of Friends which plays a vital part in the life of our school. They organise excellent social occasions enjoyed by parents and children alike. These activities have included discos, raffles, quizzes and Christmas and Summer Fairs. As well as providing a way for fostering good relationships between parents and teachers, funds raised from these activities have provided extra resources for all the children at our school to enjoy. All new parents are made very welcome.

## School Links with the Community

As a school, we have worked hard to develop very strong links with Llantwit Major Comprehensive School and with our partner primary schools. We aim to ensure a smooth transition for our Year 6 pupils as they move to whichever their choice of Secondary School is. Visits are planned each year giving opportunities to attend a range of Induction Days. Liaison projects enabling pupils to undertake pieces of work which bridge primary to high school have been very successful. Liaison meetings take place between teachers of all local schools on a regular basis and each school has a transition plan in place. Comprehensive school teachers and other receiving high school staff, visit in the summer term to meet the children of Year 6 and to consult with teachers. Teachers work hard to share all relevant information with teachers of the receiving secondary school, in the knowledge that regular liaison between teachers ensures progress and continuity during this important period of transition.

During their primary years, children have opportunities to listen to and work with a wide range of people from various agencies. These include our community police officer, school nurse, the fire brigade and a range of artists and musicians. Many parents and governors with specialist skills and knowledge come to school to work with children, and parents and helpers from the community help regularly in the classroom.

Pupils have opportunities for developing economic and industrial awareness through visits and surveys of local shops and businesses. We are developing our links with industry and businesses, such links include Recycling Projects and strong links with the Police Liaison Officer. We take part in a wide range of competitions and support worthwhile causes.

We have strong links with the MoD at St Athan, with the United College at Atlantic College and with our churches throughout the Rectorial Benefice of the Glamorgan Heritage Coast, particularly with St James' Church here in Wick.

## Home Learning

Home learning can take many forms and will be appropriate for the age and ability of the children. All children are encouraged to read with their parents, and we have a home/school reading partnership programme which encourages all children to borrow books from our school library. Parents can help their children a great deal by talking about the book with their child and asking such questions as- “What do you think will happen next?” and “How do you think the characters are feeling?”

We recommend that spending a short time on a regular basis is more beneficial than longer periods less often. Children are encouraged to share books with an adult each evening. Pupils in years two to six have access to an individualised spelling programme which they can access daily from home. In addition, families are expected to engage with the online programs Mathletics and IDL, which provide home learning activities tailored to the individual needs of the child. Detailed guidance on the home learning for each year group is provided at the start of each academic year.

Each term the children will be given a piece of ‘Open Home Learning’. This may take the form of a word or phrase that the children are expected to explore wherever their imaginations take them.

The school’s website also highlights links to appropriate sites to extend children's learning. These can be accessed at home, out of hours at school or at your local library.

Information about the areas of learning being covered in each class is provided via email at the start of each term in our ‘Termly Times’. This information is also available to be downloaded from our web site.

## Home / School Agreement

Although there is no longer a requirement for schools to have in place a formal home / school agreement, we are convinced that children derive much more benefit and far more enjoyment from school if learning is a shared experience where the child, the adults at home, and the adults in school, work together as partners.

We believe that high standards of behaviour and good relationships will help effective learning. Alongside this we know that clear expectations, understood and applied by all partners, will provide a firm base upon which quality learning can take place. We all have an equal responsibility to ensure this is achieved.



## *School Activities*

### Educational Visits

Children across the school are normally taken on educational visits. During your child's time at Wick they will have the opportunity to visit many places of local, historic and natural interest. We also try to organise visiting theatre and music groups. We believe that these experiences broaden and support the work in the classroom. Children also attend a concentrated swimming course and years 5 and 6 undertake outdoor and adventurous activities at Atlantic College weekly throughout the autumn and spring terms. Year 6 children also have the opportunity to take part in a residential activity week.

### Charging and Remissions

Many visits and activities can only take place if their costs are funded by voluntary contributions. Every effort is made to keep costs to a minimum and the school budget subsidises our residential visit for year 6 pupils. If sufficient monies are not available, the school may have no option but to forego the activity. The school will always strive to ensure any funding requests are made in time to give families the opportunity to spread the cost and the school always tries to keep costs to an absolute minimum. Parents experiencing difficulties in finding the voluntary contribution are welcome to contact the Headteacher for advice. The Governing Body can make remission in some circumstances.

### Sport

There is a strong interest in sport at Wick. Currently our older children represent the school in rugby, netball, football, cricket, cross country and athletics. The school holds an annual Sports' Day. All the children take part in this and parents are invited to attend.

### Music

Music plays an important part in the life of the school. All children have access to the development of music skills and knowledge through the Expressive Arts Area of Learning and Experience. In addition, children have the opportunity to learn a musical instrument via the Glamorgan Music School peripatetic teachers who visit the school weekly. Parents receive information regarding the current charging policies for peripatetic music tuition directly from the provider.

# Health and Safety

## Road and Personal Safety



If you need to bring your child to school in a car please take care to park your car safely and legally. Parking near the school entrance, school bus stops and double parking on Church Street could cost a child's life. School staff walk the children catching the school buses to the two bus escorts at the end of the school day.



Children should leave the school grounds through the pedestrian gate. The main entrance gates are for traffic only. Only staff and official visitors to the school are allowed to bring cars into the school grounds; exceptions will be made for children who have difficulty with mobility, and parents with such children must contact the Headteacher for permission. Children leaving school for dental or other appointments should be met at the school office by a responsible adult known to the school staff.

## Premises



The school continues to be a secure place for our children. The fencing and front entrance systems continue to be effective. Visitors to the school are required to report the school office, sign in and wear a visitor's badge. The school has in place a system of regular fire risk assessments and safety drills. The Governing Body reviews the safety of the premises alongside the LA on an annual basis.

## Dogs

Dogs, unless they are assistance dogs, are not allowed on the school premises at any time. Complaints have been received about dogs fouling the field and footpaths.

## Sustainability



The school actively involves pupils recycling as much of our paper, plastic and card waste as possible. We also recycle ink cartridges and collect old clothing for recycling. We compost all fruit and vegetable waste in our composting bins. The school has achieved the Eco Schools' Green Flag Award and Fair Trade Status.

## Healthy Schools

Children are encouraged to bring a healthy snack for morning play time. This could be fruit, vegetables, raisins etc.

# Roles and Responsibilities

|   |  |
|---|--|
| <i>Headteacher</i>                                | <i>Ceri Thomas</i>   |
| <i>Deputy headteacher</i>                         | <i>Mike Camilleri</i>  |
| <i>Teaching Staff</i>                             | <i>Joey Bushell<br/>Ellen Davies<br/>Nic Lyndon-Jones<br/>William Matthews (covering Sam Secker-Gabb)<br/>Elinor Power<br/>Sam Secker-Gabb (seconded to Ysgol Y Deri 2021/22)<br/>Rob Ward</i> |
| <i>Nursery Lead Practitioner</i>                  | <i>Julie Bugler ( HLTA )</i>   |
| <i>Learning Support Assistants</i>                | <i>Julie Bugler<br/>Sara Edwards<br/>Joss Haran-Jones<br/>Ceinwen Harris</i>   |
| <i>Learning Support Assistants (grant funded)</i> | <i>Sally Colley<br/>Claire Finucane<br/>Debbie Hiscocks<br/>Add new one in nursery</i>   |
| <i>Administrator</i>                              | <i>Carolyn Smith ( Monday - Thursday )</i>   |
| <i>Caretaker and cleaning</i>                     | <i>Debbie Drinkwater<br/>Nicki Cusworth</i>  |
| <i>Breakfast Club</i>                             | <i>Cheryl Davies<br/>Nicki Cusworth</i>  |
| <i>Mid-day Supervisor</i>                         | <i>Michelle Rowland</i>  |
| <i>School Catering ( Big Fresh )</i>              | <i>Cheryl Davies</i>   |

# Our Governors

The governing body has responsibility for the strategic management of the school, acting within the framework set by national legislation and by policies of the LA and Church in Wales. The internal management of the school is the responsibility of the Headteacher. The Governing Body meets at least twice a term and, in addition, sub-committees meet regularly to review the various areas of the life and work of the school. They report to the full Governing Body for formal ratification of proposals. The minutes of Governing Body meetings are available from the Headteacher, on request. Governors are required by law to publish an Annual Report to Parents which is distributed to all parents in the autumn term and focuses on the previous academic year.

The current membership of the Governing Body is outlined below:

| <i>Name</i>  | <i>Type of Governor</i>                          | <i>Term Expires</i>   |
|--|--|-----------------------|
| <i>Christina Bach</i>  | <i>Foundation Governor</i>                       | <i>September 2023</i> |
| <i>Rev Canon Edwin Counsell</i>  | <i>Foundation Governor: Rector</i>               | <i>December 2024</i>  |
| <i>Mark Harris</i>   | <i>Foundation Governor</i>                       | <i>January 2022</i>   |
| <i>Lisa Hewitt</i>   | <i>Foundation Governor</i>                       | <i>March 2025</i>     |
| <i>Nigel Ireland</i>   | <i>Foundation Governor: Chair of Governors</i>   | <i>September 2022</i> |
| <i>Sam Newton</i>  | <i>Foundation Governor</i>                       | <i>May 2025</i>       |
| <i>Father Craig Vaughan</i>  | <i>Foundation Governor</i>                       | <i>September 2022</i> |
| <i>Tab</i>   | <i>Foundation Governor: appointed by the PCC</i> | <i>September 2025</i> |
| <i>Rebecca Williams</i>  | <i>Parent Governor</i>                           | <i>October 2023</i>   |
| <i>Julie Lynch-Wilson</i>  | <i>Minor Authority Representative</i>            | <i>June 2023</i>      |
| <i>Liz Cornelius</i>   | <i>LA Governor</i>                               | <i>March 2023</i>     |
| <i>Mike Camilleri</i>  | <i>Teacher Governor</i>                          | <i>September 2025</i> |
| <i>Julie Bugler</i>  | <i>Staff Governor</i>                            | <i>March 2022</i>     |
| <i>Ceri Thomas</i>   | <i>Headteacher</i>                               | <i>n/a</i>            |
| <i>Andrew Rickett</i>  | <i>Diocesan Director of Education</i>            | <i>n/a</i>            |
| <p><i>Clerk to the governors: Angela Hodgkin</i><br/> <i>Angela can be contacted via the school.</i></p> |  |                       |

The Governing Body supports the principle that the school's policy for dealing with complaints 'is a way of ensuring that anyone with an interest in the school can raise a concern, with confidence that it will be heard and if well founded, addressed in an appropriate and timely fashion'. A complaint relates to the school, its provision of services or facilities. There are other statutory processes for complaints and appeals relating to the curriculum, Additional Learning Needs, worship, admissions, exclusions, teacher capability and staff discipline. Anonymous complaints will be disregarded, unless the complaint includes allegations of criminal conduct or if it concerns a child protection matter. A full copy of the complaints procedure is available from the school and is published on the school web site.



## *Assessment*

Most of the assessment undertaken by staff at the school is of an ongoing nature and based on daily observation, discussion and marking. The school uses 'assessment for learning' strategies to encourage pupils and staff to work in partnership to improve learning and teaching opportunities. Pupils' progress throughout their time in school is tracked using detailed tracking systems, and staff use this to identify appropriate learning opportunities for their classes.

### Standardised Testing

Each May the school administers the Welsh national tests in reading and numeracy to years 2 - 6. Learners in reception to year 2 are screened termly using Read, Write Inc and pupils across the school have their numeracy progress tracked weekly using the Big Maths program. The school administers spelling and reading tests to all pupils in years 2 – 6 termly. Pupils who undertake specific learning programmes e.g. Read Write Inc One to One are screened more regularly.

Parents are invited to discuss their child's progress at

specifically arranged meetings in the autumn and spring terms. Written reports are provided in the summer term.

The information from these assessments are recorded on the following pages in line with Welsh Government regulations. Please be aware that relatively low numbers of pupils and fluctuating class sizes can make it difficult to make year on year or national comparisons. Individual pupil progress is tracked and the governing body rigorously reviews all data to ensure that teaching and learning at the school allow all pupils to make good value added progress.

# Term Dates 2021 - 2022

| Term           | Begin                      | Half term                |                          | End                       |
|----------------|----------------------------|--------------------------|--------------------------|---------------------------|
|                |                            | Begin                    | End                      |                           |
| Autumn<br>2021 | Friday<br>3 Sept<br>2021   | Monday<br>25 Oct<br>2021 | Friday<br>29 Oct<br>2021 | Friday<br>17 Dec<br>2020  |
| Spring<br>2022 | Tuesday<br>4 Jan<br>2022w  | Monday<br>21 Feb<br>2022 | Friday<br>25 Feb<br>2022 | Friday<br>8 April<br>2022 |
| Summer<br>2022 | Monday<br>25 April<br>2022 | Monday<br>30 May<br>2022 | Friday<br>3 June<br>2022 | Friday<br>22 July<br>2022 |

The governing body has determined the following INSET days for 2021/2022.

Friday 3rd September 2021  
Wednesday 24th November 2021  
Wednesday 26th January 2022  
Friday 18th February 2021

Another three INSET Days have yet to be confirmed.  
All schools will be closed on Monday 2nd May for the Bank Holiday.



Wick and Marcross Church in Wales Primary School  
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