



**Jubilee Park  
Primary School**

**Ysgol Gynradd  
Parc Jiwbili**

**Inspire, Nurture, Celebrate Success**



# **Jubilee Park Primary School Prospectus**

**Address:** Jubilee Way, Rogerstone, Newport, NP10 9NL

**Telephone Number:** 01633 414630

**Email:** jubileepark.primary@newport.gov.uk

**Website:** [www.jubileeparkprimary.co.uk](http://www.jubileeparkprimary.co.uk)

## Croeso

Dear Parent/Carers,

I am extremely proud to be the Headteacher of Jubilee Park Primary and it is a privilege to welcome you to our school. Since we opened our doors in September 2017 we have been committed to learning and to inspire, nurture and celebrate the success of all our children and the wider school team.



We are forward thinking in our philosophy of learning. Our 'Thrive Curriculum' design ensures all children enjoy authentic learning experiences and develop their skills and knowledge. We place great emphasis on developing learner capacities so that children are able to understand themselves as a learner and play an active role in shaping the foundations for their future.

Our modern learning environment supports learning that is collaborative, social, creative and provides real life opportunities for our children.

We have a very supportive Jubilee Park community who are involved in our school life. Staff are learners too and are committed to their own professional development so that they can provide the very best education for your child. Our commitment is that all children will be nurtured and supported to learn and grow so that they are able to thrive in a transforming world.

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

Yours Sincerely,



Mrs C Kucia  
Pennaeth *Headteacher*

## Mission Statement

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Ysbrydoli, Maethu, Dathlu Llwyddiant

## Vision Principles

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

### **Igniting a passion for learning**

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

### **Creating the conditions to thrive**

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

### **Growing together with the community**

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



## Principles into Practice - Our Aims

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

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

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

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

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

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

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

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

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

## Our Core Values

**Honesty, Kindness, Respect**





## Information

### School Session Times

Nursery	
<b>Morning Session:</b>	9am-11:30am
<b>Afternoon Session:</b>	12:45pm-3:15pm

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

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

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

The school day ends at 3.20pm for Year Three to Year Six. Children in Years 3 & 4 **MUST** be brought to school and collected from school by an adult. Children in Years 5 & 6 may walk to and from school without an adult, if you so wish.

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

## Attendance

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

If your child is absent, the school must be notified as quickly as possible. Messages can be left on the school absence line. In the case of infectious diseases, children should remain at home for the given time as advised by your GP or the school. Absence without an acceptable reason will be regarded as unauthorised. Medical appointments should be made out of school hours or during school breaks. If this is unavoidable, the appointment must be reported to the school prior to the appointment day.

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

## Breakfast Club

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

## Extra-Curricular Activities

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

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



### **Admissions Procedures**

The school is maintained by Newport City Council. Admission applications to gain a Nursery or School place at Jubilee Park Primary School are to be completed online via:

[Schools - Apply for a Place | Newport City Council](#)

### **Transition**

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

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

We also have procedures in place to ensure the smooth transition from year group to year group through opportunities to meet new teachers, encouraging children to talk about their learning and interests and through whole school activities.



## School Uniform

### Autumn & Spring Term

#### Nursery to Year Two:

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



#### Year Three to Year Six:

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



#### Summer Term – optional to the above

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



#### PE Kit

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

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

Macey Sports

169 Caerleon Road

Newport

NP19 7FX

01633 259334

[www.maceysports.co.uk](http://www.maceysports.co.uk)

Our PTA also sell second hand uniform at [jubileeparkptauniform@gmail.com](mailto:jubileeparkptauniform@gmail.com)

School uniform helps our pupils to feel part of a community. It identifies our pupils when representing the school in the community or on visits and has a recognised effect on pupil behaviour. In accordance with Welsh Government regulations, we have ensured that the majority of the uniform is available from local stores. **Please ensure your child's name is clearly marked on all items of clothing.**

### **School Book Bags**

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

### **Jewellery**

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



## Break & Lunch Time

### Break Time Arrangements

Children in Nursery to Year 2 have continual indoor/outdoor access throughout the day. In addition, Reception to Year 6 children access the outdoor areas during their morning break time and lunchtime. Please ensure that your child has a coat so that they will be comfortable whatever the weather.

### Drinks, Snacks & Free Milk

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



**Nursery** children will have access to continuous snack, further information can be found in the Nursery Handbook.

For **Reception, Year 1** and **Year 2** there is a break during the morning session when free milk is available. Please inform us if you do not want your child to be offered milk. You may also wish to send fruit for your child to eat at playtime. Please peel oranges for younger children and ensure grapes are cut in half. A healthy cereal bar is permitted, but please note that it should not contain chocolate. **Any food containing nuts is not permitted due to children with nut allergies. All other snacks are not allowed.**

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

### Lunchtime Arrangements

At Jubilee Park Primary School, we place considerable emphasis on the importance of lunchtime, recognising the opportunity it gives children to socialise and interact whether they have a school meal or bring a packed lunch. School staff and midday supervisors care for the



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children during this time and will encourage all pupils to eat their meals, interact with each other and ensure sensible behaviour in the hall and outside.

The school has excellent kitchen facilities, which are managed by Chartwells. We offer a secure payment system for school meals called ParentPay. ParentPay allows parents to make payments to a secure online account, accessed by a unique username and password. Parents will receive these unique usernames and passwords at the start of the school year. We are unable to accept cheques or money at school. All school meals must be booked and paid for online, via ParentPay, in advance. All pupils will be provided with a copy of the School Menu to enable parents to make informed choices. Please advise the school if your child develops a food allergy, or has any other dietary requirements, for example, vegetarian, Halal, etc. It is the policy of Chartwells that a medical note must be provided for dietary requirements, if your child has any specific dietary requirements please contact Chartwells on 01633 265787.

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

If you are in receipt of certain qualifying benefits, you may be entitled to free school meals. Visit [www.newport.gov.uk/freeschoolmeals](http://www.newport.gov.uk/freeschoolmeals) for further information, call 01633 656656 or email [benefits@newport.gov.uk](mailto:benefits@newport.gov.uk)

## Wellbeing

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

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

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.

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

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



### **Safeguarding**

All staff who work at Jubilee Park Primary School have had safeguarding training that equips them to recognise and respond to child welfare concerns. These concerns are passed to the Designated Senior Person for Safeguarding, in our case the Headteacher, who follows strict guidelines on how to deal with any issues raised.

### **Looked After Children**

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

### **Equality & Inclusion**

The Governors, Headteacher and staff promote equal access to all areas of the curriculum for all pupils, regardless of race, gender, ability, disability, faith and cultural background. The school has clear policies in place and are committed to providing equality and an inclusive education. All children have equal access to all activities and support is available to ensure this. We encourage respect for all within the school and the wider community.

### **Anti-Racism**

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

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

## Behaviour

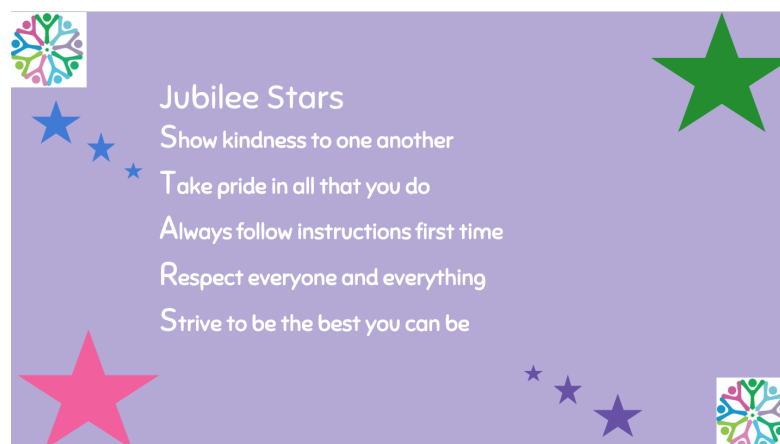
It is a primary aim of Jubilee Park Primary school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school Behaviour Policy is therefore designed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

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



## School Rules

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



## Rewards

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

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

Every class in Jubilee Park each has a jar in which they can collect 'Jubilee Stars'. Every class teacher has a collection of 'Jubilee Stars' which can be given out at any time as a reward for behaviour, work, etc.

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

### Stages of Rewards

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

## Consequences

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

### Stages of Consequences

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

## Health & Safety

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

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

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

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

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

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

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



## Medical

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

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

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

## Valuables

Children are strongly advised not to bring valuables to school. As a school, we cannot take responsibility for any items that are lost, damaged or stolen. Mobile phones are not allowed in school. However, if a Year 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 in the school office during the school day.

## Arrangements for the Disabled

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

## Thrive Curriculum

At Jubilee Park Primary School we are committed to ensuring all our children have the opportunity to develop the knowledge, skills and experiences as outlined in Curriculum for Wales 2022. The Four Purposes provide the overall ambition and dispositions for our children. The What Matters help us both determine what matters most for all children and provides a context for our themes. In addition, our Vision Principles are the key drivers in our approach to planning themes that will inspire, nurture and celebrate success for all our learners. Our curriculum is more than a series of lessons or a scheme of work, to us it is everything in our school - it is what we are about.

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



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

### **Developing our 'Thrive Curriculum' at Jubilee Park Primary School**

<https://curriculumforwales.gov.wales/2018/09/19/developing-our-thrive-curriculum-at-jubilee-park-primary-school/>

### **Jubilee Park Primary School - how we're realising our new curriculum**

<https://curriculumforwales.gov.wales/2019/05/30/jubilee-park-primary-school-how-were-realising-our-new-curriculum/>

### **Inside View: The New Curriculum at Jubilee Park Primary School**

<https://curriculumforwales.gov.wales/2019/07/04/inside-view-the-new-curriculum-at-jubilee-park-primary-school/>

The principles of our Thrive Curriculum and organisation of the school day ensure that all children receive a broad and balanced education.

## Bilingualism

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

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



As a school we aim to:

- Foster positive attitudes in all learners towards bilingualism
- Provide opportunities for all children to hear and use Welsh in all areas of their learning
- Motivate the children to use Welsh naturally, spontaneously and with confidence

## Learner Capacities

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

We teach children the ‘language of learning’ that accompanies these learner capacities. We talk about learning, use specific language and make it visible so that children can talk knowledgeably about their progress.



## Religious Education

Religious Education is provided as part of the basic curriculum under the guidelines of the 1988 Education Reform Act and in accordance with the statutory requirements. The approach is

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multicultural with a strong emphasis on Christianity. The programmes of study are approved locally by SACRE (Standing Advisory Council for Religious Education).

Daily collective worship in school is conducted through allocated assemblies, class reflections and a weekly Celebration Assembly. Any parent who wishes to exercise their right under the 1988 Education Reform Act to withdraw their child from assemblies or RE lessons are asked to contact the Headteacher in writing.

### **Physical Development (PD)**

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

### **Homework**

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

### **Relationships and Sexuality Education (RSE)**

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.*'

We believe that a rights and equity based RSE curriculum supports all children's freedom, dignity, wellbeing and safety. Our RSE curriculum provides the knowledge, skills and values for children to understand how relationships and sexuality shape their own and others' lives.

Themes and matters to be encompassed by mandatory element of RSE include:

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- Developing and expressing identity and forming relationships
- Understanding sexual health and well-being
- Fostering safety and respect, being valued and supported

These will be taught and explored through a variety of specific lessons and curriculum themes in an age-appropriate way.

RSE is mandatory and all children will receive this as part of our Thrive Curriculum. There will be no right to withdraw from RSE from September 2022. However, for the academic year 2021-2022 the right still remains. Therefore if any parent wishes to exercise this right then a request must be made in writing to the Headteacher.

### Supporting Learner Progression: Assessment

Assessment is key to supporting progression, for the purpose of identifying learners' strengths, achievements and areas for improvement, and identifying next steps. It is integral to learning and teaching, and should not be confused with those activities that contribute to external accountability and national monitoring. Assessment plays a fundamental role in enabling each individual learner to make progress at an appropriate pace, ensuring they are supported and challenged accordingly. Active engagement between the learner and practitioner on a regular basis is at the heart of supporting learner progression. All those involved with a learner's journey need to collaborate and work together by establishing:

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

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

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

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### **Additional Learning Needs (ALN)**

In line with our ALN policy we aim to identify children with ALN as early as possible and ensure that appropriate provision is made to match their needs.

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

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

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

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



## Additional Information

### Policy on Charging for School Activities

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

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

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

### Complaints

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

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

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

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

### Access to Information

The school will retain records on each individual child. These provide a personal and academic profile as progression is made throughout each year. Records are available for parents to view in 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. Parents who wish to inspect documents relating to the school's curriculum should contact the Headteacher.



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