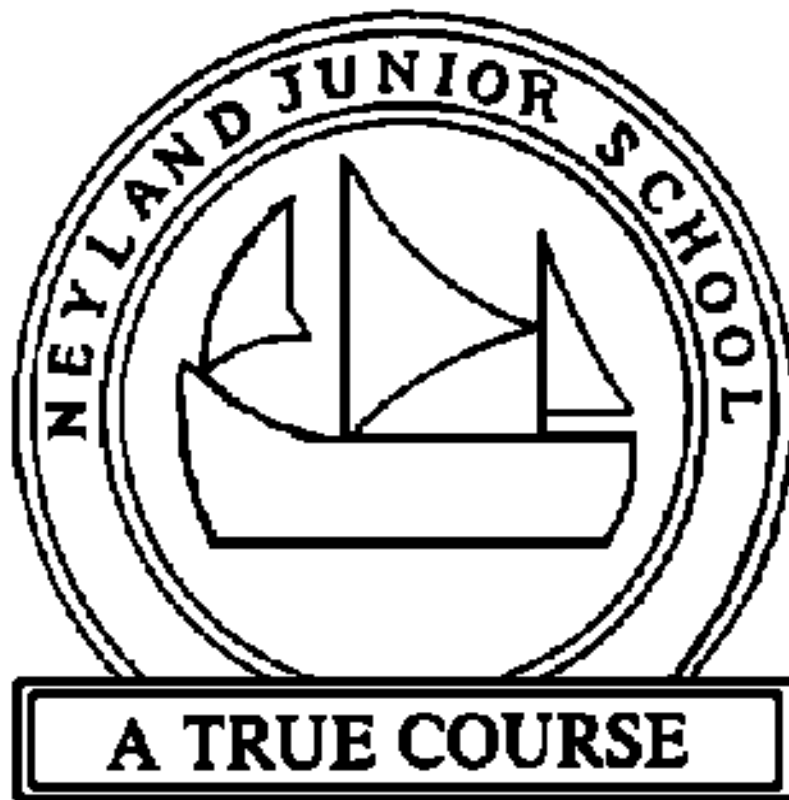


NEYLAND
JUNIOR SCHOOL



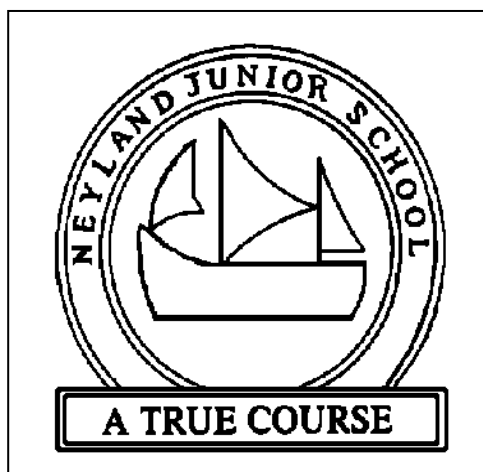
SCHOOL
PROSPECTUS

ACADEMIC YEAR
2005/2006

Welcome

Croeso

**Ysgol Iau
Neyland
Junior School**



Striving for Excellence

AIMS OF NEYLAND JUNIOR SCHOOL

The Governors and Staff of Neyland Junior School have agreed that the main aims of the school are:

- ◆ To provide a caring, supportive learning environment which is forward looking and responsive to change;
- ◆ To enable all pupils to achieve their full potential in all areas of the curriculum;
- ◆ To encourage the highest standards of behaviour and values by developing self-respect, tolerance and consideration for others;
- ◆ The nurturing of moral values, and an awareness of the needs of others, underpinned by a clear Christian ethic;
- ◆ To care for the physical and emotional welfare of the pupils;
- ◆ To promote partnership with parents through a policy of openness and shared purpose.

THE GOVERNING BODY OF THE SCHOOL

Chair of Governors:	Cllr D Stolliday
Vice-chair:	Reverend S Lee
Clerk To The Governors:	Pembrokeshire County Council, County Hall, Haverfordwest, Pembrokeshire SA61 1TP
Cllr Simon Hancock	LEA Representative
Mr D Davies	LEA Representative
Mr T Organ	LEA Representative
Mr R Price	Headteacher Representative
Mrs Y Jones	Teacher Representative
Miss N Thomas	Non-Teaching representative
Mr C Johns	Parent Governor
Mrs N Buck	Parent Governor
Mr J Llewellyn	Parent Governor
Mr S Holmes	Co-opted Governor
Mr F Fisher	Co-opted Governor
Rev S Lee	Co-opted Governor
Mrs M Flavell	Co-opted Governor

THE ROLE OF THE GOVERNORS

The implementation of the Education Reform Act and the advent of Local Management of School (LMS) has brought increasing responsibility to the Governing Body. They undertake, in conjunction with the Head Teacher, the effective management of the school in all its aspects. These include ensuring:

- 1 That the school budget is effectively controlled in accordance with sound financial principles related to educational objectives and priorities.
- 2 That the school buildings and land are maintained to ensure the safety of the children in congenial surroundings.
- 3 That the school curriculum is broad and balanced and meets the requirements of the National Curriculum.
- 4 That the staffing of the school meets the needs of the children and the curriculum and that appropriate appointments and promotions are made.
- 5 That the law on Religious Education and Collective Worship is complied with.
- 6 That the parents have regular access to information about the curriculum and pupils' achievements.

Formal meetings of the whole Governing Body take place once per term. The annual meeting of the Governing Body with parents takes place in the Autumn Term and the attendance by all parents is strongly recommended.

SCHOOL STAFF

Headteacher:	Mr R Price
Acting Deputy Head:	Mrs Y Jones
Teachers:	Mrs M Evans Miss J Seaton Mrs N Moir Mrs R Wright Mrs P Pickford Miss A Rees Miss P Bristow Mr R Bowen
Peripatetic Welsh:	Mr C Evans
Peripatetic Violin:	Mr Thirkettle
Admin Officer:	Mrs L Roberts
Learning Support Assistants:	Mrs J Payne Mrs J Rodriguez Mrs D Brick Miss N Thomas Miss A Austin Mrs G Clee
Lunchtime Supervisors	Mrs Pyart Mrs E Campbell Mrs E Dunsford Mrs J Lloyd Mrs L Ramage
Kitchen Staff	Mrs C James Mrs L Lloyd Mrs P Hamer
Road Crossing Officer	Mrs L Walters
Caretaker	Mrs J Arran
Cleaners	Mrs J Arran Mrs S Herbert

CROESO/WELCOME

Neyland is a small town, near to Milford Haven, which overlooks the Cleddau Estuary. The school has been in existence for over a hundred years. Although the main part of the building dates back to Victorian times it offers excellent internal accommodation.

The facilities of the school include:

- ◆ Seven large teaching classrooms with ICT facilities including an Interactive White Board.
- ◆ A large hall with a permanent stage;
- ◆ A dedicated IT room with 18 networked computers, which are linked to the Internet; Flatbed scanner, colour laser printer and a data projection unit;
- ◆ Interactive whiteboards in classrooms;
- ◆ A purpose built and resourced Music/Art room;
- ◆ Specialist areas for SEN support;
- ◆ Large tarmac playground;
- ◆ Well-apportioned playing field.

Nevertheless, facilities and equipment do not make a school. Fundamental to our success is the commitment of all our staff (teaching and non-teaching), together with the positive attitude of our pupils and the support of our parents. Above all, we aim to remain a caring school, which our pupils are happy to attend.

SCHOOL TIMES

Morning Session		8.55	-	12.00	(Upper School)
	-	8.55	-	12.15	(Lower School)
Afternoon Session		12.45	-	3.15	(Upper School)
	-	1.00	-	3.15	(Lower School)

School commences promptly and parents are urged to encourage their children to be punctual at all times.

There is no supervision in the school playground before 8.40 am children should not arrive at school before this time.

SCHOOL SECURITY

Between 9.00 am and 3.15 pm the only access to the school is via the staff car park (security coded and intercom access). During these times, as a security measure, the gate in John Street is locked. Before school (8.00 am onwards) and after school (3.15 pm) the John Street gate provides access and exit for pupils.

All visitors are requested to sign in and wear visitor's badges.

TEACHING AND LEARNING

The mixed ability classes are taught in the main by their class teacher. Work set for the children will be differentiated either by task or outcome. To foster positive attitudes in our pupils it is vital that all pupils are challenged and the less able child supported in their classroom work. The grouping of pupils by ability is done by the class teacher through observations and the use of standardised tests.

ORGANISATION

School Year 2005 – 2006

The deployment of staff will be as follows:-

<u>YEAR GROUP</u>	<u>CLASS</u>	<u>TEACHER</u>
NC Year 3	Class 3 PP	Mrs P Pickford
NC Year 3	Class 3 RW/NM	Mrs R Wright / Mrs N Moir
NC Year 4	Class 4 PB	Miss P Bristow
NC Year 4	Class 4 YJ	Mrs Y Jones
NC Year 5	Class 5 ME	Mrs M Evans
NC Year 5/6	Class 5/6 AR	Miss A Rees
NC Year 6	Class 6 JS	Mrs J Seaton

We will ensure that all classes do not exceed 30 children.

We have 6 Learning Support Assistants they will support pupils in the following phases:-

<u>LOWER SCHOOL</u> <u>(YR 3 & 4)</u>	<u>UPPER SCHOOL</u> <u>(YR 5 & 6)</u>
Miss N Thomas	Miss A Austin
Mrs D Brick	Mrs J Payne
Mrs J Rodriguez	
Mrs G Clee	

CURRICULUM

Although Neyland Junior School is **English** medium teachers and support staff use every opportunity to use incidental Welsh to reinforce their Welsh work. We work within the guidelines of the National Curriculum, which fosters ideas of a broad, balanced and integrated education for pupils.

The core subjects are:

- **English Language**
- **Mathematics**
- **Science**

The foundation subjects are:

- **Information Technology**
- **Design Technology**
- **Religious Education**
- **History**
- **Geography**
- **Art**
- **Music**
- **Physical Education**
- **Welsh**

All documents relating to the school curriculum are available on request.

EQUAL OPPORTUNITIES

Through all the above subjects our aim is to produce literate, numerate and articulate children irrespective of gender, race, home language, culture, social background or Special Educational Needs.

More detailed information on what is taught in each subject is available to any parent who wishes to see it.

The school building has been specially modified to allow for disabled access

RELIGIOUS EDUCATION

We follow the Pembrokeshire Agreed Syllabus for Religious Education (available on request). This is broadly Christian in its content although children are encouraged to develop an awareness of other main religions.

COLLECTIVE WORSHIP

During the week whole school Collective Worship is held on a Monday and Wednesday. These begin at approximately 9.05 am and are held in the hall. They usually last about 15 minutes. For the rest of the week class collective worship is held. Collective Worship follows a four-year plan that consists of opportunities for different types of worship, theme work, and visitors to the school.

Under the Education Reform Act of 1988 the parents have a right to withdraw their child from Religious Education and Collective Worship.

SEX EDUCATION

The school does not aim to replace parental responsibilities in Sex Education. Each child will need help, advice, information and understanding from their parents. In this school we introduce and speak of sex education only within moral and family guidelines. The policy document is available, and can be seen by any parent who wishes to do so.

Parents have the right to withdraw their child from Sex Education if they wish to do so.

EDUCATION FOR SUSTAINABLE DEVELOPMENT AND GLOBAL CITIZENSHIP

Education for Sustainable Development and Global Citizenship is part of our whole school ethos. It permeates our curriculum and school life.

Sustainability for Sustainable Development and Global Citizenship is about:

- The links between society, economy and environment and between our own lives and those of people throughout the world.
- The needs and rights of both present and future generations.
- The relationships between power and future generations.
- The local and global implications of everything we do and the actions that individuals and organisations can take in response to local and global issues.
- Looking for ways to develop attitudes, ideas and policies that will meet the needs of the present without compromising the abilities and rights of future generations to do the same.

PHYSICAL EDUCATION

Each class has at least one Physical Education lesson each week. Year 3, 4 and 5 classes have mixed class PE lessons. Year 6 classes may also have separate boys and girls games. Each class has one swimming lesson per week at the local learners pool with a qualified swimming instructor. An annual Swimming Gala takes place at the Meads Sports Centre, Milford Haven.

Throughout the year there are various team competitions with local schools especially in rugby, cricket, netball and soccer.

Children are put into one of three houses upon entry into school. If they have an older brother or sister they will be in the same house. They stay in the same house until they leave the school.

The houses are Kingdom (red), Brunel (blue) and Parry (yellow).

MUSIC

On entry to the school each child is assessed for musical aptitude. Any child who shows such aptitude has the opportunity to have violin tuition. Parents are required to obtain the instruments, but the school will do everything reasonably practicable to help them if necessary.

SPECIAL EDUCATIONAL NEEDS

The Code of Practice for children with Special Educational Needs states:

Children with SEN require the greatest possible access to a good and balanced education including the National Curriculum.

We are committed to this. Any child with SEN is identified as early as possible. The majority of Special Needs children are catered for by the class teacher, with the help of Learning Support Assistants who work with children on individualized programmes (all plans are recorded in an Individual Education Plan. If there is continuing cause for concern, after consulting with parents, then we would refer the child to the Educational Psychologist. We encourage parental involvement at each stage of the assessment of the child. It is important that the concerns of all children and parents are shared with us so we can all work towards the same goal.

Mrs R Wright is our Special Needs Coordinator and is always willing to discuss concerns with parents.

HOME SCHOOL AGREEMENT

In common with all schools we have a home school agreement which parents, pupils and staff are asked to sign and support

OUR HOMEWORK POLICY

- ◆ Every pupil is issued with a school diary. All homework is recorded in the diary and parents are asked to sign the diary on a daily basis. Parents and teachers use the diary to communicate with one another.
- ◆ Written homework will tend to be unfinished class work or an extension of class work.
- ◆ Children should spend ten minutes learning number facts and ten minutes reading every night.
- ◆ Time spent on homework should gradually increase from Year 3 to Year 6.
- ◆ Whilst time will no longer allow long periods of practice, we do check on tables and reading every week.

CHILD PROTECTION

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow County Child Protection Procedures and inform Social Services of their concern.

HEALTH, WELFARE AND SAFETY

- ◆ Every thing is done to ensure the health, welfare and safety of staff and pupils, including the careful monitoring of visitors to school.
- ◆ Should an accident occur at school which necessitates medical treatment, every effort will be made to contact parents or their nominee. Failing this pupils requiring treatment would either be seen by a Doctor at school or conveyed by a member of staff to the local hospital.
- ◆ The Head Teacher must be notified if a child needs to be withdrawn before the end of the school day.
- ◆ Please note that staff are not trained or covered by insurance to give out any medication. If your child needs to take medication themselves eg asthma pumps, could you please see the class-teacher personally or send a letter explaining exactly when and what is to be taken. Parents will need to come to school to administer any other medication themselves.
- ◆ If your child is to stay indoors at playtimes or lunchtime, or if they are not to do PE or swimming a written note from a parent is required.
- ◆ Head-lice is unfortunately one problem that occurs in all schools from time to time and we would like to stress that inspection is **not the school responsibility**. Please check your child's head frequently. For further help and advice the school nurse can be contacted on 01646 697000.
- ◆ All children are taught about safety and fire drills are carried out regularly.

DISCIPLINE

- ◆ We have a high standard of discipline in this school and it is of paramount importance that this is maintained.
- ◆ The overall responsibility for school discipline rests with the Headmaster, but it is a matter for everyone connected with the school, including parents. The School has recently adopted a new Pupil Behaviour Policy.
- ◆ Children are expected to conform to certain standards of behaviour and are encouraged to show regard for others and to respect the rights and property of other people.
- ◆ Any problems are discussed, and if necessary, further action taken
- ◆ The School's Policy is available for parents, upon request.

BULLYING

- ◆ Neyland Junior School does not have a serious problem with bullying and we are determined to keep it that way. Any concerns are always acted upon.
- ◆ As part of our Anti-Bullying Policy we employ three main strategies for dealing with bullying –
 - (a) Managing children to avoid conflict.
 - (b) Educating children to deal with conflict situations.
 - (c) Dealing with children who are involved with conflict

Our Antibullying Policy is available for parents upon request.

ATTENDANCE

- ◆ Please inform the school if your child is likely to be absent for more than three days due to illness.
- ◆ If your child becomes ill at school we will ask you to collect them. Please note that we cannot send children home on their own, not even with your permission.
- ◆ It is important that parents send a signed and dated note after every absence; otherwise it will be considered an unauthorised absence.
- ◆ Schools may grant permission for a child to accompany parents on one family holiday per year. This should not exceed ten school days. Parents seeking permission should request and complete a holiday form, in advance of the holiday. Parents of children in all years are discouraged from taking holidays during the period of their child's formal assessment during the summer term.

Number of Open Sessions = 320

– 01.09.04 – 12.06.05

<u>Year Group</u>	<u>Maximum No. of possible attendances</u>	<u>Total Absences</u>				<u>Total Attendances</u>		<u>Total No. of Students</u>
		<u>Authorised No.</u>	<u>%</u>	<u>Unauthorised No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	
3	14312	710	4.96	0	0	13602	95.04	47
4	14420	889	6.17	0	0	13531	93.83	45
5	11962	711	5.94	0	0	11251	94.06	39
6	14096	1013	7.19	0	0	13083	92.81	45
Total	54790	3323	6.06	0	0	51467	93.94	176

DRESS

- ◆ Pupils are encouraged to wear the school colours of blue, white and grey.
- ◆ Sweatshirts, polo shirts and fleece jackets are available from the school.
- ◆ All pupils should wear sensible, practical shoes, which are suitable for indoor and outdoor use. (No high, narrow heels or platform soles which are unsafe for school.)
- ◆ In the interest of safety and security no jewellery is to be worn in school, with the exception of a watch and stud earrings.
- ◆ PE is compulsory by law. All children will need to change into appropriate PE kit.

CLASS / SCHOOL COUNCIL

This is a way of involving children in school decision-making processes. Meetings take place on a regular basis and minutes kept. There are three representatives from each class and the children discuss ideas within classes about moving the school forward with new ideas. Discussions are sometimes organised through Circle Time.

EDUCATIONAL VISITS

The school makes regular use of educational visits and visitors to enrich pupil's learning. Whenever a trip takes place parents will be fully informed of the details and nature of the visit. Parents are asked to make a voluntary contribution towards the cost.

Each year a weekend residential trip to the *Urdd Gobiath Cymru* camp at Llangrannog takes place for Year 6 children. The school also enters children in various classes in the annual *Urdd Gobiath Eisteddfodau* and sports competition. Only pupils with a good track record of behaviour will be considered for this residential visit. On all our school trips the greatest care is taken to choose a reputable carrier. Safety of your children and our staff is of paramount importance. Parents are always advised about the trip before it takes place and signed parental consent is always obtained.

EXTRA CURRICULAR

The school offers a variety of after school clubs such as netball, drama, stamp club etc. These operate during the Autumn Term and children will be given details early in September. If children elect to attend any after school clubs parents will be notified with the details by letter.

SCHOOL MEALS

Traditional school meals are currently available at **£7.50** per week (price is determined by the Local Education Authority). It is desirable for the payments to be made on Mondays. Food is consumed in the school hall. Accommodation is provided for those children bringing packed lunches, which may only be consumed in the lunch, break in the school hall.

FREE BREAKFAST

The Welsh Assembly Government has made a commitment to provide all children in Wales with the opportunity to have a free, healthy breakfast at school each day.

The Scheme is intended to improve the health and concentration of children to assist in the raising of standards of learning and attainment. It is not intended to replace breakfast already provided by parents/guardians, but to allow all those children who for whatever reason have not had breakfast at home, to have one in school.

Breakfast is available at Neyland Junior School to all children who have registered between 8.15 and 8.45 am. All other children must come to school at the times indicated below.

HEALTHY EATING

We encourage healthy eating at all times. Children who have playtime snacks are encouraged to bring eg fruit, carrots, crackers, cheese etc. There is a Fruit Shop available before school. Children who bring packed lunches are also encouraged to follow the healthy eating code. Chocolate and sweets are not encouraged. Children are also actively encouraged to bring a water bottle to school to keep on their desks. They are able to refill it during the day from our new water fountains.

PARENTAL CONCERNS

Parents are welcome to discuss any worries at any time but in order to minimise the disruption of the school routine an appointment is preferable. If there is a matter that causes concern to parents and which requires immediate attention, the Headmaster is always available before or after school.

All our parents are invited to an *Open Evening* held every October. This gives them the chance to find out how their children have settled into their new class. We also hold a more detailed *Appointment Open Evening* in June/July after end of year reports have been issued. The parents can see all the records that we keep on their children; the only exceptions are records that involve other statutory agencies, eg Social Services.

PROCEDURES RELATING TO COMPLAINTS ABOUT THE CURRICULUM AND RELATED MATTERS

The LEA has laid down guidelines to deal with arrangements for making complaints if the LEA or Governing Body is acting or proposing to act unreasonably or failing to discharge its duties in relation to the school's curriculum.

Within the procedures fair consideration will be given to any complaint and undue delay will be avoided.

Should you wish to make a complaint then the Head Teacher will advise on the full procedures to take. Initially, any complaint will be dealt with informally at the school, but if this is not possible, the complaint should be directed to the Local Education Authority for the attention of the relevant Adviser.

ADMISSION AND TRANSFER

Most pupils transfer to our school from the local Infants school at the end of Key Stage 1. If the child is outside the school catchment area, then an application in writing must be made to Area Office in Haverfordwest, stating your reason for choosing this school. A copy of the L.E.A. admissions policy is available from the school upon request.

Most pupils transfer to Sir Thomas Picton School, Haverfordwest at the end of Key Stage 2. Those that do not are, either outside the catchment area or have expressed preference to go to Tasker Milward School in Haverfordwest, or Milford Haven School. Parents are consulted by the Area Office in Haverfordwest before decisions are made.

TEACHER ASSESSMENT 2004-2005**PERCENTAGE OF PUPILS AT EACH LEVEL - KEY STAGE 2 RESULTS 2005 – ALL PUPILS****COMPARISON WITH YEAR GROUP (%)**

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>	<u>Level 5</u>
LANGUAGE	-	2%	23%	50%	34%
MATHEMATICS	-	-	20%	52%	30%
SCIENCE	-	-	23%	57%	25%

KEY STAGE 2 NATIONAL COMPARISONS

	<u>Percentage At Level 4 or Above</u>													
	<u>English</u>		<u>Welsh</u>		<u>Maths</u>		<u>Science</u>		<u>Core Subject Indicator</u>					
	TA	TT	TA	TT	TA	TT	TA	TT	<u>All Pupils</u>		<u>Boys</u>		<u>Girls</u>	
	TA	TT	TA	TT	TA	TT	TA	TT	TA	TT	TA	TT	TA	TT
<u>School Results 2005</u>	84				82		82		77		79		77	
<u>Wales Results 2004</u>	77	80	77	79	78	78	87	89	72	72	68	69	76	76

TARGETS FOR 2006 - LEVEL 4 OR ABOVE**PERCENTAGE OF PUPILS ATTAINING LEVEL 4+****DfEE 6682244**

	<u>Target 2006</u>			
	<u>Number of Boys</u>	<u>Number of Girls</u>	<u>Total Number</u>	<u>%</u>
<u>Cohort</u>	17	19	36	
<u>English</u>	13	15	28	77
<u>Welsh Cohort</u>				
<u>Welsh</u>				
<u>Mathematics</u>	13	16	29	81
<u>Science</u>	13	16	29	81
<u>Core Subject Indicator</u>	13	15	28	77

BOMB THREAT AND GENERAL EMERGENCY

- 1 The fire alarm will sound.
- 2 Children and staff will evacuate the building through their assigned exits.
- 3 Teachers collect registers and Head teacher checks toilets.
- 4 Head informs Education Office and Police.
- 5 Personnel assemble at the far end of the Athletic Club.
- 6 When all children are accounted for, parents will be telephoned and asked to collect children from this venue.

In the event of it not being safe for children to be evacuated, the Emergency Procedure 'Go in, stay in, tune in', will apply ie:

- 1 All pupils and staff will stay indoors.
- 2 All doors, windows and ventilation shafts will be closed.
- 3 Blinds will be pulled down.
- 4 **No parent will be able to collect their child until AFTER THE ALL CLEAR is given.**
- 5 No naked flames will be lit.
- 6 Televisions will be tuned in to BBC Wales, HTV and radios to Radio Wales or Radio Pembrokeshire.
- 7 The telephone will NOT be used until the ALL CLEAR is given. This ensures that lines are free for emergency services.
- 8 When the ALL CLEAR is given, parents will be telephoned immediately and asked to collect their children.

The school will always work closely with the Emergency Services and Pembrokeshire County Council, in the event of emergencies in school or the vicinity of Neyland.

**Neyland Junior School
John Street
Neyland
Milford Haven
Pembrokeshire
SA73 1TH
Tel/Fax: 01646 600659**

e-mail: head.neylandjun@pembrokeshire.gov.uk
website: www.neylandjuniorschool.co.uk

Headteacher:	Mr R H Price
Acting Deputy Headteacher:	Mrs Y Jones
Chair of Governors:	Mr D Stolliday
Director of Education:	Mr G Davies Pembrokeshire County Council County Hall Haverfordwest Pembrokeshire SA61 1TP