

RUMNEY PRIMARY SCHOOL



Nurturing the Child, Nurturing the Learner

INFORMATION BOOKLET

2023-2024

CONTENTS

	PAGE
Contact Details	3
Headteacher's Introduction	4
Chair of Governors' Introduction	5
Governing Body Membership	6
School Vision	7
School Aims	8
General Information & School Session Times	9
School Staff	11
Admissions	13
Preparing your child for Primary School	14
The School Curriculum	14
Homework	15
Extra Curricular Activities/Visits	16
Home/School Partnership	17
Inclusion	19
Child Protection.. .. .	19
School Uniform.. .. .	20
Attendance	20
Medical Information	21
School Meals/Snacks/Breakfast Club	22
Safety & Security	24
School Rules/Discipline	25
Dates for the Year	27
Complaints Procedure	27

Contact Details

Rumney Primary School,
Wentloog Road,
Rumney,
Cardiff.
CF3 3HD

Tel: 029 20791345

E-mail: rumneyprm@cardiff.gov.uk

Web: rumneyprm.net

Headteacher: Mrs E Williams

Chair of Governors: Mr David Baker

annibynnol
happus gwydn
diogel
llwyddiannus
parchus
ysbrydoledig grymuso
hyderus

independent
happy resilient
secure
successful
respectful
inspired empowered
confident

A Warm Welcome to Rumney Primary School

Choosing the right school for your child is an important decision. All parents and carers want the best education for their child and just as importantly, want them to be happy and feel safe and secure. All schools have their own distinctive 'feel' which makes each one unique and we believe that the 'special feeling' at Rumney Primary School comes from our caring, nurturing and friendly atmosphere.

I am extremely proud to lead a strong team who are committed to providing the very best opportunities for our children. Supported by a team of dedicated governors, we work hard to deliver a rich and child-centred curriculum, underpinned by the six principles of nurture

Our curriculum aims to prepare our children for their future by helping them acquire the skills and enthusiasm needed to pursue life-long learning. During their time at our school, we help children develop their self-esteem, their self-confidence and grow their individual talents through encouraging them to adopt a growth mindset. We teach them that hard work and effort is what counts and that failure, rather than being feared, is merely an essential part of learning. In this way, we hope our pupils will develop resilience and will therefore enjoy learning for the rest of their lives.

We pride ourselves on high standards of teaching and learning throughout the school and strive to maintain an atmosphere of friendliness and respect between adults and children alike. We warmly welcome new families to our school and look forward to building a positive and successful partnership with you. We believe that strong relationships between home and school are essential and ask all parents to sign our 'Home/School Agreement' which outlines how we aim to work together during your child's time with us.

Our school continues to develop in many exciting new ways, providing enriching experiences for our children who we greatly value and cherish. Our aim is that your child's time at our school, will be as rewarding and memorable as possible.

Mrs E Williams

Headteacher

Chair of Governors

Mr David Baker C/O Rumney Primary School, Wentloog Road, Rumney, Cardiff, CF3 3HD

On behalf of the Governing Body it gives me great pleasure to welcome you to Rumney Primary School.

This booklet should provide all the information you require about the school and school life and I hope you will find it useful. In the event that you have further questions or concerns, then please contact the school and we'll be happy to help you wherever we can.

The Governing Body works closely with the school Leadership and Management team, with teachers and others to try and provide the best schooling experience we can for all pupils. We are proud that we have managed to create and maintain a warm and caring environment that supports children's learning and provides a platform for the high standards our pupils have achieved over many years. I'm sure that with your support we can keep this going for many more years to come.

THE GOVERNING BODY

The Governing Body is responsible for overseeing the running of the school. It is an elected body, made up of teachers, parents, non-teaching staff, LA and community representatives. Together, they have legal powers, duties and responsibilities. Meetings are held termly and an Annual Governing Body Report for parents and carers produced. Each Governor, except the Headteacher Governor, serves for a period of four years. The current membership of the Governing Body is listed below.

Headteacher: Mrs E Williams

Local Education Authority Representatives: Cllr R Derbyshire
Mrs C Derbyshire
Mr J Williams
Mrs S Dunstone

Parent Governors: Mrs F Khanum
Mrs K Wakeham
Mrs T Fowler
Mrs C Giles
Mrs M Long

Community Governors: Mr D Baker
Mr R Jones
Mrs J Powell

Teaching Representatives: Mrs L Holme
Miss S Jones

Non-Teaching Representative: Mrs C Blake

Clerk to Governors: Mr I Warburton

VISION STATEMENT



At Rumney Primary School we provide a calm, nurturing environment that is safe, trusting and welcoming and where all our children show respect, are kind, and try their best at all times.

We want all our children to feel happy, cared for, important and valued.

We encourage all our children to be care about one another and to enjoy learning and to follow the three agreed whole school rules:

Be Safe

Be Respectful

Be Ready

We expect every member of our school community to share our nurturing ethos and vision and that this can be seen, heard and experienced in the day to day life of Rumney Primary School.

THE AIMS OF OUR SCHOOL

- To ensure that children's social and emotional wellbeing is at the heart of everything we do
- To ensure we develop strong and positive relationships based on trust and mutual respect
- To develop partnerships with parents, carers and guardians based upon respect and understanding of our school vision
- To foster a climate of success for all children and to celebrate their achievements in all aspects of life
- To encourage self-discipline, tolerance and understanding of others to become positive role models and citizens
- To nurture respect for all religious, cultural, racial and moral values and to promote equal opportunities for all
- To ensure that all learning provides at least good progress for all children.
- To promote independent learning and develop inquisitive minds in order to equip our children for a life time of learning in our ever changing world
- To develop skills in literacy, numeracy and digital competency effectively
- To promote healthy lifestyles
- To raise children's awareness and understanding of the world of work through active involvement in the local community

- To create an atmosphere that is distinctly Welsh in nature.

General Information

Rumney Primary is an English medium school located on the eastern fringes of the city of Cardiff with provision for children from 3 – 11 years. The Nursery unit caters for 80 children on a part-time basis and there are 15 classes from Reception to Year 6 offering full time places for 4 – 11 year olds.

There are 2 single aged classes per year group and one Nurture class, where pupils in Progression Step 2 can access intensive intervention for their social and emotions needs for a specific time period.

Nursery	PT	-	3 - 4 years	Nursery Unit	}	Progression Step 1
AM/PM						
Reception	FT	-	4 – 5 years		}	Progression Step 2
Year 1	FT	-	5 – 6 years			
Year 2	FT	-	6 – 7 years			
Year 3	FT	-	7 – 8 years			
Year 4	FT	-	8 – 9 years		}	Progression Step 3
Year 5	FT	-	9 - 10 years			
Year 6	FT	-	10 – 11 years			

The attractive site includes extensive playgrounds and playing fields with views over the Bristol Channel to the West Country. Sun shelters and play equipment have been erected on the school grounds as well as grass areas and direct outdoor learning provision from all Progression Step 1 and 2 classrooms.

SCHOOL SESSION TIMES

NURSERY

Morning: 9.00 - 11.30 a.m.
Afternoon: 12.30 - 3.00 p.m.

FOUNDATION PHASE

Start: 8.55 a.m.
Lunch Time: 12.00 - 1.10 p.m.
End: 3.10 p.m.

KS2

Start: 8.55 a.m.
Lunch Time: 12.00 - 12.45 p.m.
End: 3.15 p.m.

THE SCHOOL STAFF

as at publication date

Headteacher:

Mrs E Williams

Deputy Headteacher:

Mrs L Holme

Class Teachers

Miss L Ali - Nurture Teacher

Mr N Bushby

Mr M Carne

Miss B Morris

Mrs J Dash

Mr D Fryer

Mrs C Heycock

Miss D Baldwin

Mrs R Howells

Miss S Jones

Mrs S Lewis

Mrs D Lloyd

Mrs K McNally

Mrs G Moore

Miss J Gale

Miss D Nicholls

Mrs J Oelmann

Mrs J Proctor

Mrs R Rogers

Achievement & Inclusion Leader and Manager

Mrs J Kilpatrick

HLTAs covering PPA time for teachers

Mrs L Collett

Mrs S Vaughan

Teaching Assistants

Miss H Barker

Mrs J Deacon

Mrs S Isaac

Mrs R Kwan

Mrs F Lawrence

Mrs R Miah

Mrs Jan Price

Miss L Sullivan

Mrs T Pulverness

Mrs D Roderick

Mrs S Smith

Mrs J Healan

Miss L Phelps

Office Administrators

Mrs Caroline Blake

Mrs Krys Jones

Breakfast Club

Mrs J Lewis Breakfast Club Coordinator

Mrs L Cox

Mrs G Blake

Mrs K McAdams

Mrs P Wilkins

Midday Supervisors**Foundation Phase**

Miss S Spriggs

Mrs J Lewis

Mrs R Rai

KS2

Mrs A Murphy

Mrs L Cox

Kitchen Staff**Foundation Phase**

Mrs K McAdams

KS2

Mrs E Junge

Caretaker

Mr P Oak

ADMISSIONS

The admission of children into school is in accordance with the Local Authority's regulations.

Admission to Nursery

Parents/carers who wish to register their child for a place in the Nursery Unit should do so by applying online by using the Council's Online Application Service.

To complete the application you will need an email address.

Go to **www.cardiff.gov.uk/schooladmissions**

Select school type (Nursery, Primary, Secondary)

Click the 'Log in to the School Applications system' button.

If you have not used the system before you will need to register.



If you don't have access to the internet you can use a computer at one of the Council Hubs where staff will be happy to help you.

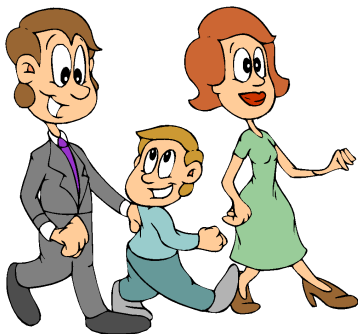
Children are admitted to the Nursery Unit in the autumn and spring terms. Admission dates are staggered so that staff can give new children individual attention. Children become eligible for a place from the term after their third birthday, if places are available. The unit provides for 40 children on a part time basis, i.e. 40 children attend each session. Each child attends for either five mornings or five afternoons each week.

In the term prior to a child's entry to Nursery, a meeting for parents/carers and children is arranged with the Nursery staff and Headteacher.

Admission to the Primary School

The Pupil Admissions Section of the LA also deals with all admissions to the Primary School and applications are made in the same way as described in the previous section and places are allocated according to strict criteria. The telephone number for the Pupil Admissions Section is 029 20872909. Children are admitted to the Primary School in the September of the academic year in which they are five. Priority is given to children within the school catchment area.

If you live outside the school's catchment area, then you may apply for your child to attend the Primary School. Applications should be made online as described previously



During the summer term prior to entry usually a meeting for parents/carers of all children who will be joining the Primary School in September would be arranged with the Reception Unit staff and the Headteacher. However parents/carers will be given essential information by post and will be encouraged to share any queries or anxieties with the staff.

The majority of children transfer from our Nursery Unit. We aim to ensure that their transition from Nursery to the Primary School is as smooth as possible. Usually we arrange

opportunities for children to visit the Primary School during the term prior to entry and for the Reception unit staff to visit the Nursery. Children due to transfer will also attend school assemblies and join in any other relevant gatherings.

PREPARING YOUR CHILD FOR PRIMARY SCHOOL

The first few weeks in school for our youngest children are essentially a time for settling in, getting used to routines and socialising with other children. Please try to make your child as independent as possible.

Teach your child to:

- do up buttons and zips and put on shoes and socks;
- go to the toilet unaided;
- wash/dry hands properly;
- share with others;
- respect the rights and property of others;
- put away toys and games;
- wait their turn;
- listen to a story, watch a television programme or have a conversation with a question and answer time;
- talk by helping with shopping, baking, gardening etc. and discuss with him/her what you are doing;
- count familiar objects, handle money, Learn the names of colours, and name different shapes at home and in the environment;
- talk about the time of the day and days of the week;
- visit the local library or book shop;
- choose books with clear illustrations to look at;
- talk about the pictures;
- play all kinds of games.

Remember to read to your child as often as possible and allow time for stopping to discuss the pictures along the way. Praise your child often. This will boost his/her confidence as a Learner and help him/her to want to learn more. Make learning fun!

THE SCHOOL CURRICULUM

The curriculum experienced by pupils in our school is delivered through a range of exciting themes which supports pupils to develop the four purposes which is at the heart of everything we do. Our curriculum enables pupils to become:

- Ambitious, capable learners, ready to learn throughout their lives
- Enterprising, creative contributors ready to play a full part in life and work
- Ethical, informed citizens of Wales and the world
- Healthy, confident individuals, ready to lead fulfilling lives as values members of society.



These purposes are developed across six areas of learning:

- Health and Well-being
- Expressive Arts
- Humanities
- Languages, Literacy and Communication
- Mathematics and Numeracy
- Science and Technology.

We develop our pupils' literacy, numeracy and digital competency skills across the curriculum in everything that we do. We use 'real-life' experiences to challenge and enable our children to make connections within and across learning experiences, combining a variety of experiences, knowledge and skills.

In fulfilling these, we set high expectations for all, promote individual and collective well-being, tackle ignorance and misinformation, and encourage critical and civic engagement. Through having high expectations, we want all our pupils to become the very best they can be.

School Activities

During the course of an academic year a variety of class assemblies, concerts, religious services, educational visits and fund-raising events are organised involving children, teachers and parents/carers. Your attendance at, or your assistance with, any of these activities is extremely welcome and appreciated. When/where possible as school life allows.

Educational Visits & Performances

During the year, educational visits may be arranged, which involve taking children off the school site.

In all cases, parents/carers will be fully informed of the purpose and nature of the visit and will be asked to complete a 'Adult Consent' slip to verify that they agree to their child participating in the visit. Children are not allowed to participate unless the form is signed and returned to school.



Under the new Education Reform Act, we can only ask for voluntary contributions for visits and performances. If these do not cover the cost, the visits or performances may not go ahead.

Jewellery

Children are allowed to wear stud earrings, but no other form of jewellery is permitted in the interest of health and safety and for reasons of security. We kindly ask for your support in this matter.



HOME-SCHOOL PARTNERSHIP

We welcome and encourage the involvement of parents and carers in supporting their child's education. We firmly believe that children's education is enriched through close liaison and co-operation between home and school.

We understand that parents and carers have many commitments and responsibilities and may find it difficult to have regular close contact with the school. However, there are a number of ways in which the partnership can be maintained and some of these are outlined below.

Home-School Agreement

It is a statutory requirement to have a written Home-School Agreement explaining the respective responsibilities of the school and parents/carers in raising standards. The aim of the agreement is to provide a framework for the development of the partnership between home and school, and all parents and carers are issued with a copy of the agreement when children are admitted to school.

Mutual Home/School Respect

We aim to treat everyone professionally and with respect. The governing body together with the LA will not tolerate abusive or violent behaviour towards their staff and will take appropriate action if it occurs; A Parent / Guardian Code of Conduct exists to ensure that expectations are clearly communicated with our school community.

Communication

All parents/carers are required to provide the school with up-to-date contact telephone numbers and addresses of persons who can be contacted by the school, should the need arise. It is very important that the school is notified of any changes immediately.

If the school has any serious concerns about your child's welfare, progress or behaviour, you will be contacted immediately and invited to discuss the nature of the concern with the teacher or headteacher and also on the website, twitter and SCHOOP.

Regular newsletters are provided to parents and carers outlining any news or events for the term. These are sent out fortnightly using Schoop app.

Each year a report is produced by the Governing Body and can be viewed on our school website.

Parents/carers receive a written report of their child's progress at the end of the school year.

The school website offers parents/carers an opportunity to receive updated information about school activities on a regular basis.

The school has also adopted a text messaging and emailing service in order to communicate efficiently with parents/carers. Messages are delivered to the first contact number provided.

We use the free SCHOOP app as our main platform for communication with parents/carers. This is a very straight forward method of communication between school and home where you will receive up to

date information about things going on at school. The app can easily be downloaded onto tablets or mobile phones. Our **SCHOOP ID is 10411**.

Family -Teacher Consultations

Parents/carers will be formally invited into the school to review their child's progress.

At all times during the year, teachers are available for consultation which are typically held at the end of the day. Dates and times are offered through our booking system to ensure the date and time is mutually convenient for both parent/carer and teacher. If you need to discuss your child's progress, or to inform the teacher of any matter which may have an impact upon your child's progress and well-being at school, please contact the main office, who will arrange an appointment for you.

Teachers routinely speak with parents/carers at the end of the day, should the need arise. Parents/carers are encouraged to avoid asking to speak with teachers at the start of the school day, since teachers need to devote their entire attention to all the children in their class at this time. If there is important information to be conveyed to the teacher we ask that you either phone our admin staff in the office, who will relay the message or email the school directly.

The Headteacher is always willing to discuss any matter with parents/carers. Whilst every attempt is made to see parents on request, a telephone call must be made to arrange an appointment is often advisable

Sharing the Curriculum with Parents/Carers

All teachers issue parents/carers with information relating to the topics being taught regularly throughout the year including a Year Group Newsletter at the beginning of each term. In addition to this, an informal 'Meet the Teachers' event is organised at the beginning of the autumn term for you to meet your child's class teacher and see their new classroom.

You will have regular opportunities to come into school to see the curriculum in action where your child will be able to share their learning with you.

Parental/carer Helpers in School

We believe that parents/carers can bring valuable help, support and expertise into the school. We welcome parents/carers who would like to help in any way. In the past, parents/carers have helped with art and craft activities, Literacy and Numeracy games, computer work, environmental work in the garden, general display and classroom tasks. If you are available to help in any way, please let us know. No experience is required but all voluntary helpers have to undergo a "Disclosure and Barring Service" check.

Friends of Rumney Primary School (FORPS)

We are fortunate to have a Parent Teacher Association. The aims of the association are to co-ordinate and organise fund-raising and social events for parents/carers, teachers and children. The funds raised are used to purchase equipment which would not be provided by the Education Authority. The contribution of the FORPS to the quality of school life is greatly appreciated.

We urge all parents/carers to support the functions organised by our FORPS. It will help you to get to know other parents, staff and the school and will also raise funds for the benefit of all the children. If you would like to help with any aspect of the organisation of FORPS events, they would be delighted to hear from you.

INCLUSION/EQUAL OPPORTUNITIES

At Rumney Primary School we are committed to providing the highest standard of education for all pupils. We believe that all pupils have the right to Learn in an atmosphere which respects diversity of race, ethnicity, culture, social class, religion, gender, gender orientation and disability. Through the school ethos, curriculum and carefully chosen resources, we make every effort to promote mutual understanding and respect. We are opposed to all forms of prejudice and discrimination and we will immediately challenge any racist behaviour.

Disabled Pupils



In the event of admission of a child with disabilities, the school and the Governing Body will make every effort to ensure full access to the curriculum by making any reasonable adjustments in accordance with the Equality Act 2010. We also attempt to involve disabled pupils, staff, parents and others in our policy making and include disability equality considerations at strategic, management and classroom level.

Achievement & Inclusion

Every child is an individual and, at certain times in their school life, some children may require some additional support particularly if they are very able or of low ability. It may be necessary for our school based Additional Learning Needs Co-ordinator (ALNCO) to intervene to offer additional support.

Alternatively, specialist support may be sought from an outside agency such as an educational psychologist, speech therapist or specialist teacher. If we feel that your child would benefit from any additional intervention, you will be invited to discuss his/her individual needs with the Additional Learning Needs Co-ordinator. You will be regularly involved in reviewing your child's progress and supporting their needs in consultation with the Additional Learning Needs Co-ordinator and other appropriate professionals.

CHILD PROTECTION

School has a statutory duty to safeguard and promote the welfare of all children. This responsibility necessitates child protection policy and procedures. In the event of serious concerns about a child's welfare, physical or emotional, it is the duty of the Headteacher or Deputy Headteacher as the school Child Protection Officers, to make a referral to the appropriate partner agencies in order to ensure the protection of the child.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

SCHOOL UNIFORM

The children are encouraged to wear school uniform to show that they are proud to be part of Rumney Primary School community – ready and eager learners. Please ensure that your child wears school uniform to school every day. Our school uniform consists of the following:

Winter

Grey or black trousers or skirt, white shirt, blouse or polo shirt, red sweatshirt or cardigan with the school logo.

Summer

Grey or black trousers, shorts or skirt, white shirt, blouse or polo shirt, red sweatshirt or cardigan with school logo or Red and white striped or gingham dress.

Sports Kit – KS2

Shorts or tracksuit, house colour T-shirt (red, green, blue or yellow), trainers.

We encourage parents and carers to work with school in children wearing black shoes or trainers to school.

Please ensure that your child is dressed suitably for outdoor play in all seasons. High heels and very open sandals can be a safety hazard in the playground are discouraged and should be avoided. A waterproof coat will be needed throughout the year. Please put your child's name on all garments.

Uniform Purchase

School uniform cannot be purchased from school but can be ordered from our supplier YC Sports (Crwys Road, Cardiff). Trousers, skirts and polo shirts can be bought from various stores and supermarkets. They also sell House colour t. shirts for P.E.

ATTENDANCE / ABSENCE

High attendance and punctuality is a priority at Rumney Primary School. Attendance at school is compulsory – it is a requirement that all absences are confirmed by parents/carers and recorded in the child's records.

We rely on parents to ensure that children are absent only for genuine reasons. It is expected for all children in Wales to achieve **at least 95% attendance which means no more than 5 days missed over a whole year.**

Rumney Primary School operates a first day notification of absence system. Parents/carers of pupils who are absent from school are expected to contact the school before 9.30 a.m. on the first day of absence, to provide the school with a reason for absence.

A written letter or appointment card is required if your child has to leave school for an appointment e.g. dental or medical. If your child is absent from school and a reason for absence has not been received by 9.30 a.m., the school will make contact by telephone or text message to establish the whereabouts of the

child and the reason for absence. This is to ensure the safety of the pupils in our care and ensure that children have access to the education system that is theirs by right on a regular basis.

Unexplained absences or patterns of absence and/or punctuality are investigated by the school and our School Attendance Officer will become involved if necessary.

10 unauthorised sessions within 1 term will result in a warning for a Fixed Penalty Notice.

In all classes, letters are distributed to parents/carers of children whose absence falls below 95%. From this time onwards we monitor your child's attendance records closely and work with you to achieve improved levels of attendance.

PUNCTUALITY

Parents are encouraged to make every effort to be punctual. It is very important that all children arrive on time as it helps to set standards and ensures that children do not miss out on important instructions and information for the day ahead.

All parents are expected to ensure that children arrive punctually at school by 8.55 a.m. in the Foundation Phase and KS2 departments and 9.00 a.m. or 12.30 p.m. in the nursery unit. In extenuating circumstances, if a parent brings a child to school after external doors have been closed, the main entrance door has to be used.

The school is obliged to keep a record of the reason for late attendance. If a regular pattern emerges the School Attendance Officer will intervene.

Children who arrive 30 minutes after the start of the session will be marked as an unauthorised absence as will all absences without explanation.

MEDICAL INFORMATION

If your child has a medical condition, it is vital that the relevant information is written on the admission form. If this is a condition requiring specific management and awareness on a regular basis, such as severe asthma or diabetes or alternatively, a condition which may present as an emergency such as severe allergy or epilepsy, parents should discuss this with the school nurse. She will support the school in preparing a Healthcare Plan for your child and arrange for any relevant information or training to be provided for staff.



All Reception children have a health review with the School Nurse, which may lead to a full medical if necessary. Hearing and eye tests are conducted periodically by the School Nurse. These have not taken place due to the pandemic. Further information will be shared in September.

Class teachers do not administer medication to children. However, **prescribed medication for an on-going medical condition** can be administered following the completion of a written consent form.

Please note that all medicines should be clearly labelled with the name and address of the child, the dose and the times of administration of the dose, and that the child should not be entrusted with carrying medicines to school each day. **Medicines should be delivered to the office and collected by a parent or other responsible adult.**

Medicated sweets such as 'Tunes' or 'Locketts' are not to be brought into school. If taken in the playground, they could present a choking hazard. Lip balms, handwash products and sun creams are not allowed in school. During very hot periods in the summer term we request that parents apply long lasting sun cream before the start of the school day. Sun shelters and shaded areas have been created on site to avoid excessive exposure to sunlight.

Requests for children to stay in from play are usually discouraged. We believe that if children are well enough to be in school, a short time in the fresh air is beneficial for them.

HEADLICE

Parents/carers are asked to check their own children regularly for headlice - daily if possible.

Parents/carers are requested to inform the school as soon as possible if headlice are found.

When a case of head lice is reported, the school will send out letters to all parents in the class to ask them to check immediately and to treat the hair if necessary. If head lice are found, it is important to treat all family members. It is also important to check your child's hair on the day that the letter is sent out. If lice are visible, it is possible to obtain treatment free of charge from your G. P.

Please be assured that there is no 'stigma' or disgrace attached to having head lice. By working together, we will be able to reduce the incidents.

HEALTHY SCHOOLS

We encourage the children to eat and drink sensibly as part of our healthy schools initiative.

School Meals

School meals will be free to all pupils in Reception classes from September 2022 should they wish to take up this offer and for all Year 1 and Year 2 pupils from April 2023. This will be rolled out to the rest of the school in due course.

The cost of a school meal is currently £2.60 per day, £13.00 per week.

All school dinners must be ordered in advance via Parent Pay. The school will provide each parent / carer with a unique username and password to set up their Parent Pay account.

Please Note: It is important to set up a Parent Pay account even if your child doesn't have school dinners, as we use this method to collect money for school trips, snack money etc. throughout the year.

If you believe your child is entitled to free school meals before the roll out for their year group, please contact the Free Meals Section at County Hall on 20871071 or e-mail:

Freeschoolmeals@cardiff.gov.uk.

If your child is not entitled to receive free meals, we regret that the school is unable to provide a meal if payment has not been received in advance. However, if there are extenuating circumstances please discuss with the headteacher.

Should your child prefer to bring a packed lunch, it should contain a reasonable amount of healthy food and a drink of fruit juice or water. Glass bottles or containers are not allowed for safety reasons and again sweets and chocolates bars are not permitted. We ask that no nuts, or nut products are included in your child's packed lunch as we have children in school that have severe nut allergies.

All lunch boxes should be clearly marked with your child's name and class for easy identification.

During the lunch time break the children are cared for and supervised by our dedicated team of midday supervisors. The Headteacher and/or senior members of staff are also always available.

The organisation of school meals, and the supervision of the children during the lunch break, depends entirely on close co-operation between the teacher on duty, kitchen staff, midday supervisors, children and parents.

Children who are in school at lunchtime must not leave the premises.

Break Time Snacks

Nursery Unit: Milk is provided free of charge for all nursery children. We do kindly ask for a contribution so that fresh fruit can be provided at snack time as well as ingredients for cooking activities, picnics and parties. You will be asked to make a payment each half term. You will be notified at the start of the Autumn term how much you will be asked to contribute and pay using Parent Pay.

Foundation Phase: Milk is provided free of charge and water is also available. Children are asked to bring one piece of fruit daily to eat during morning break. **Sweets, chocolates, biscuits and crisps are not permitted. We do not allow fizzy drinks or fruit squash in school.**

KS2: Children are encouraged to bring fresh fruit to school daily to eat during morning break. **Sweets, chocolate, biscuits and crisps are not permitted.**

Please ensure that your child brings a filled plastic water bottle to school from which they can drink during lesson time. **We do not allow fizzy drinks or fruit squash in school.**

Breakfast Club

Breakfast has long been recognised as the most important meal of the day and our Breakfast Club is intended to improve the health and concentration of the children.

Breakfast Club operates from 8.20 a.m. every morning for Foundation Phase and KS2 children. The Breakfast Club is free of charge and children are provided with a nutritionally balanced breakfast.

Parents have the opportunity to choose which days they would like their children to attend but all children have to be in Breakfast Club by 8.35 a.m.

SAFETY & SECURITY

Entry to School Site

Parents/carers and children should enter the site using the pedestrian access and footpath by the crossing on Wentloog Road. The Foundation Phase and KS2 entrance driveways are for **vehicle and visitor access only**. If you do bring your child to school by car please do not park on the yellow lines or near green cones on Wentloog Road, or where you would cause an obstruction or danger to children and adults.

Car Parking

Our school is situated on a very busy road where local residents live and need access to their private driveways. Cars must not be parked obstructing neighbouring driveways. We expect parents and carers to work with us to keep all children safe. Cameras now in force on Wentloog Road.

Please do not park cars directly outside the main gates on Wentloog Road. This creates a hazard for which the Local Authority cannot accept responsibility. To prevent possible accidents parents/carers are asked to park well away from the zig zag lines or green cones and also to ensure that children use the pedestrian gate and walkway to avoid a serious accident. **Please note that the school car parks are for staff and visitors to the school and are not for parental use.** We especially ask that parents/carers do not access these car parks when dropping children off at Breakfast Club as this is the time staff arrive and congestion or accidents could occur.

Security & Fire Safety

Every effort is made to ensure that the school building is as secure as possible. All doors have automatic locking devices and entry can only be gained by using the intercom system in the main entrance.

All parents/carers entering or exiting the school buildings are reminded to use the main entrance only.

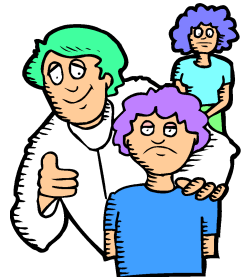
In order to maintain the highest possible level of security, the school operates an electronic signing in system. All visitors and parent/carers helpers are required to sign in at reception on arrival where a visitor's badge will be issued and sign out before leaving the school building/site.

In the event of an emergency, locks on all the external doors are automatically released upon activation of the fire alarm system. Children are then evacuated onto the pre-arranged assembly points, where a roll call is conducted to ensure that everyone is present. Once a term, a fire drill is conducted, in line with LA guidelines. CCTV cameras are also in operation.

SCHOOL RULES AND DISCIPLINE

Every community needs clear, enforceable rules in order to protect people and property and to ensure an efficient organisation.

At Rumney Primary School we aim to treat all children with respect and courtesy and we expect children to respond in a like manner. It is vitally important that there is effective communication and co-operation between school and home to assist children in their development of self-discipline and understanding of behaviours that are not acceptable.



Whenever possible, we foster self-discipline by adopting a positive attitude. Expectations are made explicit through simple rules that are regularly re-enforced.

Every member of the teaching and non-teaching staff has a responsibility to promote good behaviour but overall discipline is the responsibility of the Headteacher.

Where there is a pattern of unacceptable behaviour, pupils will be disciplined and privileges withdrawn. In serious cases parents/carers will be invited to the school and will be asked to co-operate in enforcing acceptable standards of behaviour. The ultimate sanction is a period of exclusion of a pupil by the Headteacher, which is permanently recorded and reported to the Governing Body and Local Authority.

If we are concerned about any aspect of your child's behaviour or attitude to work we will involve you as parents/carers, so that all concerned can work together to help resolve the situation.

School Rules

Please help us make children aware of these rules and co-operate in their enforcement:

Be Safe

Be Respectful

Be Ready

SCHOOL REGULATIONS

- To help us to provide the best possible education within an environment where **all children** feel happy, safe and secure, parents are asked to co-operate with the following:

- Courtesy to others and good manners are expected at all times. Dangerous, racist, or aggressive behaviour and bad language are not acceptable and will not be tolerated. Children or adults who engage in such behaviour will be reported to the headteacher and action will be taken in line with school policy.
- Children should arrive punctually at school by 8.55 a.m. and not before 8.45 a.m.
- Children should not be in the school buildings before school starts.
- Dogs are not allowed on the school site.



- Smoking is not allowed anywhere on the school site.
- Children should not wear jewellery to school, as there is a potential danger during P.E. and general play.
- Children must not bring toys or games to school, except with special permission e.g. as part of a class project.
- Foundation Phase children should be brought to the school door at the start of the day and collected from the school door at the end of the day by an adult.
- The school will only release a Foundation Phase child to an adult other than their parent/carer if the school has been notified by the parent/carer in advance.
- No child will be released to a person who is, or who appears to be, under the age of sixteen years.
- If a teacher is unsure of the identity of an adult collecting a child, the child will not be released until the known parent/carer has been consulted.

Anti-Bullying Policy

At Rumney Primary School, we are committed to providing a caring, friendly and safe environment for all our pupils so that they can learn in a relaxed and secure atmosphere. We believe that bullying is wholly unacceptable and that it damages children.

We define bullying as: action taken repeatedly by one or more children with the deliberate intention of hurting or threatening another child, either physically or emotionally.

We do all we can to prevent bullying and to ensure that the ethos of our school is such that bullying is not tolerated. All adults and children have a responsibility to challenge hurtful behaviour, no matter how trivial, and to report it to an appropriate member of staff.

We encourage self-discipline, awareness of safety, mutual respect and care and kindness for others. It is our aim that every member of the school community should feel valued and respected, and that each person is treated fairly and well.

We have a clear policy and well established procedures for promoting positive behaviour. Children are made aware of what is and is not acceptable behaviour, and all staff share a corporate responsibility to promote the standard of behaviour that we expect from our children.

In cases of serious bullying the incident is recorded by the Headteacher, and parents/carers of all children involved are informed. Support is provided for the victim. If possible, the pupils will be reconciled. A copy of our policy is available for viewing on request and can be found on the school website.

Our school is committed to eliminating any unlawful discrimination on grounds of Race, Gender, Transgender, Religion or Belief, Disability or Sexual Orientation, Pregnancy or Maternity, Marriage or

Civil Partnership by creating an environment where every individual, regardless of ability or background, is able to participate and is valued fully as a member of the school community. Being opposed to all forms of discrimination and prejudice we promote a positive attitude towards differences and expect respect for people of all backgrounds.

The School's Strategic Equality Plan and Annual Equality Report are available on the school website or on request.

DATES FOR THE YEAR 2022/2023

Term	Term Beginning	Half-Term Beginning	Half-Term Ending	Term End
Autumn	Monday 5 th Sept 2022	Monday 31 st Oct 2022	Friday 4 th Nov 2022	Friday 23 rd Dec 2021
Spring	Monday 9 th Jan 2023	Monday 20 th Feb 2023	Friday 24 th Feb 2023	Friday 31 st Mar 2023
Summer	Monday 17 th April 2023	Monday 29 th May 2023	Friday 2 nd June 2023	Friday 24 th July 2023

Designated INSET Day

Monday 5th September 2022

Friday 11th November 2022

Friday 17th February 2023

Monday 17th April 2023

Two further INSET dates to follow

COMPLAINTS PROCEDURE

The Governing Body has approved the document setting out the arrangements for Cardiff County Council in respect of the County Complaints Procedure. It is summarised below as follows: -

Stage 1 Informal complaint to Headteacher and staff of the school.

Stage 2 Written complaint to the Headteacher when an informal complaint has not been satisfactorily resolved.

Stage 3 Written complaint to the Governing Body stating that the complaint has not been satisfied at stages one and two.

Stage 4 County Council Review, if the outcome of stage three has not secured a resolution of the problem.

Stage 5 National Assembly Review.