

# Durand Primary School Handbook



*'Learning Together, Achieving Together'*  
*'Dysgu Gyda'n Gilydd, Cyflawni Gyda'n Gilydd'*



***Welcome to  
Durand Primary School***

**Durand Primary School**

Alianore Road

Caldicot

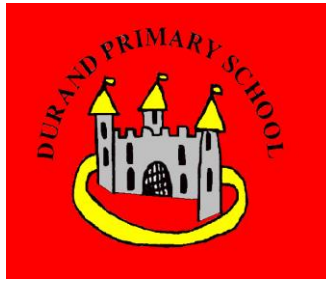
NP26 5DF

Telephone: (01291) 422296

Email: [durandprimary@monmouthshire.gov.uk](mailto:durandprimary@monmouthshire.gov.uk)

Website: [www.durand.wales](http://www.durand.wales)

## Welcome from the Headteacher



Dear Parents / Guardians,

A very warm welcome is extended to you and your child from all the Staff and Governors at Durand Primary school. I hope that you will enjoy being part of our school community and that your son / daughter will remember their primary school with great pleasure and affection.

This handbook is intended to introduce our school to you, providing you with information regarding our aims, administration and general organisation. The handbook should answer any immediate questions and offer details which should prove helpful throughout the academic year.

We believe it is important that as a parent / guardian you feel welcome in the school. Education is a partnership between home and school with a shared responsibility based on trust and mutual understanding. The co-operation and participation of parents with our school in the education of their child is positively encouraged. A good relationship between school and home builds a child's confidence, aids their learning and helps them to fulfil their potential in all areas.

This is a happy vibrant school where all children will be given the opportunity of learning in a caring, supportive and stimulating environment. We aim to give your child the opportunity to develop to their full potential intellectually, morally, socially and spiritually.

Our welcome to you and your child is warm and on-going and we invite you as parents to support us in our work. We also welcome any expertise or assistance you may be able to offer us in delivering the best possible opportunities for our pupils.

I am always willing, as are my staff, to talk to parents at any mutually convenient time. I look forward to a very happy and effective association over the coming years.

Yours sincerely,

Mrs. Allison Waters  
Headteacher

## **Governors Welcome**

Dear Parents / Guardians,

On behalf of the Governing Body I would like to reiterate our Headteacher's welcome to new parents and to thank existing parents for their continuing support. I am sure that you will find this latest edition of the prospectus useful and informative not only now but as the school year progresses.

We are very proud of Durand Primary School. Our staff are highly motivated, caring and professional in all aspects of education and under the leadership of our Headteacher, Mrs. Allison Waters, I am fully convinced our children will receive the help, guidance and support they need to in order to achieve their full potential.

All of the Governors actively support the Headteacher and school personnel in achieving the school's aims and objectives whilst constantly seeking to improve standards across the curriculum. As Governors we all have particular responsibilities and are frequent visitors to the school.

Our children's education is an essential foundation stone for the rest of their lives. We are committed to providing them with the highest standard of teaching and learning in a safe caring environment in which they will receive a thorough, rounded and totally enjoyable education during these their formative years.

We look forward to achieving this with your assistance and support.

Yours sincerely,

County Councilor Jim Higginson  
Chair of Governors

## Mission Statement & School Aims



*'Learning Together, Achieving Together'*  
*'Dysgu Gyda'n Gilydd, Cyflawni Gyda'n Gilydd'*

### **Mission Statement**

**We encourage each individual to realise their full potential by working together.**

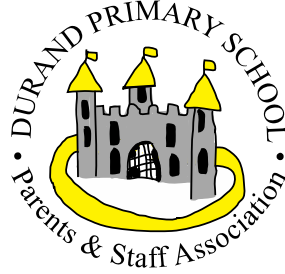
### **Vision Statement**

***We will provide all pupils with the very best education.***

The family of Durand aims to:

1. Provide first class curriculum provision where standards are high and pupils achieve their maximum potential.
2. Help pupils develop lively enquiring minds and acquire skills for lifelong success.
3. Promote and support pupils and staff physical and emotional well-being enabling all to fulfil a healthy lifestyle.
4. Promote an ethos where all pupils and staff feel happy and confident to further develop their learning.
5. Build upon individual and whole school strengths and celebrate all achievements.
6. Encourage pupils to care for and to respect the environment in which they live.
7. Provide an attractive, safe and stimulating environment that promotes fun, creativity and learning using a wide range of resources.
8. Encourage everyone to respect individuality and difference in others.
9. Work in partnership with parents, carers, governors and other professionals to develop and sustain positive relationships.
10. Encourage and further develop community links fostering global citizenship.

## Parent Staff Association



The Parent Staff Association of Durand Primary School is a home-school association and membership is automatic for all parents, guardians and carers of a pupil currently attending this school. Also involved are members of the teaching, non-teaching and support staff presently employed by the school. The association provides the opportunity for you to get involved with your child's education and activities within the school.

Our principle objectives are:

- To provide a vital link between home and school for the benefit of your child.
- To be involved in the organising of activities and fund raising events which in turn support the community of the school.
- To utilise the funds raised to provide facilities or equipment in addition to those provided by the local education authority.
- To inject energy, enthusiasm and understanding of the school in the organisation of fetes, discos, various sales, social functions and countless other occasions when home and school are brought together.

The present committee is as follows:

Chair	Mrs. Helen Seymour
Vice Chair	Mrs. Caroline Middleton
Treasurer	Mrs. Taneyha Thomas
Secretary	Mrs. Jo Shinton

New ideas are welcome from all our members. We need everyone to get involved in whatever way they can so please come to our informal meetings which are held each half term. We are all here to work together to enhance the educational opportunities for our children. It can be really great fun helping out and a most enjoyable way of getting to know your school better.

I look forward to seeing you all at our next meeting.

Best Wishes

Parent Staff Association

## School Description

### Durand School

Durand Primary School was opened in 1973 and was originally of an open plan design. However, during the 1991/92 academic year the building was completely remodelled into separate classrooms. Further re-modelling took place in 2003 when the cloakroom areas were removed to provide additional learning areas and all the external doors and windows were replaced with a modern, safe and colourful system. The school is situated along the B4245, 'bypass', through Caldicot and is very fortunate to have extensive grounds with a very well established Forest Area.

As part of the Monmouthshire Local Authority strategic review it was planned that Durand Primary will be a 210 place Primary school with a 60 place nursery unit meaning that we will be able to expand our provision from 4-11 year olds to 3-11 year olds. As a result of these changes, in September 2008, the school saw the opening of a new nursery unit adjacent to the main entrance at the side at the school. The nursery is a 60 place nursery, 30 pupils in the morning and 30 pupils in the afternoon. This was a very exciting development for the school.

The current school roll is approximately 208 pupils in the main school with 56 Nursery pupils (depending on movement of families in an out of the area).



## School Staff

Head teacher:	Mrs. A. Waters
Deputy Head teacher:	Mr. A. Moses
Teachers:	Mrs. J. Dunn Mr. W. Marangon Miss L. Collins Mrs. C. Sisson Mrs. L. Johns Mr. R. Wilks Mrs. L. Wilton
HLTA:	Mrs. K. Noblet Miss. S. Ley Mrs. A. Brunnock
Classroom support:	Mrs. K. Hooper Mrs. S. Dolbel Mrs. C. Middleton Mrs. L. Tyrell Mrs. W Collier Mrs. A. Davies Mrs. G. Dudley Mrs. L. Furley Mrs. B. Hunt Mrs. A .Manship Mrs. S. Edwards Mrs. M. Salisbury Miss K. Goff
School Administrator:	Mrs. S. Williamson
Caretaker:	Mr. S. Edwards
Cleaners:	Mrs. S. Sealey Mr. J. Sealey Mrs. C. Hill



Senior Lunch Supervisor: Mrs. L. Adams

Cook: Mrs. J. Barlow  
Canteen Assistants: Mrs. S. Marsh

Peripatetic Woodwind: Mrs. B. Linton  
Peripatetic Violin: Mr. N. Stone  
Peripatetic Percussion: Mr. A. Lucas  
Peripatetic Guitar/Celtic Band: Mr. D. Stewart  
Peripatetic Guitar: Mr. D. Griffiths  
Peripatetic Ukulele: Miss A. Griffiths

***Other Important Contacts:***

School Health Nurse: Mrs. J. Carlson (01291 426729)

Education Welfare Officer: Mrs. H. Jones

Chief Officer for Education: Mr. Will McLean  
Chief Officer for Children and Young  
People,  
Monmouthshire County Council,  
@ Innovation House1,  
Wales 1  
Magor,  
NP26 3DG  
Telephone: (01633) 644644

## Governing Body

The full Governing Body meet at least twice each term and more often if special meetings are called.

They are very supportive, involved and committed to the progress and development of Durand Primary School. They actively demonstrate this through their attendance at meetings, their individual contributions made at sub-committee meetings and their involvement in the day to day activities in the school. All governors attend regular training events which are organised by the Education Achievement service Governor Support team.

The Governing Body sends out an Annual Report to parents which summarises its work and that of the school in the previous twelve months. One report per family is supplied.

The current membership of the Governing Body is shown below.

Chairperson of Governors:	C. Cllr Jim Higginson
Vice Chairperson:	Mr. Mike Sage
LEA Governors:	Mrs. Vanessa Barnett
Community Governors: (Appointed by Governing Body)	Mrs. Sue Millar Mr. Henry Higgins Vacancy
Parent Governors:	Ms. Ceri Middleton Mrs. Lucinda Lund Mrs. Emma Wilcox Dr. David Price
Community Governor: (Appointed by the Community)	Mrs. Maria Stevens
Teacher Governor:	Mrs. Lisa Wilton
Non-Teaching Staff Governor:	Mrs. Sian Dolbel
Headteacher:	Mrs. Allison Waters
Clerk to the Governors:	Mrs. Sue Hall

## Session Times and Term Dates

### School Session Times

<b>Infants Foundation Stage</b>	9.00am-12.00pm 1.00pm-3.10pm
<b>Junior Key Stage 2</b>	9.00am-12.10pm 1.00pm-3.10pm
<b>Daily Collective Worship:</b>	10.15am-10.35am
<b>Breaks: Morning FP and KS2:</b>	10.35am-10.50am
<b>Afternoon FP only:</b>	2.30pm-2.45pm

At the start of each school day we open both the infant and junior entrance doors from 8.50am for our pupils to enter school. A member of staff will be available on each door to accept any messages; these will be passed on to the relevant class teacher. No pupil should be on site before 8.50am as we are unable to assume responsibility for them.

At the end of the school day, teachers will dismiss younger pupils from classroom doors and older pupils from the junior entrance door.

### Term Dates

<b>Term</b>	<b>Begins</b>	<b>Half Term Begins</b>	<b>Half Term Ends</b>	<b>Ends</b>
<b>Autumn</b>	<b>Monday 02.09.19</b>	<b>Monday 28.10.19</b>	<b>Friday 01.11.19</b>	<b>Friday 20.12.19</b>
<b>Spring</b>	<b>Monday 06.01.20</b>	<b>Monday 17.02.20</b>	<b>Friday 21.02.20</b>	<b>Friday 03.04.20</b>
<b>Summer</b>	<b>Monday 20.04.20</b>	<b>Monday 25.05.20</b>	<b>Friday 29.05.20</b>	<b>Monday 20.07.20</b>

May Day – Monday 4<sup>th</sup> May 2020

School closure for Teachers' In Service Training – 5 Days

Parents will be notified of training days, when teachers must be present in school.

# School Admissions

## Starting Primary School

Starting Primary School is one of the most important events in a child's life. If you wish to apply for a place at a Monmouthshire Primary School for your child you will need to contact:

**The School and Student Access Unit,  
Monmouthshire County Council,  
@ Innovation Housel,  
Wales 1  
Magor,  
NP26 3DG  
Telephone: (01633) 644644**



Parents considering applying to the school for the admission of their child/children are most welcome to visit the school when it is in session. Please contact the school to make an appointment.

## Transferring Between Schools

If you decide to move your child/children between schools during the academic year you will need to apply for your preferred school to the above address and request a casual admission form.

## Transition

The transition from any primary school to the secondary sector is a very important period in any child's life. The Caldicot cluster have a well-established Transition Plan that we use to ensure that the transition is as smooth as possible.

- Our Year 6 pupils visit the secondary school to work alongside their secondary colleagues;
- Encouraging continuity in curriculum, teaching styles and classroom organisation;
- The staff of the secondary school visit our school to discuss pupil's progress and to teach lessons whilst the pupils are still in their Primary setting.

## School Catchment

### Catchment Area

Pupils are admitted to the school at the beginning of the autumn term. This arrangement is subject to Monmouthshire County Council Admissions policy.

Pupils are normally expected to attend the school in whose catchment area they live, however, out of catchment applications may be submitted to the School and Student Access Unit.

Parents are able to check whether they live within the school catchment area on the Monmouthshire County Council Website as follows:

From 'Homepage' on top black bar click 'Education'

From list at the bottom of the page click 'Parent/Carer information'

From list click 'School Catchment areas'

Near bottom of the page click on 'interactive mapping service'

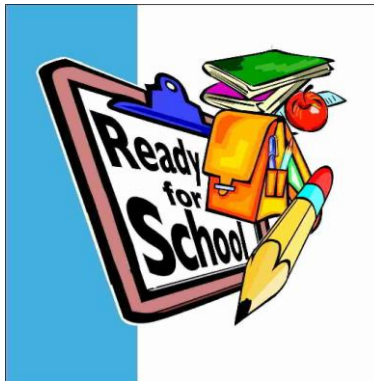
Enter address/postcode in 'Search for a location' box and click find

Click on 'My Nearest' and nearest schools as the crow flies will be listed

Click on 'Education Establishments' and your nearest school as the crow flies will be listed.

The Government's class size reduction initiative may have an impact on the ability to admit all of the applications.

Our Year 6 pupils will normally transfer to Caldicot Comprehensive School.



# Conduct

## Ethos

At Durand Primary School we develop and foster an ethos that is welcoming to everyone. The main principles of our ethos are for all our children to:

- **Be kind and caring to one another.**
- **Be friendly, polite and use good manners to everyone.**
- **Respect our school environment.**
- **Always be honest and truthful.**

## Conduct

The school has a Code of Conduct comprising of key rules that we use to reinforce appropriate behaviour so that people can work together with the common purpose of helping everyone to learn. Our rules have been written to enable us to achieve the Ethos.

We have rules which follow the same principles and criteria. They focus on directions (instructions), movement around the school, noise levels and pupil interaction with each other. These principles form the basis of rules which we have in place in certain areas e.g. the classroom, the yard, the hall and about the school.

### School Rules

1. **We do as we are told by an adult (Foundation Phase)  
Follow directions first time (Key Stage 2)**
2. **When moving around the school we walk at all times**
3. **We use quiet voices when moving around the school**
4. **Pupils keep their hands, feet, objects and unkind words to themselves**

## **Class Rules**

Class Rules are closely aligned with the School Rules and are set each academic year in negotiation with the pupils within a Class. The Teacher guides the pupils to produce rules in line with the four principles above. This is an example set.

- 1. Follow instructions first time**
- 2. Always walk around the classroom**
- 3. Use appropriate classroom voices e.g. this could be quiet time, partner voice, group/table or a class voice**
- 4. Pupils keep their hands, feet, objects and unkind words to themselves**

This enables each class to have it's own classroom rules which are agreed and signed by the children and displayed on the wall of the classroom.

## **Yard Rules**

- 1. Respond to the whistle quickly and sensibly by stopping and standing still on the 1<sup>st</sup> whistle, on the 2<sup>nd</sup> whistle walk to class lines**
- 2. Keep to designated areas during playtimes**
- 3. We remain on the yard unless given permission to re-enter the school building**
- 4. Pupils keep their hands, feet, objects and unkind words to themselves**

## **Lunch Rules**

- 1. Follow instructions given by members of staff**
- 2. Enter the hall in an orderly way and either sit at the table or line up sensibly**
- 3. Use appropriate inside voices in the dinner hall e.g. table voice**
- 4. Pupils keep their hands, feet, objects and unkind words to themselves**
- 5. Use good table manners**

Every child in the school knows the standard of behaviour that we expect in our school. If there are incidents of anti-social behaviour, the class teacher discusses these with the whole class.

## General Rules / Guidelines

The following general rules / guidelines have been put in place by the Governing Body to ensure the well-being and safety of all of our pupils:

1. Pupils should not enter school grounds before 8.50am. The school will not accept responsibility for any pupils on site prior to this. From 8.50am staff are available to supervise pupils.
2. Pupils are not permitted to use any of our outdoor equipment and no ball games are to be played on either yard before the start of school.
3. Only pupils with permission from a member of staff are allowed to remain in the school building during breaks. These pupils will be supervised.
4. The only jewellery permitted to be worn by pupils whilst at school is a wrist watch and one pair of stud earrings. Pupils must remove these items for all Physical Education lessons.
5. Electronic games, personal music players (I-pods, MP3 players), mobile phones and toys should not be brought to school without prior permission from the Headteacher or class teacher.
6. Pupils must not make use of the school grounds during evenings, weekends and in the holidays, unless they are part of a supervised club.
7. Chewing gum is not allowed in school at any time and no-one is allowed to eat or drink during lesson times, other than from water bottles provided.
8. No roller skates, skateboards, scooters or bicycles are allowed to be ridden on the school premises unless it forms part of a supervised activity e.g. Foundation Phase play and Year 5 Safe Cycling.
9. Parents and pupils should not bring pets on to the school site for Health and Safety reasons without prior permission from the Headteacher.
10. Smoking, including e-cigarettes, is not permitted anywhere within the school site in line with Monmouthshire County Council Policy.





## School Uniform

We have a school uniform that we actively encourage pupils to wear as we believe our uniform adds to the ethos of the school assisting with good behaviour and fostering a strong feeling of belonging amongst the children. School uniform is worn by all the pupils.

Our **school colour** is **red**.

**School uniform** consists of the following and can be obtained online at [www.myclothing.com](http://www.myclothing.com)

### Boys

White Polo Shirt  
Grey Trousers  
Red Sweatshirt / Fleece / Hoodie  
Grey shorts in Summer  
Black footwear

### Girls

White Polo Shirt  
Grey Skirt / Trousers /  
Pinafore dress  
Red Sweatshirt / Fleece / Cardigan /  
Hoodie  
Red gingham dress in Summer  
Black footwear

### Marking Clothes

Occasionally children lose or misplace articles of clothing. Please help us to locate them easily by **marking all garments** clearly with their full name. Rucksacks, bags, lunch boxes etc. can all look very similar and should also be clearly marked for identification.

### Outdoor Clothing

We attempt to allow the children to play outside during all breaks and it is therefore advisable to send them to school well wrapped up against the elements during the **winter** months and protected from the **sun** in the summer term.



## Physical Education

Indoor:

Black Shorts

House t-shirt – Wye/Blue, Monnow/Yellow, Severn/Green, Usk/Red

Outdoor:

Dark Tracksuit / Joggers and warm jumper / Sports Jacket

House t-shirt – Wye/Blue, Monnow/Yellow, Severn/Green, Usk/Red

Change of Trainers

## Swimming

Swimming Costume / Trunks

Swimming Hat

Towel

Goggles (optional)

Physical Education is a compulsory national curriculum subject and therefore all pupils are expected to participate in P.E. lessons unless a letter or medical certificate from a doctor has been received in school. Verbal reasons from a pupil are not acceptable. Pupils will be expected to change from their uniform into the appropriate P.E. dress for all P.E. lessons.

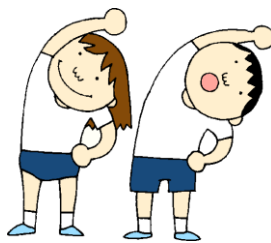
## Jewellery

**Jewellery such as rings, bracelets, necklaces should not be worn.** If childrens' ears have been pierced, only stud type earrings should be worn. This is an essential safety precaution. **Earrings must be removed for any physical activity** e.g. sport and swimming. Members of staff are not allowed to remove earrings. Parents of children who cannot remove their own earrings should remove them before the children attend school.

Watches of a reasonable size should only be worn by older pupils who can tell the time. School staff will not be required to waste valuable teaching time searching for lost items which are the responsibility of the child.

## Valuable Items

Valuables such as jewellery, toys and other personal equipment should not be brought into school. The school and the LEA cannot take responsibility for any mislaid or lost items.



## School Clubs and Sports

### Extra-Curricular Activities

At present we offer a variety of clubs at lunchtime and after school to Key Stage 2 pupils. These clubs are organised voluntarily, in their own time, by members of both teaching and non teaching staff and the range of activities will therefore vary from time to time.

Clubs running during the current academic year include:-

- Football
- Netball
- Drama
- Chess
- Choir
- Cricket
- Guitar
- Tennis

### Theatrical Events

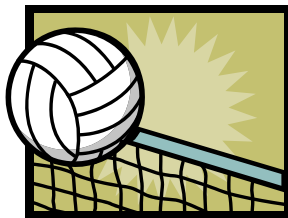
At Durand we have a tradition for taking part in the performing arts. We have a well established choir who often perform both in school and out of school either alone or as part of a larger choir. We hold an annual Music Concert to celebrate the talents of our many musicians who play a wide variety of different instruments. Our Drama club undertake a yearly production that is always well supported and produced to an extremely high standard. Previous performances have included 'Joseph and his Coat of many Colours', 'Beauty and the Beast', 'Oliver', 'The Jungle Book' to name but a few.

### Sporting Activities and Events

As a school we have a great sporting tradition. We have very successful football, netball, rugby, cricket and swimming teams who take part in competitive events.

We take part in the football and netball round robin tournaments, the Dragon Rugby tournament, the Asda Kwik Cricket tournament and the annual swimming gala to name but a few.

We aim to offer a wide range of sports to our pupils to enable them to have as many experiences as possible whilst they are with us.



## **School Committees and Groups**

### **School Council**

We have a very active School Council. Our School Council is composed of pupil representatives from each class which have been democratically elected by the pupils. Our School Council undertake a number of roles within the school as well as acting as a pupil voice.

### **Eco-Committee**

Our Eco-committee were formed in September 2007 and comprise of representatives from each class in the school. During their first year they were extremely successful achieving both the Bronze and Silver awards. We were awarded the First Eco-schools Green Flag in 2012, the Second Eco-schools Green Flag in 2014, the Third Eco-schools Green Flag in 2016 and the Eco-schools Platinum Award in 2019..

### **Junior Road Safety Officers (J.R.S.O.s)**

We have a well established and active JRSO committee. They partake in various road safety activities including undertaking traffic surveys and holding various road safety competitions.

### **Fairtrade Committee**

In October 2012 our Fairtrade committee 'Fairtrade Friends' was created. This group raises awareness of Fairtrade and promotes the use of Fairtrade goods and services. In April 2013 we achieved Fairtrade status and were awarded our Fairtrade Flag.

### **Heathy Schools Committee**

We have a very active Healthy Schools Committee with representatives from Year 5 and 6. One of our previous groups supported our school to achieve the Welsh Network of Healthy School Schemes National Quality Award. Our current committee are working on reaccreditation for this award. One of the many roles of this group is to encourage and reward children who have healthy lunch boxes.

### **Sports Ambassadors**

We have a team of Year 5 and 6 pupils who have attended training to become Sports Ambassadors. These pupils promote the positive message that physical activity develops a healthy body and also work with other children to teach games that they can play during recreation periods.

### **Digital Leaders**

We have a very active team of digital leaders with representatives from Year 2 up to Year 6. These pupils help support ICT throughout the school and are specially trained to undertake this task.

### **Super Ambassadors**

This is a new role within our school and we have two Year 6 pupils who are our Ambassadors. Their role is to champion the work of Sally Holland, Children's Commissioner for Wales, on the 'Rights of the Child'.

# The Curriculum

## Foundation Phase

The Foundation Phase was introduced in September 2008 for all pupils aged 3-7 years.

- ❑ Language, Literacy and Communication;
- ❑ Mathematical Development;
- ❑ Personal and Social Development, Cultural Diversity and Well Being;
- ❑ Welsh Language Development;
- ❑ Knowledge and Understanding of the World;
- ❑ Physical Development;
- ❑ Creative Development

## Key Stage 2

Our Key Stage 2 are taught using the revised National Curriculum now known as 'Curriculum for Wales 2015'. This is a more skills-based curriculum.

### English

Our English curriculum is literacy based and is split into the 3 areas of Oracy, Reading and Writing. In the early stages of development oracy is given high priority. As children progress through the school they need to develop their ability to both receive and communicate the written word. Our aim is that by the time the children leave us they are fluent readers, able to read for meaning and pleasure and write in ways that are appropriate for various occasions and purposes. These literacy skills will underpin their work in all other subject areas.

### Mathematics

Our numeracy sessions place a great emphasis on children developing mental calculation capabilities. We want our children to become competent in the four rules of number, able to apply them to measurement and have a thorough understanding of place value. We want them to become aware of the patterns and hence the rules that govern mathematics. At all stages a practical approach is adopted so that they can gain in confidence and apply mathematics to solve problems in their everyday lives and the world around them.

### Science

Science plays an important role in the primary curriculum. Within the Foundation Phase Science is taught as part of Knowledge and Understanding of the World. Science can widen children's awareness of the world around them and foster responsible attitudes for it. Science helps them to explore and understand more about the workings of the physical and biological world through first hand practical investigations. We also wish them to develop enquiring minds and be prepared to question what they see and find out.

### **Information Communication Technology (ICT)**

I.C.T. is taught to help children appreciate and become familiar with the technological world around them. Through our ICT curriculum children have the opportunity to develop a wide range of skills to prepare them for an ever changing digital world. They also use ICT to support and extend work in other areas of the curriculum.

### **Design Technology**

This subject provides an opportunity for children to develop their designing and making techniques with a variety of media. Through a range of practical experiences they can refine their ability to improve upon their initial models.

### **Art**

Through art all children can develop their visual awareness and perception of the world in which we live and express their personal experience and enjoyment of it through non-verbal and practical communication. It is important for developing children's imagination and for sharpening their observation of the world around them. In the Foundation Phase Art is part of Creative Development.

### **Geography and History**

Children are made aware of the geographical and historical aspects of Wales and the United Kingdom. They also study other peoples and times in order to acquire their own sense of "time and place". In the Foundation Phase these subjects form part of Knowledge and Understanding of the World.

### **Music**

Children have the opportunity to acquire a repertoire of songs, listen to various musical forms, play a variety of instruments and compose their own music.

### **Physical Education**

Children take part in regular P.E lessons to help them grow up healthy and develop their agility, physical co-ordination and confidence. Physical Education should encourage the development of the whole child.

### **Religious Education**

R.E. is taught in a non-denominational way and is compulsory for all children, as is assembly. R.E. includes learning about different religions and beliefs. We hope that R.E. will help to encourage a tolerant, caring and responsible attitude to the lives of our pupils. We hope to achieve these aims by giving pupils opportunities to develop awareness of the natural world, human relationships and the aspects of religion which they explore and to develop a sense of enquiry and curiosity about their experiences.

In R.E. we educate children about religion. In Durand school, RE and collective worship are based on broadly Christian beliefs, giving attention to the main Christian festivals. To reflect the facts that we live in a multicultural, multi ethnic society we also study other major world religions through their customs and festivals. Parents have the right to withdraw their child from RE and collective worship.

## **Welsh**

Our Welsh curriculum is split into the 3 areas of Oracy, Reading and Writing. A greater emphasis is given to Oracy throughout all Year groups. Pupils are given opportunities to respond and communicate in Welsh in familiar situations. They are encouraged to use incidental Welsh throughout the day. Pupils will be given opportunities to see Welsh around them presented in an attractive and interesting manner. Writing will reinforce oral work, strengthen pupils' language competence and bring greater variety to classroom activity.

## **Cwrricwlwm Cymreig**

Cwrricwlwm Cymreig is in evidence throughout most subject areas. The aim is to instil in the children an understanding and respect for the language, history, culture and heritage of Wales through stories, songs, music and history.

## **Personal and Social Education (PSE)**

This is taught through a cross curricular approach. Opportunities focus upon a pupils' growing awareness of themselves both physically and emotionally in the context of their relationships with friends and family and their immediate environment.

Emphasis is placed upon nurturing, self understanding and relationships with others in a positive and accepting environment in which pupils' self esteem is fostered, confidence and responsibility are developed and achievement is affirmed. We use the SEAL (Social and Emotional Aspects of Learning) programme to support our work in PSE.

Sex and Relationships Education (SRE) is taught at the appropriate level throughout the school from Reception up to Year 6.

## **Outdoor Education**

During Year 6 pupils have the opportunity to stay at one of the Gwent Outdoor Education Centres. In the past we have visited Hilston Park and Gilwern Outdoor Education Centres. These trips are enjoyed by all and provide the children with valuable experiences of teamwork, communal living and environmental education.

## **Homework**

To assist with their educational development children may bring home specific tasks to complete. We encourage parents to spend quality time with their children for a short session each day. Homework activities range from hearing children read words or books, playing games, completing specific subject worksheets or researching topics.

In Foundation Phase pupils will bring home reading words, reading books and later on spellings. They may also bring home specific homework activities.

In Key Stage 2 pupils will bring home reading books, spellings, tables and weekly homework activities.

## **Reading**

Reading has a very high status within the school and we seek to create fluent readers who value books. We actively encourage parents and children to enjoy reading and sharing books together. Where this is regular practice children make significant progress.

We place great importance on having a wide range and variety of quality books available around the school and in the library. Time is set aside for regular reading and children are given the experience of reading alone and together and they are encouraged to discuss these and make choices about their reading.

## **Collective Worship**

Assemblies or collective worship are held daily and are largely based on Christian principles and values. Stories from the Bible, from other religions and other lands, and with a moral basis are used. Concern for others less fortunate than ourselves and caring for our Environment are themes which frequently occur. School assemblies contribute towards spiritual, moral and social development of our pupils. They are relevant and enjoyable experiences through which pupils are encouraged to explore and reflect upon different experiences and feelings.

## **Assessment, Recording and Reporting**

All pupils are assessed by their class teachers on a regular basis.

Reception pupils will undertake activities on a baseline assessment during the first half term in the reception class. The teacher will be able to use the information from the assessments to plan their teaching to match the needs of the individual pupil.

At the end of Foundation Phase (Year 2) all pupils will be teacher assessed to a Foundation Phase Outcome and at the end of Key Stage 2 (Year 6) all pupils will be teacher assessed to a National Curriculum Level. This information will be reported to parents at the end of the Summer term.

Each year all pupils in Years 2 to 6 will be assessed formally in literacy and numeracy through appropriate tests.

An annual report to parents is sent out in the summer term.

## **Pupils with Special Educational Needs**

A broad, balanced and relevant curriculum is the entitlement of all pupils and to this end pupils with special educational needs are identified as soon as possible. We make every effort to meet their needs by using our own resources and those of other agencies.

Under the supervision of the Headteacher and Inclusion Manager, children with a greater or lesser learning ability are withdrawn individually or in small groups for support, either with the teacher or with support staff if school finances allow. Special arrangements are sometimes made for pupils for whom a "statement" of special educational needs has been issued by the local education authority. The SEN code of practice is implemented in this school and pupils are appropriately placed at the relevant stage of development. An IEP (individual education plan) is drawn up for these pupils and discussed and reviewed regularly with teachers, pupils and parents.



### **Pupils' Records**

The Education (School Records) Regulations 1989 re. Access to Pupil Records states that all parents have right of access to their child's records and assessments in school. Any parent wishing to view the records of their child should contact the Headteacher to arrange an appointment time.

### **Curriculum Complaints Procedure**

Durand Primary School operates an "open door" policy. Parents are encouraged to discuss problems and grievances in the first instance with the Headteacher, teacher or the Chair of the Governing Body. Section 23 of the Education Reform Act 1988 deals with formal complaints. In the rare instances where the matter cannot be resolved informally, the next stage is for it to be considered by the Governing Body as a formal complaint, if the complainant wishes to pursue the matter.

The school has a Complaints Policy available should any parent wish to see a full copy of this please contact the school office.



## General Information for Parents

### **Absence from School**

Parents / carers must telephone school to explain the reason for any absence. A message can be left on the school's designated absence line. Failure to do so will result in the absence being recorded as "unauthorised." The school must be informed of the absence by the start of the morning session i.e. 9 am

Persistent, unexplained absence will be reported to the Education Welfare Service.

If, for any planned reason, you require your child to be absent from school during term time, an 'Application for Term Time Absence' form must be completed by the parent. These are available from the school office administrator or may be downloaded on our website.

### **Late Arrival at School**

Persistent late arrival is unacceptable. It causes severe disruption to the day to day organisation of the school. Late arrivals must report to the main reception and sign the late book. Persistent late arrival will result in a referral to the Education Welfare Service.

### **Leaving School Early**

Sometimes parents ask for their children to be released from school early. We are always happy to co-operate with such requests. Children should be collected from the main entrance area and they should be 'signed out' for safety reasons.

### **School Security**

The security of pupils and staff is paramount. A door security system has been installed and is used when the office is manned. Visitors are requested to report to the office on entry into school and to sign the visitor's book. The only external gate that is open during the day is the tall green gate on Alianore Road.

### **Fire Drills**

These are carried out on a regular basis so that children know what is expected of them in the case of an emergency.

### **School Documentation**

The school has substantial documentation including numerous policies and long, medium and short term planning in all subject areas. The School Development Plan sets the school developmental priorities over a period of 3 years. These priorities are monitored, reviewed and evaluated throughout the year. The School Development Plan is a working document with full ownership by all staff and governors. The plan enables priorities to be managed efficiently and effectively which in turn give a clear focus to the aims and objectives and targets set.

### **Equal Opportunities / Race Equality**

Durand Primary School is committed to working towards race / equal opportunities, promoting positive approaches to difference and fostering respect for all people of all cultural backgrounds. The school is opposed to all forms of racial prejudice and discrimination. Language or behaviour, which is racist or potentially damaging to any ethnic or racial group, will be dealt with. The school recognises that Wales and the UK have diverse societies made up of people from many different racial, cultural, religious and linguistic backgrounds. We believe that it is important that all pupils are adequately prepared to live in such a diverse society. The Governing Body is responsible for ensuring that the school complies with The Race Relations Act. A full policy document is in place in this school.

### **Disabled Pupils**

Disabled pupils are encouraged to participate fully in the life of the school. The existence of our equal opportunities policy ensures that they are treated positively in all aspects of school life. The school will liaise with the Local Authority to ensure that the school building and facilities are adequate to cater for the individual needs (accessibility report). Relevant risk assessments will be undertaken by the LA and the school, for e.g. when school trips are planned.

### **Educational Visits**

Visits are encouraged provided they are worthwhile and meaningful to pupils. All children take part from time to time in visits to places of interest. These visits may be within easy walking distance or further field when transport has to be arranged. The cost of these visits is kept to a minimum and no child is excluded solely because of inability to pay. Full details are sent to parents from the class teacher in accordance with the schools policy on school trips.

### **Charging /Remissions Policy for School Trips/Activities**

In accordance with the 1988 Education Act, parents are asked to make a voluntary contribution towards the cost of school trips/activities. It is necessary to state that no child will be excluded from these activities if a parent chooses not to make a voluntary contribution, but equally, if there are not sufficient voluntary contributions for the activity to be viable then it will be necessary to cancel the event. The school will endeavour to keep the costing of such activities as low as possible and they should have relevance to the educational aims in the classroom and school. If any parent has a genuine hardship and cannot make a voluntary contribution either in full or part, they should discuss the matter with the Head teacher who will offer advice and support.

### **Live Theatre Visits to School**

There are several groups of actors touring schools in Monmouthshire with specially written or adapted plays suitable for pupils. We have found these actors and performances to be worthwhile experiences for the pupils. When we feel that a play is particularly suitable we invite the players to give a performance during school time and on occasions we may ask for a small contribution towards the cost.

### **Peripatetic Music Tuition**

We work with the Gwent Music Support Service to give our pupils the opportunity to learn a musical instrument.

Pupils in Reception, Year 1 and Year 2 take part in the whole class 'Strings Project' learning the basics of music at the same time as learning to play the violin or cello. Our Key Stage 2 pupils have the opportunity to undertake small group music tuition for a wide range of instruments. We currently offer violin, cello, flute, clarinet, drums, guitar, ukulele and Celtic band. Please note there is a charge for these lessons which is paid directly to Gwent Music Support Service.

### **Team Teach**

The Team Teach model is a statutory programme which has been adopted by Monmouthshire LA as a framework for all staff and governors to follow. The programme offers advice on appropriate management of attending to children's personal needs. It is intended to help staff in their daily work with pupils and to assist in the appropriate use of force to control or restrain pupils. Team Teach applies to all staff and accredited instructors from within Monmouthshire LA have provided training to staff and governors.

### **Behaviour and Discipline**

Good behaviour is a necessary condition for effective teaching and learning to take place. Pupils are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times. We believe in sound discipline. By this we mean that children should be trained to conduct themselves in ways which will not hinder themselves or others. In practice this means that a child will be trained and expected to co-operate with his teachers and supervisors (and other children) to work diligently, causing no danger or discomfort to himself or others, have proper respect for books, equipment, the building and others people's property. This kind of discipline extends to his life outside school as well as inside. We believe in the "old fashioned" virtues of honesty, courtesy and punctuality and their importance in a civilised society.

### **Exclusions**

Exclusions may unfortunately have to be used very occasionally for serious offences such as –

- Behaving in a dangerous way which puts their own or other's Health & Safety at risk
- Behaving in a physically confrontational manner towards staff, pupils and visitors
- Assault on a member of staff / another pupil

Permanent exclusion is an option only if fixed term exclusions and all other measures have failed and the pupil continues to undermine the work of the school to the detriment of other pupils.

## **Bullying**

This school has a bullying policy, which is implemented by all staff. Parents and pupils are encouraged to report any incidents of bullying to any member of staff or the Headteacher immediately. All concerns will be investigated. Parents of bullies will be informed.

The school will not tolerate any kind of physical or verbal bullying by any pupil and all incidents are taken seriously. It is in everyone's interest that such anti-social behaviour should be dealt with most severely.

## **Parent /School Liaison**

We aim to keep parents informed on a regular basis through a variety of ways. These include messages via Schoop, class and school newsletters, parents' consultations, special events and other specific meetings. The school has a formal PSA and we encourage parents to attend meetings and functions. The PSA has raised monies for additional school resources which have benefited all pupils.

## **Parents Consultations**

Parents are offered the opportunity of meeting formally with the teachers on two occasions in the year. Appointments are arranged out of school hours and timed to take place in October/November and March /April. Teachers determine their own appointment system. Annual reports are sent to parents at the end of the academic year (July), after which parents have the option to discuss these too.

## **Parents Involvement /Volunteers**

We wish parents to feel welcome in the school and to feel free to call in or telephone about any matter at any time. Informal day to day meetings with parents are the most valuable. All volunteers who express an interest in assisting with various activities in school must complete a "Disclosure and Barring Service (DBS)" check. The Head teacher will examine the enhanced disclosure certificate and confirm the acceptance as a volunteer in Durand Primary school.

## **Visits to the Headteacher**

These are welcomed at any time, but preferably by request so that the Headteacher is able to ensure her availability.

## **Complaints**

As far as possible we aim to deal with any concerns that may arise on an informal basis either face to face or via a phone call. However, should you wish to make a more formal complaint this can be done in writing or via the official complaints procedure. The School Complaints Procedure is available on the School website [www.durand.wales](http://www.durand.wales) or a hard copy can be requested from the school office.

### **School Meals**

As a school we promote healthy eating. Excellent cooked meals are provided by Monmouthshire Catering each lunchtime in our canteen. Provision is also made for children bringing their own packed lunch. We encourage good eating habits and polite table manners.

### **Payment**

Dinner money is paid via the Parent Pay online system. Within Parent Pay we operate the online booking system for parents to select the choice of meal for their child. Meals need to be ordered using this system and paid for by 9am each day. Persistent non-payment will be referred to the Monmouthshire County Council Sundry Debtors team. The present cost for a school meal is £2.45 per day.

### **Free School Meals**

Free school meals are available to families who need them. Applications can be made online at [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk) or by calling 01633 644508 to request a paper copy.

### **Playtime / Break**

Children may bring a healthy snack for playtimes. This can be a piece of fruit or cut up vegetables. Crisps and sweets are not permitted. Milk is provided for all infant pupils. We have two water coolers that have been installed so that water is available to all pupils throughout the day.

### **Medication**

***School staff do not administer medicines such as doctor prescribed antibiotics, tablets etc.***

Where it is essential for medication to take place in school hours, parents are asked to discuss the matter with the Headteacher.

Asthma inhalers are permitted and pupils will be required to self administer. Pupils will have access to their inhalers at any time during day. Parents will be responsible for checking the inhalers contents and dates on a regular basis. A medical form will need to be completed by parents.

### **Illness**

If your child complains of feeling unwell or meets with an accident, our hope will be to contact you. We ask parents to give details on a form provided of addresses and telephone numbers which may be used in these circumstances. Please let us know if your information changes during the year. Mobile telephone numbers change frequently and it is vital that we have the most recent number. When contact cannot be made at home or with representatives, the child will have to remain in school until contact can be made. Serious illness and accidents will be dealt with by contacting the emergency services.

### **Head lice**

The school nurse does not check hair and therefore parents need to check their child's hair regularly for head lice and eggs.

### **Looked After Children (LAC)**

A broad, balanced and relevant curriculum is the entitlement of all pupils. This also applies to LAC pupils. A PEP (Personal Education Plan) is completed for LAC pupils. The officer with responsibility for coordinating LAC within Monmouthshire Local Authority is:

Mr Richard Austin Tel: 01633 644644

### **Schools and Child Protection**

We welcome the opportunity to share with you information about the important part that schools play in protecting children from abuse.

The Government has issued guidance to schools about child abuse, the main points are as follows:-

- All staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions
- All schools should have a designated member of staff responsible for co-ordinating action within the institution and liaising with other agencies, including the Area Child Protection Committee (ACPC). Schools are required to share any concerns they may have with social services.
- All schools should be aware of the child protection procedures established by the ACPC and, where appropriate, by the LA. Schools have been given procedures by the LA which all staff must follow.
- All schools should have procedures (of which all staff must be aware) for handling suspected cases of abuse of pupils including procedures to be followed if a member of staff is accused of abuse.
- Staff with designated responsibility for child protection should receive appropriate training. In primary schools the “designated person” is usually the Head teacher.
- In every LA a senior officer should be responsible for co-ordinating action on child protection across the authority and representing the authority on the ACPC. Blaenau Gwent and Monmouthshire have joint ACPC. The officer representing Monmouthshire Local Authority is:-

Heather Heaney, Safeguarding Officer Tel: 01633 644644

The reason for these arrangements is to make sure that schools do everything they can to protect children from harm, and we very much hope that we will have your support in this important task.

## Home School Agreement

### Home School Agreement

The staff and Governors of Durand Primary School believe that a strong partnership between school and parents is essential in the best interests of every child. We expect all parents to support the home school agreement. Any parent who expresses a wish to be excluded for this initiative must indicate this in writing to the Head teacher and Chair of the Governing Body.

#### **School Responsibilities:**

- To provide a safe, caring and stimulating environment for pupils.
- To provide a challenging teaching and learning environment for pupils to reach their full potential and beyond.
- To keep parents informed of progress through regular letters, meetings and reports.
- To inform parents of learning and behavioural problems.
- To encourage pupils to have respect for others and their surroundings.
- To encourage parents to discuss concerns and participate in school life.
- To keep parents informed of school performance.

#### **Family Responsibilities:**

- To ensure regular and prompt attendance.
- To ensure that the child is properly equipped for learning.
- To inform the school of medical or special circumstances which may affect the child.
- To support the school's behaviour policy and ethos.
- To encourage the child by talking and listening with the child about school.
- To support the child with reading and homework and ensure that it is returned within the timescale.
- To attend relevant meetings in relation to pupil progress.

#### **Pupil Responsibilities:**

- Be kind and caring to one another.
- Be friendly, polite and use good manners to everyone.
- Respect our school environment.
- Always be honest and truthful.



<b>Data</b>
-------------

**Attendance**

<b>Year</b>	<b>% Attendance</b>
<b>2017-2018</b>	<b>94.7%</b>

**End of Key Stage Assessment**
**Foundation Phase Comparative data as a percentage  
(School 2018, National 2017)**

		N	D	W	1	2	3	4	5	6
<b>Personal and Social development, well-being and cultural diversity</b>	<b>School</b>	0	0	0	0	0	0	0	17.4	82.6
	<b>National</b>	6.6							34	59.4
<b>Language, literacy and communication skills</b>	<b>School</b>	0	0	0	0	0	0	3.4	58.7	37.9
	<b>National</b>	16							50.5	33.5
<b>Mathematical development</b>	<b>School</b>	0	0	0	0	0	0	6.9	58.6	34.5
	<b>National</b>	13.4							52.7	33.9

**Foundation Phase Indicator:                      School: 93.1                      National: 82.6**

**N-not awarded                      D-disapplied                      W-working towards Outcome 1**

**Key Stage 2 Comparative data as a percentage  
(School 2018, National 2017)**

		N	D	W	1	2	3	4	5	6+	4+
<b>English</b>	<b>School</b>	0	0	0	0	0	3.7	29.6	66.7	0	96.3
	<b>National</b>	8.9							45.2	45.9	0
<b>Mathematics</b>	<b>School</b>	0	0	0	0	0	3.7	29.6	66.7	0	96.3
	<b>National</b>	8.2							44	47.8	0
<b>Science</b>	<b>School</b>	0	0	0	0	0	3.7	25.9	70.4	0	96.3
	<b>National</b>	7.9							45.6	46.5	0
<b>Welsh 2<sup>nd</sup> Language</b>	<b>School</b>	0	0	0	0	0	4	44	52	0	96
	<b>National</b>	19							53	28	0

**Core Subject Indicator:                      School: 96.3                      National: 89.5**

**N-not awarded                      D-disapplied                      W-working towards Level 1**