

**LADYWELL GREEN INFANT SCHOOL
GOVERNORS' REPORT TO PARENTS
FOR THE SCHOOL YEAR 2018-2019**



Dear Parents,

On behalf of the Governing Body of Ladywell Green Infant School it is my pleasure to present this annual report for the last academic year 2018/19 on the activities and performance of the school. I would like to take this opportunity to congratulate all staff on an amazing year for the school.

Under great underlying pressures and uncertainties around budget and the forthcoming merger of Ladywell Green and Hafren, the team managed not only to increase standards within the school but also gain a good report with aspects of excellent from Estyn. This is a testament to the hard work of pupils and staff and something that we should be very proud of.

But it isn't just about the academic results, here at Ladywell Green we encourage the children to take part in all sorts of activities, from visits to the Fire Station and Vets which I know is enjoyed by everyone, to success at the Urdd Eisteddfod. We have also strived to include family members in a number of ways over the past year including 'Welcome to your new class' evenings, Parent assemblies, Christmas concerts and the summer and Christmas fayres organised by the Friends of the School committee

We are very fortunate to have such wonderful teaching and non-teaching staff who are all there to support our children to Learn, Grow and Succeed.

I must also give a deserved and special thank you to all parents, guardians and carers as it is you who play such a vital role in underpinning the achievements of the children and the school and I take this opportunity to thank you all for your tremendous support.

Mr A Davies

Chair of Governors

School contact information

Headteacher Mrs Rachael Owen

Assistant Headteacher Mrs Julie Warmington

Address

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Website www.ladywell.powys.sch.uk

SCHOOL CALENDAR

AUTUMN TERM 2019

Tuesday 3rd September - Friday 25th October

Tuesday 5th November – Friday 20th December

SPRING TERM 2020

Tuesday 7th January – Friday 14th February

Monday 24th February – Thursday 3rd April

SUMMER TERM 2020

Tuesday 21st April – Friday 22nd May

Monday 1st June – Friday 17th July

May Bank Holiday – Friday 8th May

Additional Inset day – Friday 26th June 2020

Family holidays should be arranged during school holidays. Good attendance is vital for pupils to succeed.

School Staff 2018-19

Name	Post
Mrs Rachael Owen	Headteacher
Mrs Julie Warmington	Assistant Headteacher
Mrs Sarah Smout	Class teacher and ALNCO
Mrs Charlotte Foulkes	Class teacher
Mrs Hannah Gittoes	Class teacher
Mrs Julie Jones	Class teacher – 1 day/week
Mrs Helen Jones	Teaching Assistant/PPA cover
Mrs Amanda Evans	TA/PPA cover
Mrs Lucy Bray	TA
Mrs Laura Garlinge	TA
Mrs Sam Hyde	TA
Mrs Laura Jones	TA
Mrs Penny Tanner	TA
Miss Poppy Buckley	TA
Mrs Julie Hughes	Clerical staff/Clerk to GB
Mrs Kat Holwill	Clerical
Mrs Judy Copus	Crossing Patrol
Mr Ian Gregory	Caretaker
Mrs Sue Jones	Cook/cleaner
Mrs Bryth Holloway	Canteen Assistant/Cleaner in Charge
Mrs Susan Sarson	Canteen Assistant
Miss Megan Summer	Temporary TA –autumn term

Get to know the Governors

There are several categories of 'governor' to ensure that the whole of the school's community is represented. The Chair and Vice Chair are elected annually at the first meeting of the academic year by the members of the Governing Body and at the same meeting membership of sub-committees and other individual responsibilities are agreed. The Governors are responsible for the setting the strategic direction of the school and ensure that the school complies with relevant legislation, has the required policies and manages its finances effectively to ensure that the school is able to achieve the best possible results for all of its pupils. The full Governing Body meets at least twice per term. It receives regular reports from the Headteacher on progress, for example on the progress of the priorities in the School Development Plan and discusses a range of issues including staffing, curriculum and Health and Safety. Governors provide continual challenge to the school to ensure that pupil progress is optimised in all areas of pupil development. The school has entered into a three year partnership with the LA (Local Authority) which defines the roles and responsibilities of each. All Governors are required to undertake a number of statutory training courses as well as a range of more specialist courses in order that they have the expertise to carry out their role effectively and that they keep up to date with current legislation and initiatives. These are either provided by the LA or delivered in house by members of the school staff.

During 2018-19 no Governors were paid expenses for their work for the school, or travel costs as a result of attending training or meeting.

The full list of current Governors is as follows:

The Headteacher	Mrs R. Owen	
Chairperson (Elected by the Governing Body annually)	Mr A. Davies	c/o Ladywell Green School, Park St, Newtown
Clerk	Mrs J Hughes	c/o Ladywell Green School, Park St, Newtown
Parent Governors (Elected by parents serve for a 4 year term)	Mrs C. Gosney Mr R. Beardall Mr A. Davies Mr R. Lewis	Expected term of office to end 30.11.21 Expected term of office to end 10.02.22 Expected term of office to end 30.11.21 Expected term of office to end 30.11.22
Teacher Governor (Elected by teaching staff for a 4 year term)	Mrs C. Foulkes	Expected term of office to end 30.11.20
Non-Teaching Staff Governor (Elected by non-teaching staff for a 4 year term)	Mrs H. Jones	Expected term of office to end 30.10.21
Powys Local Authority Governor (Appointed by the Local Education Authority for a 4 year term)	Mrs D. Jarvis TBA TBA	Expected term of office to end 31.10.20
Minor Authority Rep (4 year term)	Mr R. Taylor	Expected term of office to end 31.08.21
Community Governors (4 year term)	Mr D. Rowlands Mrs C. Harrison Mr N. Thomas	Expected term of office to end 25.11.23 Expected term of office to end 28.11.21 Expected term of office to end 31.12.21

Governing Body meeting with the Parents

With effect from 4th May 2013 there is no longer a requirement for GB's to hold an Annual Parents' Meeting. If you would like to request a meeting parents need to request a meeting by means of a petition which must meet four criteria (please see the Clerk to Governors). No meeting was petitioned by parents in 2017-2018.

How is our school funded?

Delegated Budget

The school is funded by the LA (Local Authority) for each financial year using a formula which takes into account a number of factors, for example number of pupils in the school, floor space, number of pupils on the ALN register and number of pupils in the FP (Foundation Phase). This allocation is called the **delegated budget**. The Governors have to decide how the money should be spent and this budget spending plan must then be approved by the LA. Spending is monitored continually by the school team and the Governors at their regular meetings.

The Headteacher, Assistant Headteacher and Chair and Vice Chair of the Governing Body meet the LA finance team on a termly basis to ensure that the school is managing its finances appropriately and to plan for the future.

Pupil Development Grant (PDG)

All schools currently receive additional funding related to the percentage of pupils of statutory school age who are entitled to Free School Meals (FSM). The detail of how this money is used to support these pupils is on the school website.

Education Improvement Grant (EIG)

This grant is used to fund training courses and cover required for staff to attend. Sometimes these courses are linked to Safeguarding and Health and Safety needs such as First Aid. At other times courses are supporting school improvement and curriculum development.

Professional Learning Grant (PLG)

This is a new grant available from the Welsh Government which is used to support professional development in preparation for the new curriculum.

Additional Fundraising

In 2018-19 the children raised £779.73 as a result of their Harvest Sponsored Zumba. A Bonfire Disco £150.53, Christmas school raffle, the Christmas Concerts and Christmas Cards raised £755.48. The Bag2School collections raised £117.60. The Summer Fayre raised an amazing £1,123.77.

As always thanks to all those who organised and supported. Money raised for the school is used to provide additional resources to support the children's learning, for example outdoor resources, ingredients for cooking and additional books, as well as money to fund school events such as visits and refreshments for sports events

Charity Fundraising

We raised money for Macmillan, the Poppy Appeal, Children in Need in November, Save The Children (Christmas Jumper day in December) Comic Relief and for Marie Curie in March (daffodils).

Ladywell Green Nursery & Infant School



Vision Statement

Learn, Grow, Succeed - Dysgu, Tyfu, Llwyddo

Aims and Objectives

- To provide a safe and happy, supportive and inclusive environment for all our Ladywell Green school family.
- To develop the natural curiosity that children exhibit about themselves and their world, and use their curiosity **to enhance their positive attitudes to learning.**
- To enhance self-esteem and the ability to value each person's own worth through a caring, secure environment.
- **To raise standards of achievement** by developing each individual to his/her potential through offering a wide range of high quality experiences, ensuring that independence is fostered and emotional needs are met.
- To develop social and environmental awareness, group responsibility, emotional literacy and empathy through the social context of learning.
- **To address their developing needs** by providing first-hand experiences which enable children to acquire concepts and skills which will help them to understand themselves, their culture and the world in which they live.
- To promote a health conscious environment.
- To develop positive relationships between home, school, groups of learners and the community in order **to help them to become active citizens within their communities.**
- To provide a broad, balanced, differentiated and stimulating curriculum for all children.
- **To enable them to benefit from educational opportunities later in their lives.**

(Words in **bold** above taken from 'The Learning Country' Foundation Phase 2003)

Our approach will develop a **learning** culture and positive attitude within our pupils - values which will remain with them as they **grow** into the **successful** adults of the future.

School Organisation

Our vision statement of **'Learn, Grow, Succeed'** underpins all of the work of the school. Staff seek to create a calm and purposeful environment where each member of the school community can flourish.

Children work in small groups with and without adult support and independent learning is a skill which is purposefully developed.

Children were grouped into 4 classes: a Reception class, a Reception/Year 1 class, one Year 1/Year 2 class and one Year 2 class.

The School has an Additional Learning Needs coordinator, an Assistant Headteacher and Headteacher which make up the Senior leadership team.

Our School Day

All pupils are able to access the Breakfast Club which is based at Hafren School and commences at 7.45am each morning (for further details please contact Hafren School 01686 626143). For pupils arriving between 7.45 am and 8.15 am the charge is £1.00 per child, there is no charge after 8.15 am. Pupils attending the club are collected and escorted to Ladywell Green by our staff each morning.

Doors open at 8.45am. All staff will be in their classes at this time and offer the children a period of free play before the school day starts. Staff are available to discuss any issues relating to their child at this time.

Morning school commences at 9.00am. Morning break is from 10.45am until 11am, lunch from 12.15pm until 1.15pm and school ends at 3.15pm.

School Prospectus

The school prospectus is updated annually and a hard copy is given to all parents of pupils joining the school. It is available on the school website www.ladywell.powys.sch.uk

Curriculum

The school follows the Foundation Phase curriculum the 'Framework for Children's Learning for 3-7 year olds in Wales'.

The school places great emphasis on developing literacy, numeracy and digital competence skills and ensuring that pupils are able to apply these across the curriculum in a range of appropriate contexts, ensuring that children develop both the necessary skills and a positive attitude to their learning, seeking to ensure that they become life-long learners.

The FP curriculum is an active curriculum which makes full use of both indoor and outdoor learning environments to ensure that all pupils have appropriate high quality opportunities to learn successfully.

Language development

The school is an English medium school. All pupils are taught Welsh as part of the Foundation Phase curriculum and 'everyday Welsh' is used throughout the day by staff and by pupils, for example when answering the register, greeting one another, asking for equipment, when taking messages to members of staff and in the dining hall.

The school is a 'category 1' school and all staff teach Welsh to their classes, following the LA scheme of work. The school receives half termly support from the Athrawon Bro service. Teachers and teaching assistants have regular opportunities to undertake further training to develop their Welsh language skills.

Additional Learning Needs

The school aims to ensure that all pupils have adequate support to develop their full potential. Children's needs are identified and Individual Educational Plans (I.E.Ps) are devised to address these needs. The school's philosophy is a positive one, to ensure that all children fulfil their academic potential within a supportive environment. The Special Needs Policy has been developed in line with the Code of Practice.

Approximately 20% have special educational needs (SEN). The Foundation Phase is not modified or disapplied for any pupil.

Mrs S. Smout is our ALNCO, she is available before school most mornings if you wish to discuss your child's progress. The school has strong working relationships with LA support services, for example the psychology service, SALT (speech and language team), the occupational therapy service, physiotherapy service and the sensory needs team.

Pupils with Disabilities

The school is committed to equal opportunities and inclusion. All areas of the school are accessible to anyone with a disability. The school has an up to date Disability Access Plan and a Strategic Equality Policy.

Attendance

All schools are required to set targets for attendance. The school target for attendance is 95%. This means that a pupil needs to have less than 10 days absence in an academic year to achieve the target. Please note that any pupils who arrive after the registers have closed at 9.30am is deemed to have an 'unauthorised absence' for that morning session.

The school follows ERW (a working partnership with 6 local authorities) attendance procedures,

- parents are asked to phone school before 9.30am on the first morning of any absence,
- if no contact has been made staff will phone the parents
- parents are asked to make routine appointments outside school hours, where possible
- the Headteacher monitors attendance on a weekly basis and contacts parents where necessary
- referrals are made to the EWO (Educational Welfare Officer) in order to provide additional support.

The school celebrates attendance with half termly certificates for improved attendance, attendance greater than 95% and 100% attendance.

In 2018-19 the school set a target of 95% and achieved 94.1% for pupils of statutory school age.

Behaviour Management

The school has a Behaviour Management Policy which includes sections on anti-bullying, safe touch and the use of physical intervention. It is available on the school website.

We continue to use the Incredible Years Programme to promote the positive behaviour of children across the school.

- All staff deliver the Incredible Years Classroom Management programme to all pupils within the school on a regular basis.
- Staff from school, together with a member of staff from the Ladywell Children's Centre setting, lead the School Readiness Programme, in order to support the transition into school. These sessions were supplemented by visits to pupils by our Reception teacher in their settings.
- Staff lead the Small Group Dina Intervention Programme, parents are able to join this group at the end of each session in order to continue the work of the group at home.

Links with pre-school providers and induction

The Reception teacher is developing stronger links with all pre-school providers who feed the school. Visits are made where required to see pupils in their 3 year old setting prior to starting school.

All parents are offered the opportunity to take part in:

- The Incredible Years School Readiness Programme before their children join the Reception class.
- An additional parents and child workshop, led by our Reception teacher.
- Parents are supported with form filling prior to school entry.

Links with receiving junior school

The schools work closely together to ensure that transition is as smooth as possible, in 2018-2019

- The Headteacher of Hafren visited the Year 2 pupils on a regular basis in order that they became familiar with him
- The teachers who would be teaching the children in Year 3 came and met the children in their Year 2 classes.
- The children visited Hafren for a whole day and worked in their new classrooms (a teaching assistant accompanied the children for the day to support the very few pupils who needed additional support)

School Uniform

The school updated its uniform policy during 2014-15 after seeking the views of parents and pupils.

School uniform is important because:

- it promotes a sense of pride in the school
- supports a sense of community and belonging
- is practical and smart
- identifies the children with the school
- prevents children coming to school in 'fashion clothes' that could be distracting
- makes children feel equal to their peers
- is regarded as suitable wear for school and good value for money by most parents
- is designed with health and safety in mind

Please support the school by sending your child in uniform each day (please note that the school keeps a small amount of good quality second hand clothing which can be lent to children in an emergency).

Please ask for a copy of the uniform leaflet or see the school website for information on purchasing uniform.

Homework

Each child is provided with a 'book bag', this is used to bring books home to read and also provides a useful place to store letters and messages from school and for reply slips etc to be returned to school.

The school has developed a structured programme of reading materials to support the children's developing reading at home.

All parents are informed of the current class topic via newsletters and are asked to support their children by providing the opportunity to research the topic further. Any interesting artefacts, books or work completed by the children should be sent to school to be shared in 'homework' assembly and on the homework display.

ASSESSMENT RESULTS - Ladywell Green N&I School –2018

Pupils in Year 2 are assessed against the Foundation Phase Outcomes Indicators.

Children in the Foundation Phase are assessed against 6 outcomes in each Area of Learning. Outcome 4 equates to the old National Curriculum level 1, outcome 5 to level 2 and outcome 6 to level 3. The expected outcome for children at the end of Year 2 is outcome 5.

The school sets targets for the performance of all year groups and these are regularly monitored and challenged by the Governing Body.

School Comparative/Validation 2019 (End of Foundation Phase Outcomes - Pupils) Powys

Ladywell Green Nursery & Infant School

		N	D	W	1	2	3	4	5	6	A
Personal and social development, well-being and cultural diversity	2019	0.0	0.0	0.0	0.0	0.0	0.0	6.3	50.0	43.8	0.0
	2018	0.0	0.0	0.0	0.0	0.0	3.1	6.3	46.9	43.8	0.0
Language, literacy and communication skills (in Welsh)	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Language, literacy and communication skills (in English)	2019	0.0	0.0	0.0	0.0	0.0	0.0	12.5	65.6	21.9	0.0
	2018	0.0	0.0	0.0	0.0	3.1	0.0	12.5	50.0	34.4	0.0
Mathematical development	2019	0.0	0.0	0.0	0.0	0.0	0.0	12.5	71.9	15.6	0.0
	2018	0.0	0.0	0.0	0.0	0.0	3.1	6.3	59.4	313.3	0.0

FPI **

2019	84.4
2018	81.3

Notes

N: Not awarded a level for reasons other than disapplication.

D: Disapplied under section 364 or 365 of the Education Act 1996, now effected through sections 113-116 of the Education Act 2002.

W: Currently working towards Foundation Phase Outcome 1. A: Performance Above Foundation Phase Outcome 6.

- : Not exactly zero, but less than 0.05

** : Achieved the expected outcome in each of "Language, literacy and communication skills (in Welsh)" or "Language, literacy and communication skills (in English)", "Mathematical development" and "Personal and social development, well-being and cultural diversity" in combination.

School Development Planning

The priorities for each year are shared with parents through newsletters and the school website.

School Development Plan summary of priorities 2018 – 2019

1. *Improve standards at the higher levels, particularly for boys in LLC and PSD, and for boys in LLC at the expected levels.*

The school completed the second year of the Lead Creative Schools programme, which further developed staff skills in creative learning opportunities and the use of ICT to support learning. Reductions in funding led to a shorter implementation of the Language Links screening and intervention programme to support language acquisition and understanding. The school continued use high quality provision and resources to engage children, making adjustments to themes and activities to ensure high engagement and interest. The school continued to consolidate the use of EPIC (Everyone Planning In Class) to support this, as well as developing appropriate independence skills. The school continued to implement Incredible Years and Thrive practice, to support pupils with social and emotional development, and actively planned for opportunities to stretch personal and social development.

Attainment for boys in LLC and PSD improved at both the expected and higher levels.

2. *To further develop distributed leadership for self evaluation and planning for improvement.*

The school implemented the new monitoring cycle drawing on a wide range of information, led by the leaders of learning, and this included governors. The school implemented a new pupil tracking procedure which informed staff about individual progress and trends and patterns of groups of learners. The e-safety group met regularly, and made good progress against aims set.

3. *To ensure that standards in other curricular areas such as creative skills, physical skills and Welsh Language are maintained.*

The school ensured that assessments of creative and physical skills were accurate, and provided advice and resources to the pre-school setting to support physical skill development. The school has made progress towards the Silver Campus Cymraeg for Welsh, though this needs to continue.

4. *Improve levels of attendance.*

The school reviewed the system of rewarding good attendance and made revisions which have engaged pupils well e.g. the weekly class attendance cup. The school has continued to ensure that attendance is communicated in a variety of ways, and challenges poor attendance, working closely with Educational Welfare Officer. The school made use of Team Around the Family to support good attendance amongst other things, though changes to the Team Around the Family provision resulted in a lack of support for some families for a period of a few months.

5. *To develop the school as a learning environment for all stakeholders in preparation for the new curriculum.*

The school has continued to develop pupil voice in their learning through EPIC, the School Eco Council and Criw Cymraeg. A Graduate Teacher Programme student attained Qualified Teacher Status, and was supported very well during the programme. The school has begun to develop a deeper understanding of the four core purposes and the new curriculum, and this work will need to continue. A number of feedback sessions and courses were made available to parents/carers, and the feedback from these was nearly all extremely positive.

Following the Estyn inspection in June 2019, the school was awarded 'good' in all 5 areas. The inspection report can be found on the school website . The recommendations will form the basis of the plan for 2019-2020.

Healthy Eating

In 2013 the Welsh Government enacted new legislation with the aim of improving the health of all of our children in Wales. The new law means that schools and the school meals service have a statutory responsibility to meet minimum food standards (known as Appetite for Life) and to promote healthy eating at all times (the only exceptions being at 'special events and celebrations').

Breakfast

Please remember that all children are entitled to attend the breakfast club at Hafren School which costs £1 from 7.45 am and is free after 8.15 am. This ensures that they have had a suitable breakfast at the start of the day, thus allowing them to focus on their work.

Drinks

All children are given a water bottle to ensure that they are able to keep hydrated throughout the day. All children are offered free milk at morning break time.

At lunchtime the catering service offer water and on some days milk is included with the meal.

Food brought to school by children for break times

All children were encouraged to bring fruit or vegetables. We ask that children who bring a snack for break time bring a healthy snack (no chocolate or crisps please).

School meals

The school meals service ensures that all of their meals are nutritionally analysed to ensure that they provide 30% of the children's daily nutritional requirements.

All of our meals are cooked on site and staff take care to support individual needs.

The school meals service team always attend our Autumn term parents evening to discuss any individual issues as well as to provide samples for parents to taste.

Packed lunches

We would encourage children who bring packed lunches to bring healthy balanced meals. A leaflet about healthy packed lunches is available from the school office or by visiting www.change4lifewales.org.uk/supporters/publication/6358855/?lang=en

The school has a food hygiene rating of 4.

School Events

- We continue to host a variety of work experience students and trainees, who make a valuable contribution to the life of our school. Police Officers visit on a regular basis to deliver their education programme.
- We held our regular 'Welcome to your new class' evening for parents in the autumn term, our Catering team provided samples of school lunches for parents to taste. We ask for parent/carer opinions on a range of issues through the year using surveys, evaluations and comments collections. During the summer term we held an open afternoon where parents had the opportunity to view their children's work and to discuss the end of year report.
- The Year 2 children have visited the Fire Station, and have taken part in a Cluster Heptathlon event. Year 1 children visited the vets. All children in the school had the opportunity to visit the cinema to see The Grinch.
- Each class has held an assembly for parents, we have continued to include an 'entrepreneurial' aspect to these occasions, with the children making and selling produce. The profits are then used to purchase equipment for their class. Each assembly has been followed by a numeracy workshop where parents have been able to work with their children on an activity to support their progress.
- We have worked with a number of outside providers to support the children's learning including the Treasure Trove Puppet Theatre and the Kerbcraft road safety advisor.
- The children enjoyed our annual sponsored walk in the autumn term and they raised a significant sum for school fund.
- At Christmas the children performed the following concerts to capacity audiences

Mrs Gittoes & Mrs Smout's classes

Away in a Manger

Mrs Warmington & Mrs Foulkes' classes

Jesus' Christmas Party

- At the end of the Christmas term the Catering team provided an excellent Christmas Lunch for the children. We are very grateful for the hard work that they and all the staff and additional volunteers put into transforming the hall for the occasion. Father Christmas also visited on that day.
- Each term we hold at least one special day when the whole school shares a focus, for example Harvest, Chinese New Year and St David's Day.
- We held our Sports days before the end of the summer term. We are very grateful to Hafren School for the use of their field.
- The year was rounded off with our end of year Year 2 Leavers' annual Awards Ceremony.

Community links

These links continue to thrive and develop, with the children visiting the Fire Station, Plas Cae Crwn and local businesses.

Local clergy have joined us for communal worship and to celebrate harvest.

The Police Liaison Officer and the local PCSO's make regular visits to school.

Members of the Schools Medical Service visit on a regular basis. The school is currently taking part in the Design to Smile initiative, which aims to improve the dental health of children in Wales.

Sporting achievements

As well as regular visits from local sports clubs and the sports students from the college the Year 2 pupils have regular opportunities to take part in multi-sports sessions with other local schools throughout the year.

Extra-curricular activities and clubs

Urdd Clwb (to support Welsh Language) ran for a number of weeks each term. The Urdd movement membership is open to all pupils in school, and they can enter a range of competitions in the Eisteddfod.

Equality Plan and Accessibility Plan

The School completed a variety of stakeholders and produced a new Equality and Accessibility Plan. These are available on the website, or can be viewed in school. These documents include an action plan which will be reviewed annually.

School Toilets

The school toilets were completely refurbished in 2010 and are of suitable size for the pupils in each area of the school. They are cleaned each day by staff from the Powys Cleaning Service. Routine maintenance is carried out by our caretaker and any more serious faults are rectified by the LA Facilities Management team.

Health and Safety and site security

The school has adopted an LA approved Health and Safety Policy. The school carries out an annual Health and Safety Audit, the findings are acted upon. The LA also carry out regular inspections.

Termly Fire Drills are carried out to ensure that all staff and pupils understand what to do in the event of fire. The alarm system and fire extinguishers are serviced on a regular basis and the fire service carry out regular inspections of the building and school procedures.

Regular testing of both portable (PAT) and Fixed electrical appliances is carried out.

The boiler is tested and serviced on a regular basis.

The LA test for the presence of Legionella in the water system on a regular basis.

In order to ensure a safe environment for the pupils and staff the gates to all except the main entrance are locked between 9.00 and 3.00pm and cars are not allowed in the 'bus bay' area during these times. All visitors sign in and out at the main reception and wear a badge whilst on site.

No smoking (including the use of 'vapeing' devices is allowed on the site (and we would ask that this is extended to the 'bus bay' area).

Dogs are not allowed on the site and we would ask that they are not 'tied up' where they can pose a threat to other people.

Data Collection

The school collects information about pupils and their parents/guardians on admission and for specific purposes during the school year. Every attempt is made to make sure the data stored is accurate and safe whilst stored. All individuals have rights of access to personal information held on them. Please ensure that the school has up to date information on contact numbers as in the event of an emergency it is vital that the school can contact parents quickly.

A Privacy policy is made available to parents and carers.

