



PROSPECTUS

PALMERSTON PRIMARY SCHOOL

**Pen-y-Bryn
Cadoxton
Barry
Vale of Glamorgan
CF63 2XL**

Tel 01446 747393

**Email Palmerstonps@valeofglamorgan.gov.uk
Website www.palmerstonprimary.com**

**Headteacher Miss Sarah Cason
Chair of Governors Mrs Emma Ryles**

Updated 05.09.22

Children Learn What They Live

If a child lives with criticism

He learns to condemn.

If a child lives with hostility

He learns to fight.

If a child lives with ridicule

He learns to be shy.

If a child lives with shame

He learns to have guilt.

If a child lives with tolerance

He learns to be patient.

If a child lives with encouragement

He learns to have confidence.

If a child lives with praise

He learns to appreciate.

If a child lives with fairness

He learns justice.

If a child lives with security

He learns to have faith.

If a child lives with approval

He learns to like himself.

If a child lives with acceptance and friendship

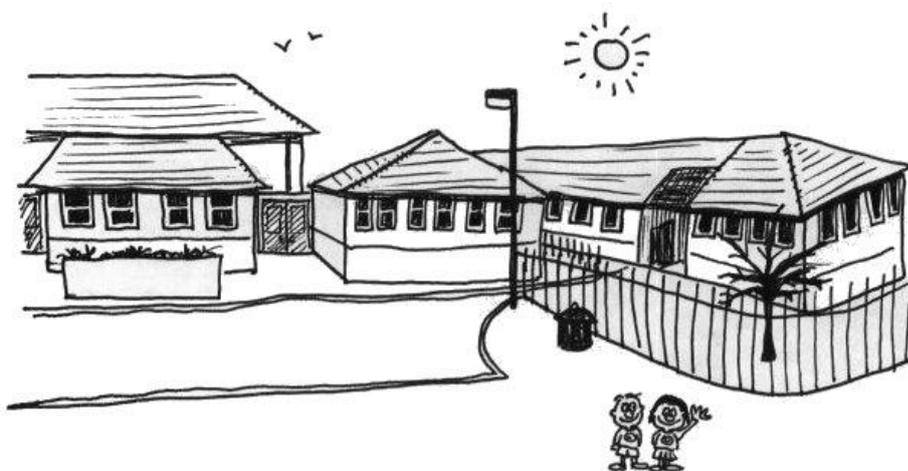
He learns to find love in the world.



The school is a County mixed day school catering for children from 3 to 11 years. It was founded in 1898 and was situated in Cadoc Crescent until March 1989, when it moved onto its present site. It is housed in purpose built premises which include an administration block, kitchen, hall, nursery, reception area, paired and single teaching areas for infants and juniors.

The school also provides for a growing number of physically disabled pupils who are fully integrated into all aspects of school life. There is a therapy room for children where all forms of therapy takes place.

Parents who are considering sending their children to the school are welcome to visit the Headteacher, by appointment, and if required, arrangements can be made for an extended visit.





The school principally serves the Palmerstown area of Barry. The catchment area includes Palmerston Road and adjacent streets, Greenacres Estate, Dobbins Road, Palmer Street and Ffordd Elin; part of the Little Coldbrook Estate, the Glenbrook Estate and Churchfields; and Cardiff Road from Arthur Street to Littlemoors Hill.

Parents **living outside of this area** who wish to enrol their children at the school, should, in the first instance apply via School Admissions and email Palmerston Primary to advise this application has been made.

Children are admitted to the Nursery as soon as there is a place after their third birthday, they then transfer into the Reception class at the beginning of the school year in which they have their fifth birthday. This also applies to children who have not attended the Nursery.

This applies to all schools within the Vale of Glamorgan Education Authority.

The children transfer at 11+ to a variety of secondary schools including:

Pencoedtre High
Whitmore High
St Cyres
Stanwell
St Richard Gwyn



The school aims to provide a stimulating environment where children can reach their full potential in every aspect of development - in physical, moral, spiritual, intellectual and social terms.

This is achieved through a fully integrated, well balanced and structured curriculum from which the children can acquire the skills, knowledge, understanding and attitudes to enable them to become responsible members of society and provide them with a sound base on which the secondary school can build.



Children are grouped in mixed ability classes according to age. It is the aim of the Governing Body to keep classes as small as possible.

A variety of teaching methods are employed depending on the subject being taught and the age of the children. The level of work is always matched to the needs and abilities of the individual child. It is inevitable that some classes have mixed age groups, as is the case in most primary schools.



The nursery accommodates 52 part time children, 26am and 26pm, children and is staffed by a qualified teacher and qualified nursery assistant.

Parents wishing their child to attend the nursery, should apply online via the School Admissions section on the Vale of Glamorgan Council after the child's second birthday to supply details for the waiting list. They will then be contacted when a vacancy occurs, as soon as possible after the child's third birthday. Palmerston Primary admissions are only allocated via School Admissions and not by the school itself.

The nursery aims to provide a happy, stimulating, secure environment where children learn to socialise with adults and their peer group. They are encouraged through various structured activities to extend their vocabulary, use language and to express themselves creatively. The nursery programme enhances all aspects of a child's development, thus providing a sound basis on which the infant department can build.





Each child has a class teacher who has responsibility for the child's general welfare. Minor matters concerning the child's welfare are discussed and resolved by teacher, parents and carers. Overall responsibility rests with the Headteacher and serious matters concerning any child should be reported to her.

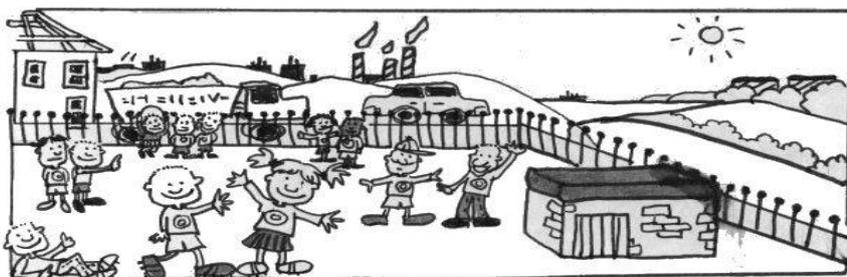
It is the policy of the school to make times available for parents and carers to visit class teachers to view and discuss their children's work. At least two such sessions will be held during the school year. Staff are happy to try and arrange alternative appointments for parents who have difficulty attending these sessions.

An annual report relating to each child's achievements throughout the year is issued in the summer term.

In the event of a parent wishing to discuss any matters

- 1 Approach the Classteacher
- 2 Approach the Headteacher
- 3 Approach the Governing Body

Every effort should be made to follow this course of action. The Governing Body has a complaints committee ready to meet should the need arise.





The school has a discipline policy which makes every effort to adopt a positive approach. The children are encouraged and supported at all times to show a positive, caring attitude towards others and their property.

Minor disciplinary problems are dealt with by all teachers; extreme cases are dealt with by the Headteacher or Deputy. Parents and carers are always consulted in the case of continuing bad behaviour. A copy of the school's discipline policy is available on request.

All members of staff are constantly vigilant in looking for signs of bullying and all reports of bullying are always thoroughly investigated. This is a 'telling' school and children are taught to report any form of bullying immediately. Parents and carers are always welcome to discuss any worries about bullying with the class teacher or Headteacher.



SPECIAL EDUCATIONAL NEEDS

We work in partnership with the agencies responsible for the administration and support of children with special education needs and can offer much in this area of education.

In accordance with the 2002 Code of Practice, the school follows a staged approach in the identification and assessment of pupils with Special Educational Needs. Any child identified as having a Special Educational Need will be placed on the school's Special Needs Register and the parents and carers will be informed. For more information, copies of the school's S.E.N policy are available.

PUPILS WITH PHYSICAL IMPAIRMENT

We have an integrated unit for the physically impaired. Children with a range of complex needs attend in mainstream classes, supported by specialist teachers for the physically impaired and a team of pupil support assistants. We have on-site physiotherapy, speech and language therapy and occupational therapy for those pupils who meet the criteria laid down by the LEA. As the school is on one level access is designed for non-ambulant pupils. Applications for entry for pupils with additional needs are considered in partnership with the Pupil Support Service of the LEA.



The **Education (Pupils' Attendance Records) Regulations 1991** issued to all schools by the Welsh Office sets out the following regulations:

It will be necessary for each school to provide the LEA with details of unauthorised absences and therefore parents must keep the school informed of absences by letter to avoid their child's absence being recorded as unauthorised.

Registers must be closed by 9.00 a.m. and at 1.15 p.m. which means that everyone arriving after these times will be considered absent for that session, unless the school is previously informed.

In the case of absence due to illness, the school must be informed on the first day of the absence in order for us to record the absence as an authorised absence. This may be done initially by telephone with a letter on the child's return to school. The school is legally obliged to publish the attendance records in the school brochure and in the annual reports to parents and governors. It is therefore important that your child attends school regularly and arrives at school at 8.45 a.m. for the morning session and five minutes before the start of the afternoon session.

Where there is absence or lateness due to hospital visits, medical or dental appointments, the school must be informed beforehand.

A child who is unavoidably taken on holiday during term time must have permission from the school. This is allowable for a maximum period of two weeks in each academic year. We do need your request in writing please, giving the proposed dates and duration of the holiday.



Residential field trips are arranged from time to time and provide a valuable means of developing curriculum activities. The school asks for a charge from all pupils for board and lodging in respect of these activities, but no child will be excluded in a case of genuine hardship. The charge is normally collected over a long period.

Education visits to places of interest, often linked to topic work, are also arranged periodically. Families are asked for a donation towards the cost of these trips. No child will be excluded on financial grounds but parental consent in writing must be given in advance.

Term Dates

End of Key Stage Assessment Results

Absence Figures

Home School Agreement

Discipline Agreement

Please refer to the school website
www.palmerstonprimary.com



The school has comprehensive schemes of work, and a teacher responsible, for each subject area - Mathematics, Science, English, Technology, Art, Welsh, Information Technology, PE, History, Geography PSE, RE, Music and Special Educational Needs.

All schemes of work are based around the requirements of the current National Curriculum for Wales. Copies of these are available on loan if requested. The National Curriculum provides teachers with clear objectives for their teaching, children with identifiable targets for their learning and families with accurate and accessible information about what their children are expected to know, understand and be able to do and what they actually achieve.

The school recognises the value of informing parents and carers about the curriculum and with this in mind, the Headteacher organises meetings from time to time, at which families can learn about the school's policies, schemes of work and it's methods of assessment.

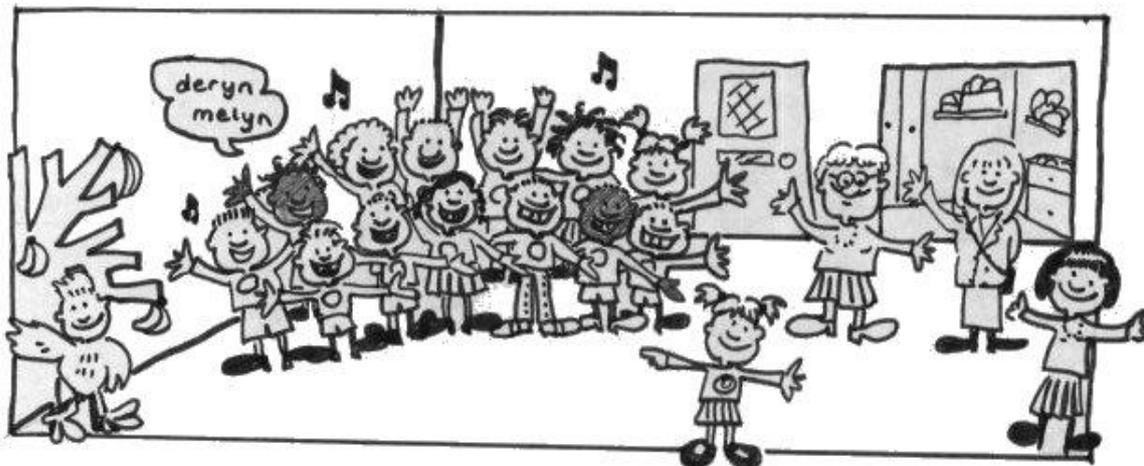


The school is not affiliated to any particular religious denomination but in line with national guidelines the religious education provided in the school is predominately Christian. There is a daily act of collective worship and we have regular speakers and visitors to assemblies. Parents are often invited to special assemblies in the Summer Term. Religious Education is provided for every pupil in the school but pupils who do not wish to attend religious worship or education are excused upon the written request of their parents. In such cases, no alternative teaching can be provided.



At Palmerston we aim to create a school with a strong Welsh ethos and awareness. we hope to provide our pupils with the knowledge of Wales as being full of rich culture and a country that is different from other countries. We aim to create an atmosphere that is conducive to the learning of the Welsh language as a living medium.

It is the aim of the school that, as the majority of the children and their families are not from Welsh-speaking homes, every opportunity is given to experience and learn the language. All teaching is relevant to the child's own experiences. St. David's Day is an important event with opportunities for all children to take an active part in celebrating the Patron Saint of Wales. The Eisteddfod forms a major part of this with the tradition of crowning the Bard.



PHYSICAL EDUCATION

Children are encouraged to develop control, mobility, co-ordination and flexibility through a programme of dance, gymnastics, athletics and games. We aim to use physical activity to promote well-being and a healthy lifestyle now and in the future. All children are encouraged and praised for effort at every level of participation. We also use physical education to develop perseverance, to learn how to cope with success and failure and how to co-operate with others. All children take part in our Sports Day, to which families are invited. This has a mixture of competitive events and team activities.

Year six children attend a three week swimming course arranged by the LEA, paid for by the school. Families are able to purchase badges if they so wish.

Race Equality and Equal Opportunities

Palmerston Primary School strives to ensure that the culture and ethos of the school are such that all members of the school community, pupils, staff, parents, carers and other family members, governors and school partners will be equally valued and will treat one another with respect. Everyone will be provided with the opportunity to experience, understand and celebrate diversity.

We aim to:

- Educate, develop and prepare all pupils, regardless of their sex, colour, culture or ethnic origin, for life in a multicultural Britain

- Ensure that each pupil and member of the school community contributes to a happy and caring environment by showing respect for each other's race, religion or other beliefs and cultural background.

- Emphasise common elements and values of our cultures as well as celebrating diversity.

- Ensure awareness by all who work in the school, that discrimination or harassment on the basis of colour, religion or race is totally unacceptable.

In order to meet these aims we ensure that:

- The school's admission policy does not permit race, religion or colour to be used as a criterion for admission.

- Pupils' and staff names are accurately recorded and pronounced.
- All pupils, staff, governors, partners, families, contractors and visitors are in no doubt that racial harassment in any form is totally unacceptable.
- There are clear guidelines for dealing with racist behaviour **and that these guidelines are followed at all times.**
- There is a well-balanced, objective and sensitive curriculum, both planned and hidden, that promotes tolerance, harmony and good race relations across all areas of school activity.

Copies of our policies for Race Equality and Equality of Opportunity are available on request.

EXTRA CURRICULAR ACTIVITIES

These include football, Kwik cricket, netball, lacrosse, dance, and drama clubs and choir. Teams take part in competitive and friendly games and tournaments during the relevant season.

Music lessons are offered although payment for the tuition and hire of instrument is the responsibility of the parent.



SEX EDUCATION

Sex education in the school fits into a planned curriculum of health education in which children learn about growth and development in a gradual way. This programme starts in the nursery and continues throughout the school. Specific sex education lessons are given in Year 5 in the form of three TV programmes, on growing and human reproduction. Before the children see the films, their parents are invited to a preview, giving them the opportunity to decide for themselves whether or not they wish their children to take part in the lesson.

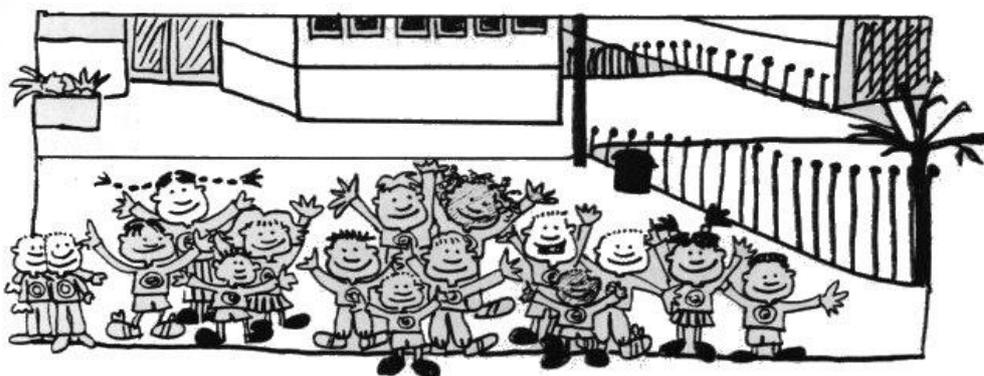


The wearing of a school uniform is very much encouraged. It is composed of a black sweatshirt, polo shirt and baseball cap with the school's logo, which may be worn with any grey or black skirt, trousers, leggings or shorts, black jogging pants, white shirt/blouse or T-shirt.

Uniform (sweatshirts, caps, polo shirts, sports shorts and jogging pants) is available to order from the school secretary's office at very competitive prices. We do require payment when ordering.

Parents and carers are asked to co-operate in making sure that their children are sent to school in shoes that are suitable for all activities.

Jewellery is not allowed. If children have pierced ears they are only allowed to wear stud earrings as all other kinds are dangerous. In the interest of safety parents are asked to co-operate with the school in making sure this rule is adhered to. All earrings must be removed for all physical education lessons.





Key Stage 2

Games; Trainers / plimsolls, shorts/jogging suits, T-shirts.

Gymnastics/Dance; T-shirts, shorts or leotards, bare feet.

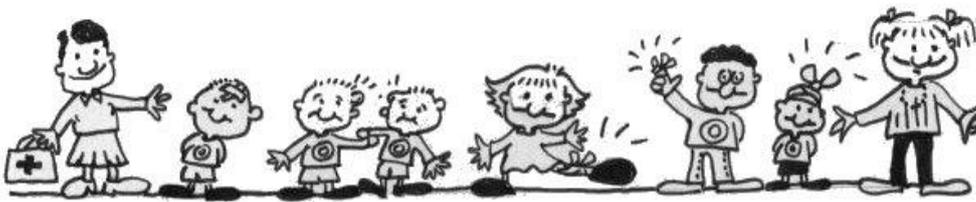
Year 5 swimming costume – one piece for girls and a swimming cap.

Key Stage 1

Games; No special clothing, trainers / plimsolls.

Gymnastics/Dance; vest & pants, bare feet.

It is appreciated if all articles of clothing are clearly marked as this helps to find and return lost articles quickly. While the staff do their best to find anything that is lost, the school cannot be held responsible for any articles missing or lost. The school aims to encourage through it's P.E. policy all children to keep fit. Games gymnastics and dance are taught to all classes.



ILLNESSES AND EMERGENCIES

When children are enrolled, parents and carers are asked to give details of home/emergency numbers and also the number of the family doctor. In an emergency, every reasonable effort is made to contact the parents, carers or other specified adults. As there are no members of staff, resources or facilities to enable the school to look after sick children, parents or other specified adults will be asked to collect sick children who become ill during the school day. **We require a daytime telephone number in case your child becomes ill during the course of the school day.** It is vitally important that the information you give is up to date. If you change your telephone number you must inform the class teacher.

In order to maintain accurate, up to date records we ask parents to complete a form, which provides us with necessary information regarding each child. It is very important for us to be fully aware of any medical factors which might influence their education.



If a child is ill usually the best place for them is at home, however we appreciate that some children may be on medication whilst at school. In line with LEA guidelines the school will dispense prescribed medicines only.

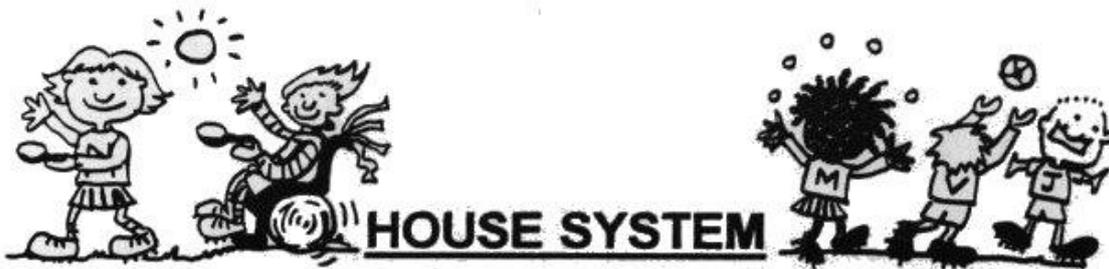
The school is usually happy to co-operate with parents in this respect, provided that the following procedure is observed;

1. Medicines are brought to school by the **parent or carer**, in sealed bags or containers, clearly marked with details of the child's name, the name and nature of the medicine and the times and quantities of doses.
2. A consent form must be signed by the parent or carer when leaving the medicine.
3. Staff are informed of the nature of the illness.

N.B. staff cannot be held responsible for failing to administer a dose. Please do not send 'Over the counter' remedies as these are not permitted at school.

The area health authority conducts medical and dental examinations from time to time. Parents are notified of these and invited to attend. Hearing and vision tests are also carried out periodically.





The school operates a house system. There are four houses: Woodpeckers (Green), Robins (Red), Wagtail (Yellow) and Kingfishers (Blue). Each child is put into a house on entry into school. The houses compete for various trophies throughout the year. House captains are chosen from the oldest children and two members of staff are in charge of each house.



SNACK

As part of the general health awareness in Palmerston School, we offer milk to keystage one free of charge and to keystage 2 at a cost of 30p per day. Children are welcome to bring in a piece of fruit for snack at breaktime. We have discouraged all other forms of tuck, in keeping with the healthy eating ethos our kitchen provides.



HEALTHY SCHOOL

As a healthy school we provide access to Water Coolers as part of the Water on Desks scheme. All children are encouraged to bring water each day in a 'pop up top', sports bottle.

SCHOOL DINNERS

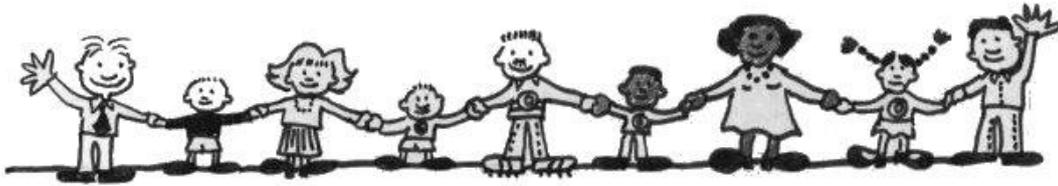
The school has its own kitchen and excellent meals are prepared on the premises. Keystage One are free of charge as per Government changes and the current cost of meals is £2.45 per day for Keystage two

For the above cost, all children are offered two choices of a cooked meal or a wrap/baguette.

Dinner money is to be credited into your individual Parentpay account on Monday morning, prior to your child ordering their lunch.

Forms of application for free meals are obtainable from the school administration team.

Children may bring a packed lunch to school in a suitable container with the child's name clearly marked.



PALMERSTON SCHOOL ASSOCIATION

We have a very active PTA, which meets regularly to organise activities such as fayres, cake days, discos and much more. New ideas are always welcome. The school has benefited to the tune of £1,500 per year, which has been spent on improving the educational environment for our children. Some examples of where the money has been spent include reading books, computers and colour printers, televisions and cassette players and much more. The AGM is held early in the Autumn term. New parents, carers and other relatives interested in helping are always warmly welcomed. Please let us know if you are able to get involved.

PARKING

Pen-Y-Bryn is the only access road to the school and gets very congested in the morning and at the end of the school day. All parents are asked to always park legally, be vigilant and always drive with great care. Please try to not park at all in Pen-Y-Bryn. Your children will benefit from the exercise of walking to school.

Parents are not allowed to drive into the school grounds to drop off or pick up their children. Only parents and carers bringing disabled children to school may enter the school grounds. We are animal lovers but please do not bring dogs into the school grounds. (Guide dogs excepted)



SCHOOL TIMES

Infants

08:50am ---12:00pm

01:15pm ---03:15pm

Juniors

08:50am ---12:30pm

01:15pm --- 03:15pm

Nursery times

08.50---11:30 am

12:30---03:10 pm

Please make every effort to get your child to school on time as valuable lesson time is missed if they are late.

SECURITY

For security reasons all doors are locked at 09:00am and access can only be gained through the main entrance which is fitted with a security entry system.

