



Together Everyone Achieves More

~ TEAM ~

# School Prospectus

2018-2019



**nace**  
National Association for  
Able Children in Education





*Together Everyone Achieves More*

~ TEAM ~

**Sully Primary School  
Ysgol Gynradd Sili  
Sully  
Penarth  
Vale of Glamorgan  
CF64 5SU**

**Phone:** 029 20 53 03 77

**Email:** [sullyps@valeofglamorgan.gov.uk](mailto:sullyps@valeofglamorgan.gov.uk)

**Web:** [www.sullyschool.co.uk](http://www.sullyschool.co.uk)

**Twitter:** @sullyps @esafetysullyps

**Headteacher/Pennaeth:**

**Mr S. Williams**

**School Classification:** Co-educational Primary School

**Age Range:** 3—11 years

**Local Authority:** Vale of Glamorgan County Borough Council





## Croeso/Welcome!

Sully Primary School is a Local Authority co-education school which first opened its doors in 1912. The school has achieved much since it opened and is recognised as a dynamic place where learning is exciting, stimulating and fun. We want Sully Primary School to reflect your aspirations and our high expectations in terms of behaviour and achievement and to be a happy place where adults and children work collaboratively to become lifelong learners.

At Sully Primary School we accept each of our children with the gifts and talents they offer. We work in partnership to develop each child's fullest potential as a person, and impart the skills and knowledge which will enable them to live and work happily in the adult world with a continuing appetite for learning.

Communication is the key to a smooth running and effective school and it is therefore essential that you seek help or clarity for anything you are unsure of, there are always staff who can assist you with difficulties or answer any questions that may arise.

Everyone in Sully Primary School is encouraged to work as a team and value every member of that team as an equal, whatever their role within the school. The school is justifiably proud of its reputation for concern for the individual child, both in terms of wellbeing and educational provision. We work on the premise that each and every child is entitled to the highest quality educational experience that can be provided.

Parents are encouraged to take part in the education of their children. We believe that by working together parents and staff can ensure that each child will make the best of the opportunities that we present them in Sully Primary School. In all our activities we will endeavour to work as a family, in which each member will have a sense of value, belonging and a feeling of responsibility for the school and the community.

By reading our school prospectus, you should gain a greater understanding of how Sully Primary School operates, please visit our website and do not hesitate to contact us if you should require further information.

Kind regards

Mr Steve Williams  
Headteacher

### Teaching Staff

Nursery	Miss R. Western
Reception	Miss D. Gilmore
Reception/Yr 1	Miss S. Harries & Mrs A. Waddington (Wed)
Year 1	Mrs S. Reynolds & Mrs A. Best
Year 1/2	Mrs C. Heaton
Year 2	Mr D. Jarvis
Year 3	Mrs L. Sheldon & Mrs A. Morgan
Year 3	Mrs H. Boyle
Year 4	Miss C. Price & Mrs Sheldon (Fri)
Year 4	Mrs C. D. Williams & Mrs Waddington (Fri)
Year 5	Mr J. Blasizza
Year 5	Mrs M. Parry
Year 6	Miss K. Martin
Year 6	Mrs C. Munro-Morris
Additional Learning Needs Coordinator (ALNCo)	Mrs L. Sheldon
Deputy Headteacher	Mrs A. Waddington
Headteacher	Mr S. Williams

### Support Staff

Admin Officer	Mrs P. Davies
Clerical Assistant	Mrs A. Game
Caretaker	Mr C. Starling
Cleaner in charge	Mr Chris Barnsley
Learning Support Assistants	Mrs C. Rees-Williams; Mrs L. Romans; Mrs E. Rodwell; Mrs K. Bridge; Mrs S. Chinneck; Mrs E. Williams; Mrs L. Wood Mrs N. Thomas; Mrs V. Frankland; Mrs R. Basar; Mrs S. Evans; Mrs L. Barlow; TBC
Cook	Mrs S. Allen, Ms L. Hocking & Miss C. McDonald
Kitchen Assistants	Mrs L. Best; Mrs V. Morley; Mrs N. Thomas;
Lunchtime Supervisors	Mr S. Bills; Mrs S. Safdar; Mrs S. Smith; Mr M. Richards; Mrs A. Johns; Mrs R. Nugent-Finn; Mrs R Swift; Mrs E. Rodwell; Mrs L. Hocking; Mrs L. Wood.
Breakfast Club	Mrs R. Swift; Mrs S. Smith; Mrs L. Hocking, Miss C. McDonald & Mrs A. John

## Admissions

The catchment area for the school includes both the village of Sully and the Bendricks area of Barry. Parents who wish to enrol their child at Sully Primary School must apply to the Vale of Glamorgan Admissions Department. Parents are invited and encouraged to look around the school before deciding if it is suitable for their child. Parents may also gain information about the school by looking at our website or contacting the school with questions.

Children are normally admitted to the school (Reception class) at the beginning of the school year in which they have their fifth birthday and transfer at 11+ to secondary education - usually to Stanwell Secondary School, however, we support the transition of children to many different schools.

Parents who wish their children to attend Sully Primary School and live outside the designated areas will need permission from the Education Authority and it is usually granted if the number of children within the school allows. If you need to contact them you should write to/telephone:

Learning and Development  
School Admissions  
Provincial House  
Kendrick Road  
Barry  
Vale of Glamorgan  
CF62 8BF  
Tel: 01446 709844

***Please note, the school does not have ownership over admissions into Sully Primary School, this is controlled entirely by the Vale of Glamorgan local Authority***

## Our School

Sully Primary School serves the village of Sully and first opened its doors to pupils in 1912, however, since this time the village and school have changed considerably. Over the years, Sully Primary School has expanded according to the needs of the community, as a result, the school comprises a number of external modular classrooms alongside the original main building. The school can boast of a newly resurfaced playground for both our Foundation Phase and Key Stage 2 children and an extensive playing field.

### School Hours

#### Nursery Hours

##### *Morning Class*

9am - 11:30 am

##### *Afternoon Class*

1pm—3:30pm

#### Foundation Phase (Reception - Year 2)

8:55am - 12:00 pm

##### **lunchtime**

1:15pm - 3:20pm

#### Junior Department (Year 3 - Year 6)

8:55am - 12:15 pm

##### **lunchtime**

1:15pm - 3:20pm

*We ask that children do not attend school until roughly 10 minutes before the beginning of the school day.*

At the beginning of the school day, a hand bell will sound indicating children are to line up in their classes to enter the classroom.

At the end of the school day, younger children will not be released unless a known adult is present to collect your child, if you are making alternative collection arrangements, we ask that the school is notified of this change.

## Class Structure

At Sully Primary School, classes are organised so that pupils may be in a class of mixed ages or of the same age. We do not organise classes based on ability, we organise according to date of birth. All academic needs, support and challenge is catered for within each class. Teaching and learning within the school uses a number of different pedagogies for example, class lessons, independent, paired or group work. Every effort is made to match the pace and level of work to the needs and abilities of individual children, whether the children need extra support or challenge, our highly dedicated and professional staff ensure that this takes place. Due to the size and nature of the school it is inevitable that some classes have mixed age groups, usually a two-year age range. The school has produced structured and progressive schemes of work which are linked to the National Curriculum Programmes of Study and the seven areas of learning for Foundation Phase children - this ensures that the children do not repeat work but will continually have access to stimulating and challenging areas of study throughout their time in Sully Primary School. This continuity of work ensures that no child need work or develop at an unsuitable pace as a consequence of mixed age groupings.

## Nursery

Nursery runs each morning and afternoon from 9 a.m. - 11.30 a.m. and 1pm to 3:30pm. Nursery children may start in the term after their third birthday - space permitting.

Parents and children are encouraged to visit the school to meet the teachers and to experience the ethos of the school. Parents are given a copy of the school prospectus and a nursery booklet on how to help early years children is also available. Information is given to parents such as the availability of school uniforms and homework bags etc. The school admission form must be completed and returned to school with the child's birth certificate. Nursery children are invited to the school's sports day and spend extended periods of time in school during June and July. In the Summer Term, parents are invited to a meeting with the Nursery and Reception teachers where information is given and questions can be answered regarding classroom organisation.

## Home-School Agreement

We ask you and your child to read together and sign a home-school agreement. This document has been drawn up by the teaching staff and the Governing Body. The home-school agreement ensures that parents and the school agree to their responsibilities for the all-round education of the children. By signing the document, children also agree to our high standards whilst attending Sully Primary School and additional permissions, for example, safe Internet use etc.

**At Sully Primary School...**

we endeavour to teach an exciting curriculum that inspires and motivates all our pupils and staff. Our aim is for all pupils to reach their full potential and to develop a love of learning. Our school motto, 'Together Everyone Achieves More', is at the heart of our approach to teaching and learning.

**Early Years - Foundation Phase****Nursery, Reception, Years One and Two**

Work in the Early Years classes is planned under the following headings - Personal and Social development, Wellbeing and Cultural Diversity; Language, Literacy and Communication Skills; Mathematical Development; Welsh Language Development; Knowledge and Understanding of the World; Physical Development; and Creative Development.

**Key Stage 2****Years Three to Six**

The National Curriculum comprises a series of subjects - English, Mathematics, Science, Design Technology, Information Communication Technology, Welsh, History, Geography, Art, Music and Physical Education. A greater emphasis is given to the three core subjects, which are English, Mathematics and Science. Religious Education and Personal and Social Education are included in the whole curriculum.

Some subjects are grouped together and taught through topics. Other subjects are taught discretely such as R.E and P.E. Emphasis is given to Curriculum Cymreig which is concerned with the cultural, economic, environmental, historical and linguistic characteristics of Wales.

Our aim is to teach the requirements of the National Curriculum to pupils in a variety of settings through a range of teaching strategies. We aim to meet the individual needs of pupils by being flexible and utilising kinesthetic, auditory and visual teaching approaches. The organisation of the school day ensures the requirements of the National Curriculum are satisfied and that all pupils receive a broad and balanced curriculum.

School subject policies, schemes of work and programmes of study are available on request.



We believe that pupils should have access to each of the following main areas of learning and experience - expressive and aesthetic; linguistic and literacy; mathematical; scientific and technological; personal and moral; physical and recreational; social, cultural and environmental; spiritual and religious.

### **Expressive and Aesthetic Development**

The school aims to facilitate creativity through art, craft, design, discussion, drama, music, poetry and writing.

### **Intellectual Development**

The school aims to enable pupils to communicate effectively; to become competent in the language skills of speaking, listening, reading and writing; to acquire mathematical, scientific and technological skills; to think logically; to question; to design and solve problems; to argue rationally; to draw sensible conclusions and to develop independence of thought.

### **Personal and Moral Development**

The school encourages the pupils to develop sensitivity to the needs of others; good manners; respect for all; a moral and ethical code and tolerance to the views and beliefs of others. The school aims to instill sensible attitudes to work, persistence, self-discipline and personal motivation, concentration and the ability to apply oneself to the task set.

### **Physical and Recreational Development**

The school aims to develop pupils' physical and recreational development by providing athletics, games, dance, gymnastics and swimming, as well as outdoor and adventurous activities. The school encourages pupils to develop their strength, stamina, agility and co-ordination, whilst also gaining an understanding of the importance of team spirit and health-related exercise.

### **Social, Cultural and Environmental Awareness**

The school aims to develop pupils' awareness of the quality of the environment; an interest in society, its manufacturing and service industries; an appreciation of human achievements and aspirations; a respect for property and all living things. In particular the school helps to develop an appreciation of the pupils' immediate community and without being nationalistic or insular, an appreciation of that which is characteristic of Wales, its language and its culture.

### **Spiritual Development and Religious Education**

Pupils are encouraged to share their religious and cultural traditions and staff aim to make them aware of the nature of a truly multi-cultural society. The school develops an appreciation of religious beliefs by providing collective worship and religious education based on the Agreed Syllabus for the Vale of Glamorgan and under the guidelines of the 1988 Education Reform Act. The approach is multi-cultural with a strong emphasis on Christianity. The school has no affiliation with any particular religious denomination. Parents who do not wish their children to participate in these activities should make an appointment to discuss the matter with the headteacher.

### **Collective Worship**

Collective worship is conducted through daily assemblies. The school year is divided into monthly Values. Each month a different value is taught through the assemblies. A whole school assembly is conducted on a Monday and Key Stage assemblies are conducted throughout the rest of the week, including celebration assemblies.

### **Languages**

Mindful that our pupils are global citizens, we give them opportunities to learn languages other than English. Our children are instructed in Welsh, in accordance with the National Curriculum for Welsh Second Language learners. Wherever possible, incidental Welsh is used by staff within the classroom and around the school and pupils are encouraged to use the language but no subject is taught solely through the medium of Welsh. Throughout the year, pupils are given the opportunity to celebrate Welsh culture.

Our children are also given the opportunity to learn Chinese Mandarin and, in older year groups, Italian. Alongside language learning, our pupils are given the opportunity to learn about Chinese and Italian culture via native language speakers and via links with organisations such as the Confucius Centre and Italian embassy.

### **Physical Education**

Physical Education is a statutory part of the National Curriculum and is essential in promoting a healthy lifestyle. All pupils are expected to take part in the weekly P.E. sessions. We have attained the status of being a healthy school and offer numerous extra curricular sporting clubs. These are held on a weekly basis either after school or in the lunchtime. We compete locally with our netball, hockey, athletics, football and rugby teams. All pupils are expected to wear the correct 'kit' for indoor and outdoor activities.

## **Sex & Relationships Education**

Sex and relationships education is taught through a programme of study agreed by the Governing Body. It is linked to the Science and Personal Social and Health Education aspects of the National Curriculum. The school believes it is important that appropriate and responsible Sex Education is given to the children at school in order for them to deal with the physical, social and emotional aspects of growing up and becoming fully prepared for adult life.

## **Additional Learning Needs (ALN)**

We are an inclusive school and children with additional learning needs, with or without a statement to that effect, will be admitted to the school on the same basis as other children insofar as it is reasonably possible and practical and compatible with the pupil receiving the necessary education provision, or that meeting the needs of the pupil is compatible with the education of other children at the school.

We have an Additional Learning Needs Coordinator (ALNCo) who works to ensure all pupils with additional learning needs are given extra support either within the classroom or in sessions outside of the classroom, in groups or individual settings. We receive valuable support from the Local Authority's Inclusions Service, Health and Social Services, Speech and Language Services and Occupational Therapy. Our special education needs policy is reviewed annually in line with the Code of Practice on the Identification and Assessment of Special Educational Needs. A copy of this policy is available on request.

The Local Authority makes no provisions for exceptionally able children, however, teachers plan activities to meet their needs and ensure differentiated work is provided to further extend their skills and knowledge. Also, from time to time local schools offer workshops for more able pupils, eg. Writing, dance, art etc.

## **Child Protection**

The Headteacher is the Designated Safeguarding Person and liaises directly with the Local Education Authority and Social Services Safeguarding and Child Protection teams. All Safeguarding and Child Protection policies are reviewed annually and are available, on request, from the school office. All staff receive safeguarding training annually and all adults volunteering or visiting Sully PS undergo safeguarding as part of their induction/welcome to the school.

**Designated Safeguarding Person: Mr S. Williams (Headteacher)**

**Deputy Designated Safeguarding Person: Mrs A. Waddington (Deputy Headteacher)**

**Deputy Designated Safeguarding Officer: Miss S. Harries (Foundation Phase Leader)**

### **Reporting, Recording and Assessment**

All pupils starting their education at Sully undertake a baseline assessment within the first half term in either Nursery or Reception depending on when they join us. Pupils are teacher assessed throughout every year and at the end of Year 2 and Year 6, National Curriculum results are nationally reported. Pupils are also assessed in their development of Literacy and Numeracy in Year 2 - 6. For information on our past test results please visit [ww.mylocalschool.wales.gov.uk](http://ww.mylocalschool.wales.gov.uk).

The purpose of assessment is to ensure pupils know and understand their strengths and weaknesses; for teachers to plan for pupil progress; to inform all stakeholders of pupil progress. A range of assessment techniques is utilised and detailed records are kept of pupils' progress in order to monitor our effectiveness.

### **Parent Teacher Consultations**

Two formal parent /teacher discussions are organised each year, the first taking place in the Autumn Term and the second during the Spring Term. Every parent/ carer is expected to attend. Written reports are sent to parents/cares at the end of the Summer Term when there is a third opportunity to meet with class teachers to discuss the report. We operate an open door policy and parents/carers may visit during the school year to discuss concerns or their child's progress.

We have this year introduced open mornings and afternoons for parents to allow them to attend school and sit with their child to share the amazing work that they have undertaken. This will hopefully allow parents to have a more secure understanding of their child's progress when discussions take place during the parents' evenings that follow.

### **'Open School' Sessions**

During an open morning or afternoon we welcome parents and carers of children in Reception to Year 6 to attend school, sit with their child and spend quality time sharing the work that they have completed since the beginning of the year. Our Nursery class parents also have an opportunity to visit their child's learning environment.

By operating open mornings and afternoons, we hope that parents will be more informed when discussing their child's progress with their teacher during the parents' evening; it will also allow parents and carers to gain an insight as to what their child's targets are and how they can support them in achieving these targets at home.

## Equal Opportunities

The Governors and staff endorse the view that the school's curriculum and every other aspect of school life should reject discrimination against visitors, pupils and their families regardless of age, disability, ethnicity, gender, religion or sexual identity.

We are proud to adhere to the 2010 Equalities Act and recognise that treating people equally does not necessarily mean treating them all the same. Our policies, procedures and activities do not discriminate but must nevertheless take account of life experience, outlook and background and of the kinds of barriers and disadvantages which people may face. We endeavour to not only foster a sense of cohesion and belonging but also to actively reduce and remove inequalities and address issues of stereotyping.

## Behaviour

We aim to provide a caring and safe environment for all pupils. The behaviour rules are designed with these needs in mind. A positive approach is adopted and rules, rewards and consequences have been designed for classroom, playtime and lunch time use. The school prides itself on the positive relationships it fosters between pupils and staff. The behaviour of pupils is of a very high standard and we have a clear policy for behaviour management, which is available on request. Assemblies are based on the values we aim to instil in pupils and these values along with general school rules are often reinforced during class discussions.

## Anti-Bullying (incl. E-Safety)

We aim to provide an environment where pupils feel confident and safe to learn and grow. Staff believe that pupils have the right to learn in a supportive, caring and safe environment without the fear of being bullied. Bullying in all forms, including cyber bullying, is unacceptable and will not be tolerated (please see our website for further guidance).

**Pupil Voice:** Sully Senedd, Super Ambassadors, Criw Cymraeg, Eco Council, Digital Buddies, Playground Pals, Sports Ambassadors

Pupil voice is very important to us in Sully Primary. Across many areas of the school and curriculum, pupils are appointed to represent the views of the wider pupil population. Pupil voice groups meet regularly and both play an important role in the running and development of the school, they are very important to school life and foster a sense of responsibility and ownership amongst pupils.

## Healthy Schools

Sully has attained Healthy Schools status; our aim being to improve the health of our community by working with pupils and their families on ways to establish and maintain life-long healthy eating habits and active lifestyles by creating a supportive environment within our school.

### Extra Curricular Activities

We provide a wealth of extra-curricular activities for pupils to participate in. Some of these include: choir, board-games, homework club, chess club, book club, girls' and boys' football, TAG & contact rugby, hockey, beach club, French club, Mandarin club, art and craft club and many more. Individual music tuition is provided by Cardiff County and Vale of Glamorgan Music Service (CAVMS) and other individuals which includes tuition in brass instruments, keyboards, guitar, drums, woodwind and the harp.

### Homework

We expect all parents to listen regularly to their child read at home and support their child in their learning through guidance from the class teachers. We also encourage parents to support their children learn their times tables and assist in their maths homework. On our website, you will find additional video clips of how to support your child in maths. Homework is set across the school for all pupils—this will be on a literacy or numeracy rotation every week.. Some homework activities are set in the more traditional style of exercise books, others will be set using digital technology, for example, ActiveLearn or Google Drive.

### Uniform

Pupils are requested to wear a school uniform which assists in fostering a sense of community spirit. Our school uniform boasts the school badge, designed by a pupil. The 'badged' items of uniform can be purchased from 'A Class Apart' in Dinas Powys ([www.aclassapart.co.uk](http://www.aclassapart.co.uk)). In the winter months pupils should wear navy blue trousers/skirts/ pinafore dresses, white shirt/ blouse and a navy jumper/cardigan. In the summer months, pupils can wear navy blue shorts in lieu of trousers and a summer dress in lieu of a skirt and blouse. Tights should be navy blue and socks, black, navy or white. Black flat heeled shoes, not trainers, should be worn. Pupils should not wear open-toed sandals but are permitted to wear flat black boots in adverse weather conditions. Pupils are permitted to wear a navy or black headscarf. During PE sessions, pupils are requested to wear a white T-shirt and navy shorts or leggings with trainers or daps.

### Lunchtime

Our catering staff provide a daily healthy cooked dinner which is prepared in our on-site kitchen facility. Some pupils take advantage of this service whilst others prefer to bring in a packed lunch. We request that all packed lunches contain a healthy balanced meal.

School meals are taken on a weekly basis and ***must be paid for in advance*** via your ParentPay account.

### Transport

As part of our Healthy Schools Policy we actively encourage all our pupils to walk, or in the case of older pupils, cycle to school. We have a team of Junior Road Safety Officers who promote this message throughout the year. We urge parents who do park their cars close to the school to do so with safety and thoughtfulness in mind at all times whilst considering the voluntary one way system that operates in the streets around Sully Primary School.

## Charging and Remissions

Each year classes organise both visits to local places of interest and visitors to attend school, in order to complement and extend the work carried out in the classroom. Voluntary contributions are usually requested in order for the visits to take place. The Education Reform Act (1988) states that parental contributions to the cost of any activity during school hours must be voluntary and that no child should be barred from attending because his/her parents/guardians are unable or unwilling to pay. However, if insufficient funds are raised for individual visits/visitors, the activity will not go ahead.

The Headteacher, in consultation with the Chair of Governors, can make remission in any of these areas.

## ParentPay

Sully Primary School is a cashless school, all payments for school meals, trips etc being made via the ParentPay online system. This system is also used for general communication eg newsletters, dates for your diary. You will be issued with more information and login details when your child joins the school.

School meals can be chosen on a daily basis and paid for via ParentPay, **please note that school meals must be paid for in advance, any non payment will result in your child not being served a meal at lunchtime**, however, snack money and charity donations are still paid in cash.

## Medicines

A parent is ultimately responsible for the administration of their child's medication.

Medication which is required for a few days, such as antibiotics, must be administered by the child's parent or a person authorised by the parent. A 'Request to Administer Medication' form, available from the school office, must be completed by a parent or carer before any medication can be given in school by a member of staff.

Regular medication for specific cases (e.g. Epilepsy, Diabetes, the administering of Ritalin) is kept in the school office. Specific members of staff are able to administer the recommended dosage on the container and must record dose and time of administering of the medicine in the book provided.

For further information on medicine in schools, refer to Welsh Government's "Supporting People with Medical Needs in Schools" which can be accessed as follows:  
[http://wales.gov.uk/topics/educationandskills/publications/circulars/Medical\\_Needs?lang=en](http://wales.gov.uk/topics/educationandskills/publications/circulars/Medical_Needs?lang=en)

### **PTA & Parent Forum**

The Sully School PTA and Parent Forum are made up of parents and school staff. The function of the PTA is mainly fundraising, through organising social and fun events for the whole school community. The Parent Forum supports the school and suggests ways in which the school can further develop to improve the learning experiences of its pupils.

All parents and carers of pupils at Sully Primary School are very welcome to join the regular meetings, the dates of which are on the weekly newsletters which are sent via ParentPay email.

The school benefits hugely from the efforts of the PTA, both financially and socially, and the Parent Forum and we are very grateful for their continuing efforts.

### **Absence from school**

Please contact the school before 9.30am to report your child's absence and send an explanatory note to your child's class teacher on their return.

If our child will be arriving late due to a medical appointment, please say whether they will require a school meal that day.

The school would prefer that holidays are not taken during term time, and they will be marked as unauthorised absence. Please complete a 'Notification of Absence' form, available from the school office, at least one week before the absence begins.

### **Contact Details**

It is vital that we are able to contact you in case of an emergency, or if your child is taken ill during the school day. A 'Data Collection' sheet is sent home every September for you to check that the details we hold are correct, but please inform the office of any changes during the year,

### **Access to Information (GDPR)**

Under data protection legislation, parents have the right to request access to information about themselves or their child that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact the school office or the Headteacher. The school will, on an annual basis, share individual Data Collection Sheets with you in order to ensure that our records are accurate and up to date. We request that these are returned promptly and that school is advised of any changes as soon as possible.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you should have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance. Our Data Protection Officer is: Mrs P. Davies



### **Raising Concerns and Resolving Complaints**

The Governing Body has adopted a complaints procedure as required by the Education Reform Act. It sets out the correct legal procedure for anybody who feels the need to make a formal complaint and enables them to have their complaint processed within a legal framework. When drawing up the procedure the intention was for most issues to be addressed quickly in an informal but confidential manner so that, where appropriate, future practice could be adjusted to reflect the expressed concern. All complaints, in the first instance, should be addressed to the school.

### **Security**

We are continually striving to increase the security of our extensive school site. All boundaries are fenced and we have CCTV security systems in place at the main entrance gates. The nursery, reception and demountable buildings have door access systems.

All pedestrian gates are closed during the school day and locked for the majority of the time.

### **Health and Safety**

Health and safety is of the utmost importance to us and we adhere to all the Vale of Glamorgan policies related to health and safety in education. All necessary policies and procedures are reviewed on a regular basis.

The school is equipped with all necessary fire equipment and fire drills are regularly carried out.

Issues that occur with the buildings, grounds and furniture are immediately reported to the Headteacher, Deputy Headteacher and Caretaker by the staff. Where the Caretaker cannot resolve the situation and make it safe, it is reported to the Vale of Glamorgan's Buildings and Maintenance Department.

Pupils are expected to adhere to the rules regarding standards of dress and health and safety. With regard to jewellery, pupils are permitted to only wear a watch and small stud earrings, which must be removed for physical education sessions.

### **Values**

Sully Primary is a values school. These values are at the heart of everything that is done at the school. The children are introduced to a new value at a special assembly each month which are discussed and illustrated throughout that month with stories, songs etc.



Sully Primary School offers a Breakfast Club facility to all pupils from Reception to Year 6. The Breakfast Club is a free initiative as it is financed and supported by the Welsh Government.

Our Breakfast Club runs from 8:05am to 8:55am and is supervised by highly qualified members of staff.

The children have a choice of a healthy breakfast each day - cereal, toast, juice, milk and fruit. Once the children have finished eating their breakfast, they may spend their remaining time socialising, playing board games, constructing, drawing, colouring, or, if the weather permits, playing in the school grounds.

Please be aware that if pupils arrive after 8:30am then we are unable to provide them with breakfast as this is when the cleaning and sterilisation process begins.

If you would like to take advantage of this facility, please download the information from the website or pop into the school office and speak to Mrs P. Davies or Mrs A. Game.

## The Governing Body

The school is governed by a Board of Governors comprised of representatives of the L.A., the county district and community councils, teaching staff, non-teaching staff, parents and co-opted members from the local community.

The Governors have a responsibility for the effective management of the school within the framework set by Government legislation and the policies of the LA. They determine the aims for the curriculum and have increasing responsibility for the financial management of the school, which is the role of the Headteacher, supported by the teaching staff.

They are actively involved with the organisation and running of the school and thus have close links with the Headteacher and school. Each class, subject area and a number of non-subject areas has a link Governor who visits from time to time as they are able.

### Vale of Glamorgan LA Representatives

Ms Jocelyn Parkes      Cllr. Bob Penrose      Mr Wayne Ellis      Mrs Ceri Hooper

### Parent Representatives

Mrs Vicki Judd      Mrs Andrea Johns      Mrs Rachel Carolan      Ms Vikki Evans  
Mrs Catherine Chamberlain

### Teacher Representative

Mrs A. Waddington      Miss K. Martin

### Staff Representative

Mrs L. Barlow

### Community Representative

Mrs Edwina Gill (Chair)      Mr Mark Hobrough      Mrs Jean Bispham      Mrs Fleur Riggs

### Minor Authority Representative

Cllr. Steven Oaten

### Clerk to the Governors

Mrs Caroline Rees-Williams

### Headteacher

Mr S. Williams

If you need to contact a Governor, please ask Mrs P. Davies or Mrs A. Game in the school office.

## FAQs

### When is my child tested?

Within six weeks of a child entering our Nursery class (or when entering any Foundation Phase class if arriving from outside of the Welsh Education System) they are assessed using our 'baseline' assessment.

The children are also assessed throughout the year to ensure appropriate level of progress is being made and if needed an Individual Learning Plan (ILP) can be drawn up to help your child.

The children are formally assessed in numeracy (procedural and reasoning) and literacy (reading) from Year 2 to Year 6 under direction of the Welsh Government. At the end of Year 2 the children are assessed in Language, Literacy & Communication (LLC), Mathematical Development (MDT) and Personal and Social Development (PSD). At the end of Year 6 the children are assessed in the core subjects of English, Maths, Science and Welsh Second Language.

### What are the principles agreed by the Vale of Glamorgan LA and Sully Primary School?

There should be no discrimination on grounds of sex, race, religion or colour. The purpose of learning is to develop pupils' minds and physical skills. It must provide spiritual, moral, cultural, mental and physical developments of pupils. Many projects in the school will cover several of these elements at one time, that is, they will be **cross-curricular** activities.

The curriculum must be **broad**, covering a wide range of experiences, **balanced** allowing a proper time for each element and **relevant** to the pupils own experiences and the community in which the school is situated. It must be appropriate to the children's age and ability. Every effort will be made to meet the needs of children with special educational needs.

### How is the curriculum delivered to my child?

In order that the curriculum may be effective, the school believes that it is important to provide **adequate resources** as far as its financial constraints make it possible. It will provide guidance, training for teachers and governors, and the advisory service who will see that standards are maintained.

It is important that the school produces detailed **schemes of work**, **policy statements**, and an annual **School Improvement Plan and Self Evaluation Report**. Contact between schools will allow good practice to be shared whenever possible



The Vale Family Information Service (FIS) is a one stop shop for families who have children aged 0-20 years.

They can provide you with information and advice on:

- Childcare including childminders, day nurseries and out of school clubs that can pick up and drop off to the school
- Holiday playschemes
- Playgroups & parent & toddler groups
- Leisure activities and services for children & young people
- Family support services
- Services for children who have additional needs
- Help with childcare costs and benefits for parents
- Health and education services and much more....

The service is **free**. Please contact the team on: 01446 704704

[fis@valeofglamorgan.gov.uk](mailto:fis@valeofglamorgan.gov.uk)

You can also search for childcare on-line, as well as access much more information: [www.valeofglamorgan.gov.uk/fis](http://www.valeofglamorgan.gov.uk/fis)