

Allensbank Primary School Prospectus





Allensbank Primary School

(Uned Feithrin/ and Nursery Unit)



Llanishen Street
Caerdydd/ Cardiff
CF14 3QE
Tel: 029 20619022
Fax: 029 20691629
Email: allensbankprm@cardiff.gov.uk

Dear Parents,

I am very pleased to welcome you and your child to Allensbank Primary School.

Choosing the right school for your child is an important decision. At Allensbank, as well as ensuring that your child receives a quality education, we pride ourselves in providing a very caring and welcoming community where staff place a high emphasis on the wellbeing of their pupils.

A good primary school education is critical for your child. Values and attitudes are formed and an enormous amount is learnt. We aim to provide a stimulating learning environment whilst catering for the needs of every child.

An important part of our school community is the provision we offer, through an Early Intervention Class (EIC) for children with Speech, Language and Communication difficulties. These pupils are a part of our school in every sense and further enrich our diverse school community.

Your partnership in supporting your child to achieve their potential is greatly valued and we ask for your support to achieve this. We look forward to welcoming you and working together for the benefit of your children.

Yours sincerely

J Drogan

Headteacher





Allensbank Primary School

02920 619022

allensbankprm@cardiff.gov.uk

Only Our Best Will Do

School Contact Details

Allensbank Primary School

Llanishen Street, Heath, CARDIFF. CF14 3QE

Tel: 029 20619022

Fax: 029 20691629

E-mail: allensbankprm@cardiff.gov.uk

Website: www.allensbankprm.cardiff.sch.uk

Chair of Governors

Mr K Jacobs

Headteacher

Ms J Droган

School Times

	Foundation Phase	Key stage 2
School starts	8.50am	8.50am
Lunch	12.00pm-1pm	12.15pm-1.10pm
School ends	3.15pm	3.15pm

Nursery Times

Morning	9.00am-11.30am
Afternoon	1.00pm-3.30pm

Term Dates for School Year 2023-24

Term	Term Start	Half Term Start	Half Term Ends	Term Ends
Autumn	Monday 4 th September 2023	Monday 30 th October 2023	Friday 3 rd November 2023	Friday 22 nd December 2023
Spring	Monday 8 th January 2024	Monday 12 th February 2024	Friday 16 th February 2024	Friday 22 nd March 2024
Summer	Monday 8 th April 2024	Monday 27 th May 2024	Friday 31 st May 2024	Monday 22 nd July 2024



Admissions

Allensbank is an English medium maintained community school. Parents who are considering sending their child to Allensbank Primary School should make an application to Cardiff Local Education Authority (029 20872909)

In any one-year should the potential admissions exceed the published admissions number, priority will be given to catchment area pupils. Parents of pupils falling outside the prescribed area are entitled to appeal against the decision.

Admission to Nursery

The Nursery is able to take a maximum of 24 pupils in each morning or afternoon session. Children are admitted to Nursery in the term after their third birthday.

Admission to Reception

Children are admitted to Reception in the September after their fourth birthday. The school has a Standard Admission of 30. Even if pupils have attended our Nursery, parents have to re-apply for Reception places via the Local Education Authority.

A meeting for all new Nursery and Reception parents is usually held annually in the Summer Term.

Early Intervention Class (EIC)

The school has an Early Intervention Class (EIC) for pupils with Speech and Language needs. The EIC offers short term provision for pupils in the Foundation Phase from across Cardiff. Provision of places is organised by Cardiff Local Authority with decisions being made by a Speech and Language Provision Panel.

Mission Statement

Allensbank Primary School is a happy and welcoming school that is committed to providing a friendly, safe and nurturing learning environment for all.
The school embraces diversity, fosters respect and actively strives to ensure high standards for all.

“Only Our Best Will Do”

Vision Statement

At Allensbank Primary School everyone works together to ensure that

- We form positive and respectful relationships with others within our diverse school community and show consideration for and actively nurture partnerships with parents, carers and the wider community.
- Through a supportive, nurturing ethos, learners feel valued, are able to express their ideas and emotions, are questioning and enjoy solving problems.
- We lay the foundation for a love of learning through being committed to high quality provision which equips our pupils for ongoing learning, work and life.
- Pupils feel safe and secure, build their resilience and develop strategies which will help them manage their well-being and respond positively in the face of challenge.
- Our learners have high expectations of themselves and strive to achieve their full potential by taking responsibility for their own learning. They help to set personal goals and celebrate successes.
- Pupils build up a body of knowledge and have the skills to connect and apply that knowledge in different contexts. They have the space to be curious, inquisitive, generate creative ideas and to critically evaluate alternatives as well as reflect and adapt.
- We have pride and confidence in ourselves whilst learning to work effectively with others, valuing the different contributions we and others make.

Equality

At Allensbank Primary School we aim to provide a happy, caring environment in which all children can feel confident and able to learn. We seek to foster an environment of mutual respect and support between all staff, pupils, parents and carers and the wider community.

Our school is committed to eliminating any unlawful discrimination on grounds of Race, Gender, Transgender, Religion or Belief, Disability or Sexual Orientation, Pregnancy or Maternity, Marriage or Civil Partnership by creating an environment where every individual, regardless of ability or background, is able to participate and is valued fully as a member of the school community. Being opposed to all forms of discrimination and prejudice we promote a positive attitude towards differences and expect respect for people of all backgrounds.



Any language or behaviour which is racist, sexist, homophobic, disablist or potentially damaging to any group will not be tolerated and will be challenged and monitored. Information derived from monitoring will be used to plan whole-school strategies to combat incidents. Information on identity-based incidents and bullying will be shared regularly with the LA to help actions to combat hate crime across the City

Access Arrangements

In line with the school's ethos to foster an inclusive environment where all learners can thrive and flourish we have devised an accessibility plan which is in place to increase access to our school in the widest sense and ensure that teaching and learning is fully accessible to all pupils.

This is an ongoing process, as different children will have different needs, but the main aims are to improve access for pupils and prospective pupils with disabilities to:

- Access the Physical Environment
- Access the Curriculum
- Access Information

Developing the whole child

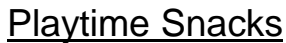
We aim to develop the whole child and value each pupil as an individual. We plan our teaching to develop their knowledge and skills. We also know that each child learns in different ways and as such provide a wide range of learning experiences. To further enhance learning we also provide a good range of after school clubs.

Governing Body

Allensbank Primary School has a very supportive and proactive Governing Body. The Governing Body is responsible for the conduct of the school within the broad framework of the Local Education Authority's policies. It is a voluntary body which meets regularly and has an important role to play in providing the forum for discussion of issues concerning the school including finance, building, staffing and curriculum. It plays a significant part in developing with the Headteacher and staff, the aims and objectives of the school and its community and generally supporting the school's endeavours.

ALLENSBANK PRIMARY SCHOOL GOVERNING BODY	
Chair of Governors	Mr K Jacobs
Teacher Governors	Miss H Mapstone Mrs A Simmons
Parent Governors	Dr A Cosh Dr K Moles (Vice Chair) Mrs A Bolton Dr A Williams Ms C Guthrie
LA Governors	Mr N Sudarsan Mr S Popov Mr T Powell
Community Governors	Mr S Davies Ms J Morris Mr K Jacobs
Headteacher	Ms J Drogan
Clerk to Governors	Mrs M Morgan

The children have two playtimes a day. Playtimes are fully supervised by members of staff. During wet playtimes, children remain in their classrooms under supervision. The school has a playground buddy system which operates. Children volunteer to support playground activities at both playtime and lunchtime.



We actively promote healthy eating and we respectfully ask all new parents to support us by ensuring that crisps, sweets and chocolate are not brought to school as tuck. A healthy snack is provided for all pupils within Progression Steps 1 & 2 (Nursery – Year 3) at a cost of £10 per half term. This option is also available for older pupils.

Our school kitchen provides a choice of hot meal and sandwiches which are prepared on site. Payments for school meals are made through Parent Pay and orders placed electronically with the catering office. New parents will receive instructions on how to set up a payment account with Parent Pay.

Parents who are in receipt of social security benefits may apply for free school meals for their children and also make meal choices using Parent Pay.

Sample menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	WEEKS COMMENCING: 06 JAN / 27 JAN / 24 FEB / 16 MAR				
WEEK 1	Cheese and Tomato Pizzo (V) 	Free Range Chicken (V) Chicken Pasta Bake 	Homemade Chicken Korma Vegetable Korma (V) Salmon Fish Fingers 	Roast Beef Quorn Sausage (V) Barkshire Pudding 	Fish Fingers Vegetable Fingers (V)
	Potato Wedges Garden Peas Baked Beans	Toast Baked Beans Cheese Salad	Rice New Potatoes Honey Bread Broccoli	New Potatoes/Creamed Potatoes Carrots/Garden Peas Gravy	Chipped Potatoes Garden Peas Baked Beans
	Chocolate Muffin Fresh fruit Low Fat Yogurt	Apple & Cheesecake Crumble with Custard Fresh fruit Low Fat Yogurt	Fruit & Gelatin Cookie Fresh fruit Low Fat Yogurt	Raspberry Ripple Ice Cream Ball with Mandarin Oranges Fresh fruit Low Fat Yogurt	Cocoanut Sponge with Custard Fresh fruit Low Fat Yogurt
	WEEKS COMMENCING: 13 JAN / 03 FEB / 03 MAR / 25 MAR				
WEEK 2	Pork Meatballs Vegetable Balls in Tomato Sauce 	Pork Sausage Quorn Sausages (V) 	Homemade Chicken Buhl Vegetable Buhl (V) Salmon Fish Fingers 	Chicken Fillet Quorn Fillet (V) 	Fish Rices Vegetable Nuggets (V)
	Pasta Mixed Vegetables	Creamed Potatoes Carrots Garden Peas Gravy	Rice Honey Bread New Potatoes Sweetcorn	Roast Potatoes Carrots Broccoli Gravy	Chipped Potatoes Garden Peas
	Chocolate Brownie Fresh fruit Low Fat Yogurt	Rice Pudding with Mixed Berries Fresh fruit Low Fat Yogurt	Banana and Raisin Muffin Fresh fruit Low Fat Yogurt	Playback Fresh fruit Low Fat Yogurt	Apple and Blackberry Crumble with Custard Fresh fruit Low Fat Yogurt
	WEEKS COMMENCING: 20 JAN / 10 FEB / 9 MAR / 30 MAR				
WEEK 3	Cheese Burger in a Bag Quorn Cheese Burger in a Bag (V) 	Pasta Bolognese Vegetable Pasta Bolognese (V) 	Homemade Chicken Tikka Vegetable Tikka (V) Salmon Fish Fingers 	Roast Turkey Breast Quorn Fillet (V) 	Battered Pollock Country Vegetable Bake (V)
	Potato Wedges Peas	Mixed Vegetables Salad	Rice Honey Bread New Potatoes Garden Peas	Creamed Potatoes/New Potatoes Carrots/Broccoli Gravy	Chipped Potatoes Garden Peas Salad
	Raspberry Muffin Fresh fruit Low Fat Yogurt	Chocolate Sponge with Custard Fresh fruit Low Fat Yogurt	Jelly and Ice Cream with Peach Slices Fresh fruit Low Fat Yogurt	Chocolate Corn Flake Crisp Fresh fruit Low Fat Yogurt	Egg Pudding with Custard Fresh fruit Low Fat Yogurt

* V Indicates Vegetarian Option

Available daily:

- Filled jacket potatoes, sandwiches, baguettes and pasta pots
- Unlimited vegetables veggiepower
- Additional full portion
- Bread basket

Seafood with this mark comes from a fishery that has been independently certified to the MSC's standard for a well-managed and sustainable fishery

Packed Lunches

Provision is also made for those pupils who wish to bring a packed lunch. The school operates a healthy eating policy and we ask parents to adhere to this when providing a packed lunch for their children. We encourage children to bring fresh fruit, a sandwich, yoghurt and a drink. Sweets, chocolate, cakes and biscuits are not allowed. For safety reasons we ask for no glass bottles. No canned drinks or fizzy drinks should be brought to school. Water, juice or low sugar squash are acceptable.

A team of experienced Midday Supervisors look after the children during the lunch break. They work within the agreed policies of the school for care of the children, behaviour and discipline. The Headteacher, Assistant Headteacher or another member of staff is also on duty.

School Uniform

School uniform is available from 2 suppliers:

Safewear Cardiff Limited, Unit 1, Lewis Road, CF24 5EB

www.safewearuk.com

(online orders only which can be delivered to school Free of charge)

YC Sports, 80-96 Crwys Road, Cathays, CF24 4NP

www.ycsports.com

Items of second-hand uniform are also available from the school office for £1 per item. Please ensure that your child wears school uniform at all times.

All pupils are expected to wear uniform. This encourages a positive working ethos within our school. Our uniform is both practical and comfortable and gives the children a sense of pride and belonging. All items of clothing must be clearly labeled with your child's name on the garment label. Jewelry, apart from watches should not be worn. Children with pierced ears should wear only studs. If jewelry is worn it will be kept safely by your child's class teacher and returned at the end of the day.

School uniform



Grey trousers or skirt
Pale blue polo shirt (embroidered with school logo)
Royal blue sweatshirt/hoodie (embroidered with school logo)
Royal blue fleece (embroidered with school logo)
Royal blue baseball cap
Pale blue/white summer dress
Black Shoes (no white trainers please)



Trainers should not be worn, other than for P.E./Games. For safety reasons, we also ask that children do not wear shoes with high or clumpy heels.

P.E. Kit

Parents are also asked to provide a suitable change of clothing for P.E. and games for reasons of hygiene and safety. All children must change from their everyday uniform into shorts, t-shirt and trainers for PE and Games activities. All children will participate in the PE and games lessons unless the teacher has received a letter from the child's parents explaining why the child should be excluded on medical grounds.

Arrangements for the general welfare of pupils

The class teachers and teaching assistants provide the day to day care of the children. We ask all parents to complete a confidential form when a child starts school. This is important because we need a telephone number where parents can be contacted if a child becomes ill or has an accident during school time. It is also important that we know if your child has any allergies or medical conditions. Please ensure that the school is informed of any changes to your contact details (address, home/mobile phone numbers, emergency contacts)

Should any changes occur at home which might affect progress or behaviour in school, you are asked to inform the class teacher and Headteacher immediately so that a special eye can be kept on your child. Likewise, if your child appears unhappy at school or is having a particular difficulty with school work, it is important that we know so that appropriate steps can be taken to remedy matters.

We have qualified first aiders on the school staff who deal with minor cuts and abrasions. If a child has a more serious accident or becomes ill during the school day, we will always try to contact parents so the child may be taken home or may be taken by parents to receive appropriate medical attention.

All accidents which occur in school are logged. Parents will be informed if a child has suffered any form of head injury.

Medicines

It is school policy that no medicines or tablets will be administered by school staff. Please do not send any medicines or tablets with your child. Parents can come in and administer medication to their own child. Children who suffer with asthma must have their inhalers with them in school. They will have ready access to them at all times. It is essential that these inhalers are clearly labeled with the child's name and class number. We ask all parents to follow this policy to minimise any problems that might arise. It is the responsibility of parents to ensure that inhalers are within their expiry dates and to replace inhalers as they expire or are empty.

If a child requires an Epi Pen, two must be kept in school, one with the class teacher and one held centrally in the school office.

Child Protection

A child protection policy is in place at the school. All staff are aware of procedures and receive regular training.

The Child Protection Officer for our school is the head teacher. In the absence of the head teacher, the deputy child protection officers are Mrs Wikeley, Mrs Reynolds and Mrs Wilson. Mr K Jacobs is also the child protection representative on the school governing body.

Health and Safety

The school has a health and safety policy for the provision of all its staff and pupils, this document is updated annually.

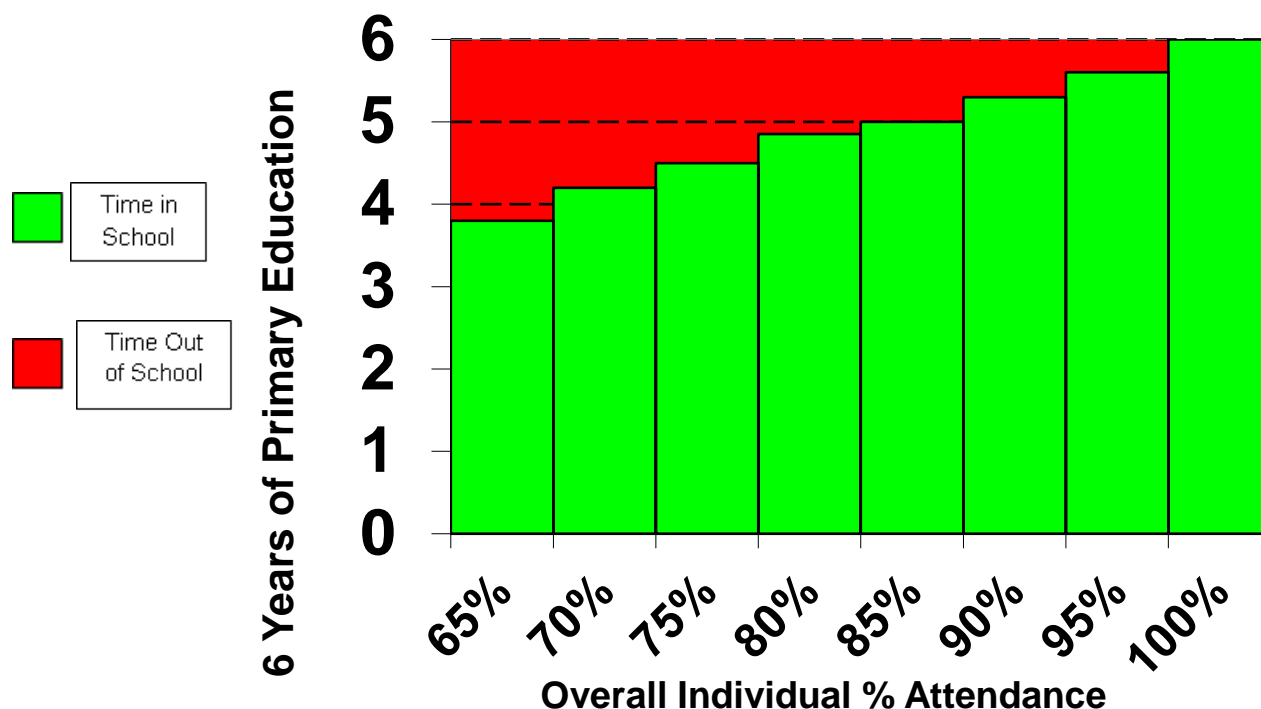
Attendance

At Allensbank Primary school, we give a very high priority to good attendance. The graph below indicates the impact that poor attendance can have on your child's education.

Each week an attendance cup is presented to the class with the highest attendance for the week. Each term, certificates are also presented to pupils with 100% attendance.

All children with irregular attendance are discussed with the Head teacher and School Attendance Officer (SAO). Appropriate action is taken following Local Authority guidance. Monthly attendance figures are reported to the Governing body and the Local Authority.

What Attendance means in Primary School



Please notify us if your child is absent from school because of illness or a dental or medical appointment. This can be done either by phoning the school office and leaving a message on the telephone system or sending a note into school on his / her return. The absence can then be classified as authorised.

No child can be let out of school without a note and a parent collecting.

In line with LA guidelines we have to insist that any child who experiences a sickness / diarrhoea bout must be kept away from school for 48 hours after the last occurrence to minimise the risk to other pupils.

Punctuality

School starts at 8:50a.m. Punctuality in the morning is very important in ensuring that children and classes are settled quickly for their first lesson. As soon as the children enter classes in the morning they start their learning activities, it is of vital importance that all children arrive in class promptly. The co-operation of all parents is asked to ensure that their child arrives before the school bell is rung. Any child that arrives at school after the first lesson has started has to be brought to the school office and be signed in. Punctuality is discussed with the School Attendance Officer and appropriate action taken.

Holidays during term time

Leave of absence for holidays is actively discouraged by the Welsh Assembly Government and Cardiff Council. The school is unable to authorise any requests for holidays taken during term time.

Fixed Penalty Notices (FPNs)

In some circumstances, the school may request that the Educational Welfare Service issue parents/carers with a Fixed Penalty Notice under The Education (Penalty Notices) (Wales) Regulations 2013.

A warning letter will first be sent if:

- There have been 10 unauthorised sessions within one school term;
- A child has been late (after registration has closed) on 10 occasions within one school term;
- Parents/carers have failed to engage in attempts to improve attendance;
- The police have regularly found a pupil to be absent from school without an acceptable reason.

A Fixed Penalty Notice will be issued if:

- There is one further unauthorised absence within 15 school days of a warning letter having been issued;
- An unauthorised holiday is taken during term time (*note that no warning letter will be received*).

Behaviour

The school behaviour plan consists of three strands

- Rules
- Rewards
- Consequences



Allensbank Primary School Rules

The rules are:

1. We always listen to and follow instructions promptly
2. We always keep hands, feet and unkind words to ourselves
3. We always look after our school and belongings
4. We are always thoughtful and respectful to others

The rules help to support the values we try to actively promote in Allensbank Primary School.

Our Values

- telling the truth at all times
- keeping promises, no matter how small
- showing consideration for others
- being polite and courteous e.g. by opening doors or carrying things for other people
- communicating politely with other people
- self-discipline - taking responsibility for one's own actions
- looking after and taking pride in our school
- promoting the good reputation of our school by always behaving well when representing the school on or off-site
- to respect and show empathy for others by treating others how we would like to be treated

Rewards

We value personal achievement alongside academic success and use every opportunity to celebrate the many things that are part of life, both in and out of school.

Rewards in Allensbank Primary School include

- **Verbal Praise** – this is by far the most effective reward a child can receive and all staff strive to embed regular positive feedback to all children on a daily basis.
- **Non-verbal Praise** – e.g. smiles, thumbs up etc. Again, this positive interaction is embedded in classroom practice and helps to develop children's self-worth and confidence.
- **Tangible Rewards** – Class Dojo points, stickers, stars, raffle tickets, these can be given for anything positive a child does and is all about the staff trying to 'catch a child being good'. Sometimes rewards are related to a specific area e.g. resilience.
- **Certificates** are presented to children for a number of reasons e.g. pupil of the week, outstanding piece of work, head teacher's award etc. Certificates are usually presented weekly in a 'Celebrations' assembly.
- **'Golden Time'** – In Step 1 and 2, this is a reward for the whole class e.g. a movie and popcorn, when they have earned a particular number of whole class points for all their good efforts. In Step 3, Golden Time is a weekly reward given to those pupils who have gained fewer than 3 minus Class Dojo points during the week.
- **Referral** – A child might be sent to another member of staff for further praise and encouragement and possibly a small tangible reward e.g. sticker or quick note.
- **Attendance Awards** – The class with the highest attendance for the week receive the attendance cup which takes pride of place in their classroom and an extra 5 minutes of play on Friday. The class with the second highest attendance also receives extra play.

Consequences

In Reception to Year 6 consequences are dealt with via the Class Dojo 'Needs Work' points. This is a system which needs to be consistently applied by all staff in order to ensure that positive behaviour is promoted in a consistent and fair way across the school.

If rules are broken then the child will be issued with a warning. If the same poor behaviour continues after a warning then a 'Needs Work' point will be issued. The child should be made aware of the specific reason why they have been given a 'Needs Work' point, e.g. Being Unkind (-1), Off Task (-1), Disrespect (-1) or a Red Card (-4) for more serious poor behaviour. The 'Needs Work' categories have been previously agreed and are the same across the school. Staff are asked not to add additional reasons to the 'Needs Work' points.

If a child receives more than 2 'Needs Work' points in a week, they will miss golden time on Friday afternoon. After each 'Needs Work' point has been issued the teacher needs to remind the child of the need for positive behaviour and the consequence of missing Golden Time for repeated poor behaviour.

Any child receiving more than 2 'Needs Work' points in a week will go to the Assistant Head's room during Golden Time instead of going outside. They will be asked to discuss the reason for their poor behaviour and the Assistant Head will lead a discussion with them on ways in which they could improve their behaviour for the following week.

Names of pupils who miss Golden Time will be logged on a Class Dojo Termly tracker each week by the Assistant Head. If a child misses three sessions of Golden Time during a period of time, the Head Teacher will speak to the child's parents to discuss their poor behaviour.

FAST TRACK - For extreme, dangerous or potentially dangerous behaviour Allensbank operate a 'fast track' system, whereby the child will be removed from the classroom as soon as possible and sent to the Head Teacher or Assistant Head. They will also be given a 'Red Card' Needs Work' point (-4).

Reminders – At each stage a reminder is issued before a 'Needs Work' point is given. To ensure the flow of the lesson isn't constantly interrupted and to reduce negative interaction between staff and children reminders do not always need to be verbal in nature.

The children in the teacher's care should be made well aware of the teacher's expectations and know when they are misbehaving; they also know what the teacher's non-verbal reminders look like, for example putting a finger to your lips for silence or pointing to the class rules. The children in each class should be aware that these non-verbal interactions should be understood as reminders.

Some children may need the unambiguous act of a verbal reminder to understand what is expected of them at that time.

Each class may have some children who are issued two reminders per stage due to specific reasons such as a medical condition e.g. ADHD.

Communication/Working together

A child's learning firstly takes place at home. It is usually you, the parents, who are the child's first teachers and for most children you also provide the continuous link throughout each stage of education in your partnership with school staff.

To do the best for your child, we need your support and your interest in the education provided. We believe that children are happier at school, and learn best, when there is good communication between home and school and where the links between the two are strong.



As parents you will be invited to two consultation evenings each year. The purpose of these consultations is to discuss your child's progress and identify next steps in learning.

Teachers may also have informal discussions with parents at the end of a school day or by inviting parents in. This is a two-way process and, if you have any concerns, you should feel free to raise them with the class teacher initially or with the Headteacher. If you need a lengthy discussion, you are advised to make an appointment at the end of the school day.

During the year you will also be invited to your child's class assemblies as well as performances at Christmas and other events such as Sports and Cultural Days.



Regular newsletters are produced to keep you up to date with all events at school. We use 'Teachers2Parents' to send these newsletters and any additional information via email and also communicate using text messages using the same service.

Parents will receive an invitation to join Class Dojo. This will allow communication in a range of languages with the class teacher. Staff will also share class photos and information whilst keeping parents updated when behaviour points are awarded to their child.

In addition, the school has a website

(<http://www.allensbankprm.cardiff.sch.uk>) and **School Padlet**

(<https://padlet.com/allensbank/ai9tadz6lxvdm2aw>) which keep parents up to date with all sorts of school information and events.



Healthy Eating

We are a healthy eating school and have achieved accreditation for Phase 3 of the healthy schools award. Eating well and having a healthy lifestyle is clearly really important. To this end we do not allow sweets in school except on very special occasions. We promote healthy snacks with all pupils from Nursery to Year 3 being able to pay £10 per half term via ParentPay for a fresh fruit snack at playtime. Year 4, 5 & 6 should bring their own fruit if they wish.



School Council

The school has a thriving, democratically elected School Council of children from Years 2 – 6 who are involved in making decisions and organising activities in school

Eco Committee

There is an elected Eco Committee who meet regularly to discuss and act on any environmental issues in the school or community. The school has effective links with a range of ESDGC networks within the community i.e. UNA exchange, Dolen Cymru, CILT Cymru, Really Rubbish, Keep Wales Tidy and Eco schools.



The Curriculum

At Allensbank Primary School we have designed and planned our curriculum based on the Curriculum for Wales guidance. We aim to deliver our curriculum within an environment where pupils feel confident, valued, and motivated.



Our curriculum is based around 4 core principles to support our learners to become:

- **Ambitious, capable learners, ready to learn throughout their lives**

We want our learners to strive to achieve their best potential by relishing challenge; growing their knowledge in all subjects (by questioning and critically evaluating what they learn), then applying their skills and understanding to any given situation or problem.

- **Enterprising, creative contributors, ready to play a full part in life and work**

We want our learners to become creative thinkers who are confident in taking measured risks. To effectively lead and take on responsibilities that benefit themselves and others. To be able to express their ideas and emotions in a variety of meaningful ways.

- **Ethical, informed citizens of Wales and the world**

We want our learners to respect the rights of others and be knowledgeable about how past events can impact on human suffering and rights. We want them to be aware of contemporary issues and the impact of their actions with regards to the sustainability of the planet

- **Healthy, confident individuals, ready to lead fulfilling lives as valued members of society**

We want our learners to be mentally, emotionally and physically safe and well. To have secure values and beliefs in order to build positive relationships based on mutual respect and trust. We want our learners to develop confidence, resilience and empathy to manage everyday life as independently as possible

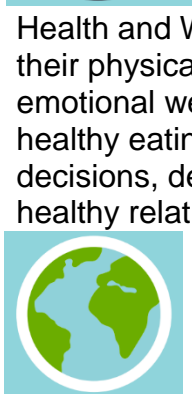
Areas of Learning and Experience' (AoLE)

Within the Curriculum for Wales, traditional subjects have been regrouped into 6 'Areas of Learning and Experience' (AoLE):



Expressive Arts

In Expressive Arts, your child will explore art, dance, drama, film and digital media and music to develop their creative, artistic and performance skills.



Health and Well-being

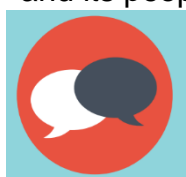
Health and Well-being is about looking after their physical and mental health including emotional well-being. They'll learn about healthy eating and how to make good decisions, deal with influences and develop healthy relationships.



Humanities

In Humanities they'll learn about the world, society and events in the past and present. They'll explore the challenges and opportunities that face us, and what ethical action we can take to safeguard the world and its people in the future.

In Languages, Literacy and Communication, your child will learn about languages. They'll understand and use Welsh, English and other languages. They'll study and create literature, and communicate in spoken, written or visual ways. This could include poetry, drama and film.



Languages (English, Welsh, and an international language), literacy and communication



Mathematics and numeracy

In Mathematics and Numeracy, your child will develop their understanding of numbers and use symbols in maths. They'll explore shapes and measurement and learn about statistics and probability.

In Science and Technology your child will learn about biology, chemistry, physics, computer science and design and technology. They'll learn about design and engineering, living things, matter, forces and energy, and how computers work.



Science and technology

The curriculum also covers:

- human rights
- diversity and respecting differences
- experiences and skills for careers and the workplace
- learning about local, national and international contexts
- developmentally appropriate relationships and sexuality education.

Progression Steps

'Progression Steps' have replaced Foundation Phase and Key Stage 2. Progression Steps are at ages 5, 8, 11, 14 and 16 years old and take the form of 'Achievement Outcomes' relating to broad expectations at those ages. Children can be anywhere on the progression line; each child may progress at a different rate or take a different path to get to the next stage in their learning journey.

Progression Step 1 (Nursery and Reception)

Progression Step 2 (Year 1, Year 2 and Year 3)

Progression Step 3 (Year 4, Year 5 and Year 6)

Additional Learning Needs Provision

At Allensbank Primary School we aim to:

- enable every pupil to experience success
- promote individual confidence and a positive attitude
- ensure that *all* pupils, whatever their additional learning needs, receive appropriate educational provision through a broad and balanced curriculum that is relevant and differentiated, and that demonstrates coherence and progression in learning
- give pupils with ALN equal opportunities to take part in all aspects of the school's provision, as far as is appropriate
- identify, assess, record and regularly review pupils' progress and needs
- involve parents/carers in planning and supporting at all stages of their children's development
- be pupil centred and involve the child in decision making where appropriate
- work collaboratively with parents, other professionals and support services
- ensure that the responsibility held by all staff and governors for ALN is implemented and maintained.

The needs of pupils will be met through a Graduated Response to ensure appropriate provision for all pupils identified as having Additional Learning Needs. All children with Additional Learning Needs will have Additional Learning Provision (ALP) in place which will be outlined in an Individual Development Plan (IDP). These plans will ensure that children and their parents are involved in making decisions to secure the support they need in order to thrive in school. Progress is monitored by the ALN Co-ordinator (ALNCo) in consultation with class teachers, parents and appropriate outside agencies. A member of the Governing Body is named as a link Governor with responsibility for Additional Learning Needs.

Homework

In progression step 1 and 2, a variety of homework activities are set. We encourage the children to read by giving them books or key word lists to take home to practice with their parents. We give guidance information to parents to help them achieve the maximum benefit from this time spent reading with their child. We also ask Y1 and Y2 children to learn spellings or mathematical facts as part of their homework. Pupils also have access to maths activities online through 'Active Learn' and may be given homework which links to their current context for learning. Homework is set weekly via Google Classroom at an age-appropriate level.

At progression step 3 children will be set homework activities each week via Google Classroom. They will have weekly spelling lists as well as additional homework activities. These may include maths homework, sometimes linked to their Abacus ActiveLearn account. This will be set online and the pupils are provided with individual passwords at the beginning of the year so that they can access Abacus. Information will also be sent home to parents explaining how to help their child log onto their Abacus account.

There may also be Literacy activities to reinforce skills introduced in class as well as research-based tasks related to the current Context for Learning. Your child also needs to regularly practice all of their times tables up to 12x and basic number facts. Your child's class teacher will provide details of which number facts or times tables need to be focused on. Children will also have the opportunity to borrow books from their class library which they may return and change as they finish them.

Homework will inevitably increase in volume and complexity as children progress through to Year 6. Please help your child to ensure they complete and return their homework every week (via Google Classroom), presented to the best of their ability.

Assessment, Reporting and Recording

Assessment means gathering information about your child and evaluating it. This is carried out in a number of different ways

Literacy and Numeracy Tests

All pupils across Wales from years 2-6 complete literacy and numeracy tests each year. The results of these are reported to parents.

Continuous assessment

Continuous assessment is carried out by the class teacher on a day to day basis, when she/he records interesting developments concerning your child's learning and progress. This enables the teacher to decide how to move forward and how to give both you and your child clear feedback about achievements. The assessments take many different forms such as the marking of pupils' work, observations of pupils, the use of standardised tests and involving pupils in simple assessments of themselves and of their peers and the subsequent setting of their own targets. Collectively, these procedures help teachers to identify the learning and teaching required to ensure a process of continuous development. Teacher assessments are carefully recorded and analysed.

Parental Consultations and School Reports

End of year reports are provided which detail each child's progress and identify targets for improvement. Parents have the opportunity to discuss their child's progress on an individual level with the class teacher during parental consultation meetings. However, teachers are happy to discuss concerns at any time during the school year providing that a prior appointment is made via the school clerk.

School Visits and Visitors

Educational visits enhance learning and add another dimension to a child's learning. Various school visits are, therefore, planned as part of the curriculum we offer. They may include visits to museums, historical sites, places of worship or geographical locations studied. Parents' permission for such visits is sought and risk assessments are carried out by our experienced staff in advance of any visit.

Charging for School Visits



All education during school hours is free and we do not charge for any activity undertaken as part of the National Curriculum. However, when organising additional activities to enrich the curriculum, the school invites parents to contribute to the cost. Contributions are made using Parent Pay. For residential trips which tend to be more costly, we offer parents the opportunity to pay in regular instalments over the school year. All contributions are voluntary and costs are sometimes subsidised by funds raised by the PTA. However, if parental contributions are insufficient, the event may have to be cancelled and we invite anyone experiencing financial difficulties to discuss this with the Headteacher, with the assurance that the matter will be dealt with sensitively.

Transition

Our Year 6 pupils leave us to attend a number of local High School settings. We have strong transition links with Cathays High School. Cathays High School Peer Mentors visit Allensbank and our pupils take part in a range of transition events during Year 5 and 6.



Complaints Procedure

Allensbank welcomes any parents/carers into school to discuss any concerns they may have. An appointment can be made via the school clerk and most issues can be resolved quickly. In the unlikely event of the issue being unresolved, parents/carers have the right to take the matter to the governing body. The school has a complaints policy which is accessible and includes the complaints procedure if required.

The governors sincerely hope that any concerns and problems can be addressed by discussion with school staff and the Headteacher prior to becoming an issue for the attention of the governing body. The first point of contact in the event of a concern is always, out of courtesy, the Headteacher. If there are however, issues which cannot be resolved then a copy of the school's procedures on complaints is available at the school. Complaints should be made in writing to the governing body via, Mrs M Morgan (Clerk to the Governing Body)

Further Information

We try to make the information in our school prospectus as comprehensive as possible. Under the Freedom of Information Act 2001, however, you may also, if you wish, request information in the following areas:

- Governor's Documents – information published in the Governors Annual Report and in other governing body documents
- Pupil and Curriculum – information about policies that relate to pupils and the school curriculum
- School Policies – information about policies that relate to the school in general.

Responsible Use of the Internet

As part of pupils' curriculum enhancement and the development of ICT skills, Cardiff Primary schools provide supervised access to the Internet including e-mail.

We take positive steps to deal with the risk of access to undesirable materials in school. Our Internet access provider operates a filtering system that restricts access and we enclose references to information on safe Internet access that may be of use at home where restricts may not apply.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the Council cannot be held responsible for the nature or content of materials accessed through the Internet. The Council will not be liable under any circumstances for any damages arising from your child's use of the Internet facilities.

A copy of the Rules for Responsible Internet Use that we operate at Allensbank Primary School is contained within the school prospectus. A copy of the school's Internet Access Policy is available in school should you wish to see it. There are also a number of leaflets from national bodies that explain issues further.

Allensbank Primary School Rules for Responsible Internet Use

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will ask permission from a member of staff before using the internet;
- I will use only my own login and password, which I will keep secret;
- I will not access other people's files;
- I will use the computers only for school work and homework;
- I will not bring memory sticks or memory storage into school unless I have permission;
- I will only e-mail people my teacher has approved;
- The messages I send will be polite and sensible;
- I will not give my home address or phone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like;
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

The Hwb platform

The Hwb platform provides all maintained schools in Wales with access to a wide range of centrally-funded, bilingual digital tools and resources to support the digital transformation of classroom practices. The Hwb platform is managed and operated by the Welsh Government. All pupils in maintained schools in Wales must be provided with a secure log-in to the Hwb platform. This is because mandatory reading and numeracy tests, currently on paper, will be moving online and must be completed by each pupil via the platform. In order to provide your child with a secure log-in, the school will be sending basic information to the Welsh Government. The log-in will allow your child to take the mandatory online assessments, known as 'personalised assessments'.

For more information about the Hwb platform and how information about your child is used, please see <https://hwb.gov.wales/privacy>.

For more information about the online personalised assessments, please see <http://learning.gov.wales/resources/collections/national-reading-and-numeracy-tests?lang=en#collection-2>

Hwb Additional services

If you agree, Welsh Government can also provide your child with access, via the Hwb platform, to a variety of additional services which are provided by other organisations. These include online learning environments such as Hwb Classes, Microsoft Office 365, Google for Education, and other relevant educational tools and resources. Welsh Government is making these additional services available to help your child access educational resources. These additional services are centrally funded and there is no cost for you or for your school to access and use them.

Welsh Government will only provide access to these additional services if you sign to indicate your agreement.

If you agree:

- we will tell Welsh Government to provide access to the additional services
- Welsh Government will share information about your child with its service providers, including Microsoft and Google Education, in order to enable access to the additional services

If you do not agree, we will still share information about your child with Welsh Government to set up a secure log-in for the Hwb platform, but your child will not be able to access the additional services.

If you wish to withdraw your consent, please contact the head teacher

The collection and use of Personal Information

The school collects information about pupils and their parents or legal guardians when they start at the school. They also collect information at other times during the school year. Information is also received from other schools when pupils transfer.

Cardiff Local Authority (LA) and National Assembly for Wales will receive information on pupils from the school, normally as part of what is called the Pupil Level Annual Schools Census, which takes place in January each year.

The school, LA and National Assembly for Wales receive information about exam and national curriculum assessment and test results.

The Use made of this Personal Information

The National Assembly for Wales uses the information collected to do research, primarily to inform educational policy changes and funding. The research is done in a way that ensures individual pupils cannot be identified. Examples of the sort of statistics produced can be viewed at www.learning.wales.gov.uk or www.wales.gov.uk/statistics

The LA also uses the personal information collected to do research. It uses the results of the research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is done in a way that ensures individual pupils cannot be identified.

The School uses the information it collects to administer the education it provides to pupils. For example:-

- The provision of educational services to individuals
- Monitoring and reporting on pupils' educational progress
- The provision of welfare, pastoral care and health services
- The giving of support and guidance to pupils, their parents and legal guardians
- The organisation of educational events and trips

- Planning and management of the school

Organisations who may share personal information

Information held by the School, LA and the National Assembly for Wales on pupils, their parents or legal guardians may be shared with other organisations when the law allows, for example with:-

- Other education and training bodies, including schools, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities
- Bodies doing research for the National Assembly for Wales, LA and schools, so long as steps are taken to keep the information secure
- Central and local government for the planning and provision of educational services
- Social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils
- Various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work.

Personal Information held

The sort of personal information that will be held includes:-

- Personal details such as name, address, date of birth, and contact details for parents and guardians
- Information on performance in internal and national assessments and examination
- Information on the ethnic origin and national identity of pupils (this is used only to prepare summary statistical analyses)
- Details about pupils' immigration status (this is used only to prepare summary statistical analyses)
- Medical information needed to keep pupils safe while in the care of the school
- Information on attendance and any disciplinary action taken
- Information about the involvement of social services with individual pupils where this is needed for the care of the pupil

Other Information

The National Assembly for Wales, LA and school will try to ensure that information is accurate and secure. Personal information will not be sent outside the United Kingdom.

Your rights Under the Data Protection Act 1998

The Data Protection Act 1998 gives individuals certain rights in respect of personal information held on them by any organisation. These rights include:-

- The right to ask for and receive copies of the personal information held on you although some information can sometimes be legitimately withheld
- The right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress
- The right to ask for wrong information to be put right
- The right to seek compensation if an organisation does not comply with the Data Protection Act 1998 and you personally suffer damage
- In some circumstances a pupil's parent or legal guardian may have a right to receive a copy of personal data held about a pupil in their legal care. Such cases will be considered on an individual basis where the individual is deemed to have insufficient understanding of their rights under the Act.

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act 1998, to assess whether or not the processing of personal information is likely to comply with the provisions of the Act.

Seeking further information

For further information about the personal information collected and its' use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 1998, you should contact :-

- Your child's school on 02920 619022
- Your LA on 02920 872000
- The Welsh Government data protection officer at, The National Assembly for Wales, Cathays Park, Cardiff, CF10 3NQ
- The Information Commissioner's office help line can be contacted on 06 625 545 745
- Information is also available from www.informationcommissioner.gov.uk



School website- www.allensbankprm.cardiff.sch.uk

Follow us on Twitter- @AllensbankPS

Telephone- 02920 619022

Email- allensbankprm@cardiff.gov.uk