

# Ninian Park Primary School



## Prospectus 2023

## Our Address

Ninian Park Primary School  
Virgil Street,  
Grangetown  
Cardiff  
CF11 8TF

Telephone number: 02920 388991

Fax Number: 02920 388631

Our e-mail address is: [ninianparkprm@cardiff.gov.uk](mailto:ninianparkprm@cardiff.gov.uk)

The school website is [www.ninianparkprm.cardiff.sch.uk](http://www.ninianparkprm.cardiff.sch.uk)

Our Twitter address is @nppschoo

Our Headteacher is Miss. Jenny Scott

Our Chair of Governors is Ms Laura Morris

Our school is a primary school.

The main language spoken in our school is English.

(If you would like this prospectus explained to you in another language or you would like a copy of our Welcome Pack in another language then please contact the school).



## SCHOOL PROSPECTUS

| Contents  | Page |
|---|------|
| Contact information   | 1    |
| Welcome letter  | 3    |
| Ethos and values  | 4    |
| Home /School Agreement  | 4    |
| School staff  | 5    |
| Governing Body  | 6    |
| Admissions information, transfer to High School & school times          | 7    |
| School routines - arrival & collection, school security & parking       | 8    |
| School meals and breaks   | 9    |
| Attendance  | 10   |
| Health matters  | 11   |
| School uniform, personal property & toilet facilities                   | 12   |
| Family Engagement   | 13   |
| Wrap Around facilities - breakfast, Care Club & after school            | 13   |
| Curriculum - Learning & Teaching in our school                          | 14   |
| Curriculum - Religious Education, Welsh & Cwricwlwm Cymreig             | 15   |
| Curriculum - Sex and Relationships Education and Eco/Healthy Schools    | 16   |
| Curriculum - Physical Education (P.E.) & provision for sports           | 17   |
| Additional Learning Needs and Special Educational Needs                 | 18   |
| English as an Additional Language (EAL)                                 | 19   |
| Child Protection  | 19   |
| Behaviour, school rules & bullying                                      | 20   |
| Homework  | 21   |
| Assessment & reporting to parents                                       | 22   |
| Assessment - End of key stage National Curriculum Data                  | 23   |
| Extra-curricular activities, community links & 'Open Your Eyes'         | 24   |
| Equalities  | 25   |
| School Policies - Charging & Remissions, Complaints, Publication Scheme | 26   |
| Communication   | 27   |
| Term dates  | 28   |



Dear Parents / Carers,

Welcome to Ninian Park Primary School. Croeso!

Ninian Park Primary School is an English medium, community co-educational school situated in the Grangetown area of Cardiff. At Ninian Park we place great value on the importance of good home-school links as we believe that it is through close partnership that children really learn and flourish.

We offer a happy and caring environment where your child can learn within a beautiful Victorian building. The education we provide is carefully matched to the learning needs of individual children. We strive to develop the child's self-esteem and sense of well-being so that they are ready, willing and able to learn.

As children progress through the school they will be offered the opportunity to participate in many extra-curricular activities.

We hope the time your child spends here will be profitable and enjoyable.

This booklet is designed to give useful information about the school. If you ever have any questions, or are unclear about anything happening in school, please do not hesitate to contact me or Mrs Morris our Deputy Headteacher, or your child's class teacher. The team here at Ninian Park look forward to working in partnership with you.

Yours sincerely,

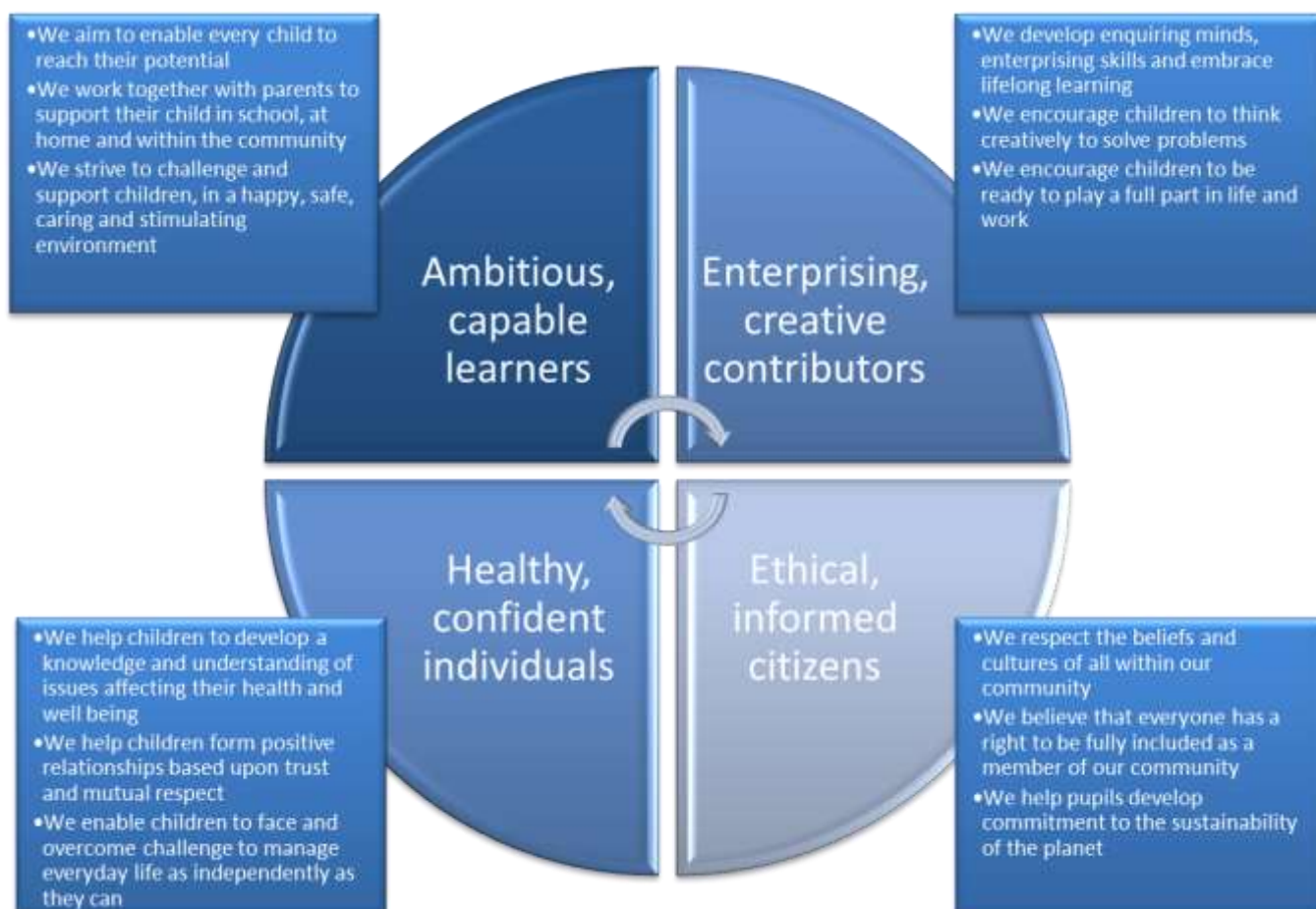
Miss Jenny Scott - Headteacher  
Ms Laura Morris - Chair of Governors

# Ethos & Values

*" Enjoy, Respect, Achieve."*

## AIMS OF THE SCHOOL

The school aims:-



# Home-school agreement

The school has a home-school agreement in place. The aim of a home-school agreement is to provide a framework for the development of the partnership between the school and parents.

You will be invited to sign the agreement when your child enters school. You will receive a copy of the agreement. If you feel unable to sign the agreement or would like to discuss it further, please contact school.

# School Staff

Headteacher - Miss J. Scott

Deputy Headteacher - Mrs C. Morris

|     | TEACHING STAFF                       | SUPPORT STAFF   |
|-----|--------------------------------------|---|
| Nur | Mrs K. Spray                         | Mrs J. Hughes, Mrs K. Khan, Mrs V. Gibson, Mrs J. Kwag, Miss H Simonson & Mrs N. Adan |
| RA  | Mrs J. Pugsley & Mrs K. Bah          | Mrs H. Begum & Mrs J. Kwag  |
| RB  | Miss A. Fitzsimmons                  | Mrs M. Islam  |
| 1A  | Mrs L. Eastwood                      | Mrs R. Miah & Miss Taylor   |
| 1B  | Mr P. Rees                           | Mrs L. Shelley & Mrs T. Edwards   |
| 2A  | Miss A. Hullatt & Mrs R. Hill        | Mrs A. Nasir  |
| 2B  | Miss D. Varsani                      | Mrs L. Curtis & Mrs T. Feehan   |
| 2C  | Mrs P. Ambani                        | Miss J. Light   |
| 3A  | Miss R. James                        | Miss L. Falzon<br>Miss M. Johnstone   |
| 3B  | Mrs A. Lewis                         |   |
| 3C  | Mrs R. Mottram & Mrs K. Pankhurst    |   |
| 4A  | Mr O. Carter                         | Mr M. Barnett   |
| 4B  | Miss J. Lewis                        |   |
| 4C  | Mr D. Kilford                        |   |
| 5A  | Mr P. Matyus & Mrs H Bagguley        | Mrs N. Hersi  |
| 5B  | Mrs V. Hibbs                         |   |
| 5C  | Mrs S. Biship                        |   |
| 6A  | Miss L. Barry-Dawkins                | Mr K. Greenland   |
| 6B  | Mrs V. Norrish                       |   |
| 6C  | Mrs B. Griffiths (Senior Leader)     |   |
| PPA | Mrs R. Dyke                          | PPA Miss M. Abbott  |
|     | <b>INCLUSION STAFF</b>               | <b>Office Staff</b>   |
|     | Miss N. Rhodes (Senior Leader/ALNCo) | Mr A. Gowman (finance)  |
|     | Mrs M. Jones (teacher)               | Mrs N. Richards   |
|     | Mrs C. Cobb (teacher)                | Mrs S Wickens   |
|     | Miss H. Padfield (Health Mentor)     |   |
|     | <b>Family Engagement Officer</b>     | <b>Caretaker</b>  |
|     | Miss H. Willis                       | Mr T. Sells   |
|     | <b>Lunchtime Supervisors</b>         |   |
|     | Mrs J. Sharmin                       | Mrs D. Bethell  |
|     | Mrs C. Sargent                       | Mrs R. Imperato   |
|     | Mrs M. Evans                         | Mrs S. Chohan   |

# Our 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 twice a term 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.

Parents have the right to request a meeting with the school's Governing Body. For further details, please contact school.

A full list of our present Governing Body is detailed below. Any of the Governors may be approached for discussion or advice on relevant issues. Names and photographs of the Governors are located in the school's main office. All Governors can be contacted via the school.

**Chair of Governors:** Ms L. Morris

**Clerk to the Governors:** Miss H. Willis

The membership of the Governing Body is as follows:

| Name                       | Type of Governor | End of term of office |
|----------------------------|------------------|-----------------------|
| Miss J. Scott              | Head Teacher     | ongoing               |
| Mr I. Gittens (Vice-Chair) | Local Authority  | 24/2/2025             |
| Mr J. Edwards              | Local Authority  | 29/11/25              |
| Cllr L. Thorne             | Local Authority  | 30/4/2025             |
| Vacancy                    | Local Authority  |                       |
| Mrs R. Dyke                | Staff (TA)       | 01/09/2025            |
| Mrs C. Morris              | Staff            | 30/10/2025            |
| Mrs N. Preston             | Staff (Teacher)  | 30/10/2025            |
| Mrs M. Ballett             | Community        | 01/10/2023            |
| Ms D. Williams             | Community        | 23/04/2026            |
| Ms L. Morris (Chair)       | Community        | 21/11/2024            |
| Mr L. Jenkins              | Community        |                       |
| Mr D. Hirani               | Parent           | 05/12/2023            |
| Mrs S. Budeanu             | Parent           | 27/01/2024            |
| Mr Majundar                | Parent           | 21/01/2024            |
| Mr L. Hirani               | Parent           | 21/11/2025            |
| VACANCY                    | Parent           |                       |

If you are interested in getting involved in the running of our school, please contact the main office.

# Admissions

## ADMISSION ARRANGEMENTS

All admissions are dealt with by Cardiff Council which is the admitting authority. Further advice can be sought from the council's website ([www.cardiff.gov.uk](http://www.cardiff.gov.uk) then search for primary school admissions) or visit one of the local information hubs.



Ninian Park Primary School implements the Local Authority policy. Our Nursery is a 48 place unit (96 children attend part time) and children are admitted, on a part-time basis, from the age of three, into classes of mixed ages into either a morning or afternoon session.

Children who have not attended Nursery are admitted to school at the start of the academic year (September) following their fourth birthday.

If any parent would like to visit the school then please contact the main school office to make an appointment.

## CLASS INFORMATION

The school caters for pupils between the ages of 3 and 11. We have a standard number of 90 in Reception to Year 6 which means that we can admit up to 90 pupils in each age group. In September 2023, we have 3 classes per year from Year 2 to Year 6; in Reception and Year 1 we currently have 2 classes per year. However, with the largest transition in Cardiff this number is always changing.



## TRANSFER TO HIGH SCHOOL



Children move to secondary school in the September following their eleventh birthday. We have an excellent transition programme in place with our feeder school which is Fitzalan High School. Parents will be given information during the terms leading up to the transfer and may apply to other secondary schools in Cardiff. Advice about this is given at the time.

Teachers from Fitzalan High School visit our school to talk to the children about moving on to the high school and the children also spend time there in the two years preceding entry. Pastoral links between the schools are very well established and all Year 6 children are taught French and Music by Fitzalan staff in readiness for High School.

# School Routines

|           | Morning          | Afternoon        |
|-----------|------------------|------------------|
| NURSERY   | 8.45am - 11.15am | 12.15pm - 2.45pm |
| RECEPTION | 8.55am - 11.30am | 12.30pm - 3.00pm |
| YEAR 1    | 8.55am - 11.30am | 12.30pm - 3.10pm |
| YEAR 2    | 8.55am - 11.30am | 12.30pm - 3.10pm |
| YEAR 3    | 8.55am - 11.30am | 12.30pm - 3.15pm |
| YEAR 4    | 8.55am - 12.30pm | 1.30pm - 3.15pm  |
| YEAR 5    | 8.55am - 12.30pm | 1.30pm - 3.15pm  |
| YEAR 6    | 8.55am - 12.30pm | 1.30pm - 3.15pm  |



## **ARRIVAL & COLLECTION**

In normal circumstances school starts at 8.55am and no children should arrive before 8.45am unless they attend Breakfast Club. Pupils from Reception to Year 6 should enter the school site via the large green gates in Sevenoaks Park; parents can then exit via the Virgil Street gates.

The school operates an Open Door policy from 8.45am where pupils can enter the building and go to class ready for formal learning to begin at 8.55am.

At the end of the day/session Nursery children should be collected from the appropriate playground (which will be explained on your first day). All children will be escorted onto the playground by the teachers where they should be met by parents or another named adult. Parents of children in Years 3 to 6 will need to meet the children on the junior playground.

Children who are late (after 8.55am) will have to enter via the main entrance and will have a late mark on the register. The school monitors punctuality closely and children who are persistently late will be reported to the Educational Welfare Officer.

Please ensure that you contact school if you are going to be delayed in collecting your child from school, so that we can allay fears and worries before they begin.

## **SCHOOL SECURITY**

The school is a secure site, which is covered by CCTV and a fobbed access system, to ensure the security of pupils, staff and the school premises.

Parents must ensure that all children arrive by 8.55a.m. At 8.55a.m all entrances to the school are locked. All visitors must announce their arrival on the school premises by reporting to the main office where they will be expected to sign into the iPad based Visitors' Book and wear a visitor's badge.

Children can only be collected from school by a parent or agreed responsible adult. This adult will have to sign the release book and give an appropriate reason for the early departure.

## **PARKING**

We ask parents to park safely outside the school. No-one is allowed to stop or park on the zig-zag lines outside the school. May we also remind parents that our school is in the middle of a busy community. Parking irresponsibly or blocking driveways is not fair on others.

# Meals & breaks



## LUNCHES AND SCHOOL BREAKS

School lunches are cooked on the premises. All children are given a choice of meal each day.

### **Dinner Money**

School dinner money is paid online through ParentPay. When your child starts school you will be issued with an activation letter which will enable you to register at [www.parentpay.com](http://www.parentpay.com). The staff in the school office are happy to support you in registering for an account. Parents can then manage their account online. Accounts have to be in credit to enable you to order meals for your child. Meals must be ordered by 8am each day but can be ordered up to three weeks in advance, if you prefer.

### **Free School Meals**

As of November, pupils from Reception to Year 4 are entitled to Free School Meals from the Welsh Government. For pupils in Years 5 and 6 whose families are in receipt of Income Support or Income Based Job Seekers Allowance are entitled to school meals free of charge. ***We would urge everyone who is entitled to free school meals to register even if you don't want to take the meal as the school receives additional funding for every child who is registered for free school meals.*** Children who are entitled to free school meals can still bring a packed lunch to school if the parents wish. Office staff are happy to offer support parents wishing to apply for free school meals.

### **Packed lunches**

All children who do not want school dinners may bring a packed lunch to eat. These should be packed in **small** lunch boxes only (storage space is very limited). In line with the Schools Healthy Eating Policy & the Welsh Governments Appetite for Life requirements, we request that children do not bring fizzy drinks, sweets, chocolate bars or crisps to school. Due to life-threatening allergies we are a NUT FREE school, please do not send any nuts or nut products in with your



child. If you would like further information on Healthy Lunchboxes, this is available at school.

Children may have a drink of milk or water during the morning break and a piece of fruit/vegetable to eat. We do not allow crisps, sweets or chocolate to be eaten at break time.

The school run a Snack Shack each morning where parents and pupils can buying reasonably priced fruit for break and lunch times.

We are a 'Healthy School' and this supports the school's Health Education Programme.

# Attendance

One of the school's main priorities this year is to increase our attendance figures. Please help us to improve by sending your child to school promptly every day. Children should only be absent from school if they are ill. If your child has vomited they should not return to school for 48 hours.

The school is following county guidelines and will NOT be authorising holidays or extended family visits in term time. The Governors have agreed to adopt Consortium guidelines and will be issuing Fixed Penalty Notices (fines) to parents who take their children on holiday during term time (further information is available from the main office).

We would encourage families to make the most of the 13 weeks holiday time in the school calendar. If (due to an extended visit) your child misses more than 20 consecutive school days they will lose their place at Ninian Park and you will have to re-apply via County admissions.

All absences from school must be explained. This may be by a telephone call to school, by letter or verbally to the class teacher. We have a dedicated line on our telephone system for reporting absences. Please choose this option to report absences. If we are not informed of your child's absence then they will receive an unauthorised mark in the register. Frequent unauthorised absences may lead to a visit from the Educational Welfare Officer.

A copy of the school's policy is available on request (*from the main office*).

Our school attendance figures for last few years are:-

|           | % Attendance | % Unauthorised Absence | % Authorised Absence |
|-----------|--------------|------------------------|----------------------|
| 2019-2020 | 91.4%        | 2.4%                   | 6.2%                 |
| 2020-2021 | 88.5%        | 4.6%                   | 6.9%                 |
| 2021-2022 | 89.9%        | 4%                     | 6.2%                 |
| 2022-2023 | 87.6%        | 4.7%                   | 7.7%                 |

## **LATENESS COUNTS!**

Please make sure that your child arrives on time for school every day. Remember that arriving at 9.10am every day means missing 15 minutes a day. This is the same as missing  $1\frac{1}{4}$  hours a week of learning or nearly 2 full weeks in a whole school year.

If you are worried about your child's attendance or punctuality then please make an appointment to see Mrs Cate Morris - Deputy Headteacher or Miss H. Willis the school's Family Engagement Officer.



# Health Matters

Miss. J. Scott (Headteacher) is the school's Health and Safety Officer. Nearly every member of staff holds a paediatric first aid certificate.

It is obviously important that the school knows of any illnesses, allergies or conditions which may have an effect on your child's capacity to learn (e.g. hearing, sight, asthma, convulsions). The school nurse attends school to carry out school Health Reviews in the children's Reception year.

## **ILLNESS AND ACCIDENTS IN SCHOOL / EMERGENCY TELEPHONE NUMBERS**

Although we do the best we can, there is no comfortable, quiet place for children to rest in school. In cases of illness, parents are contacted by telephone or text. Staff care for sick children until their parents arrive.

In case of an emergency a telephone contact number (home and one other) must be provided for every child. Please ensure that you let school know if there are any changes to contact numbers e.g. - new mobile numbers. As we use a texting service for parents it is VITAL that we have an up-to-date mobile-phone contact number. Failure to provide these will result in parents and pupils missing out on activities that take place in our school.

In the event of accidents, appropriate and necessary treatment is given and parents are contacted. In extreme emergencies children are transported to hospital by ambulance.

## **PRESCRIBED MEDICINES**

Please keep us informed of any medical conditions that may require on-going attention. Under normal circumstances medicines are not administered at school. Most medicines can be administered at home, before and after school. If medicines need to be administered at lunchtimes, parents need to come to school themselves or to arrange for their child to go home. Teachers are not allowed to give medicine to pupils. Pupils are not permitted to administer medicine themselves and no tablets or medicines should be kept in bags or drawers.

### **Asthma Inhalers**

Children who are asthmatic should keep an up-to-date inhaler in school, labelled with their name and date of birth. It is parents' responsibility to ensure that all inhalers are not out of date.



### **Headlice**

Headlice are common in all schools. Please check your child's hair regularly for signs of eggs or live headlice. Unfortunately, headlice prefer clean hair and are passed on simply by the child coming into contact with another child who has them. If you find them, please contact school so that we can send a letter home to other parents in the class and all children can be checked and treated. If a teacher finds evidence of headlice in a child at school, we will contact you so that you can collect your child and take them home for treatment. Advice on prevention and treatment can be obtained from your doctor or local chemist.

# School Uniform

## SCHOOL UNIFORM AND DRESS

We have a compulsory school uniform which includes:-

Black or grey skirts / trousers / joggers/ shorts

White / blue polo shirt / blue rugby shirt

Blue school sweatshirt

Blue / black shalwar kameez

Black shoes

Optional plain black/blue/white headscarf



*Items of school uniform can be purchased from YC Sports, Canton (029 20 220 246).*

## PERSONAL PROPERTY

Children should **not** bring to school any items that could be mislaid or even stolen. This includes toys, mobile phones etc. The school does not accept responsibility for the loss or theft of any personal items.

Please ensure that all children's clothing is clearly marked with their name to avoid the risk of your child losing items such as school sweatshirts. Thank you for your support with this. If items are lost there is a Lost Property Box.



## TOILET FACILITIES

The school has five sets of toilets = Nursery, Reception, Year 1 & 2, Year 3 & 4 and Year 5 & 6.

From Year 1 the boys and girls have segregated toilets. All toilets are cleaned daily. Nursery toilets are cleaned at lunchtime and at the end of the school day. Our Eco Committee monitor the toilets to ensure that a high standard of cleanliness is maintained.

# Family Engagement

At Ninian Park we believe that a positive partnership between home and school is fundamental to the success of children's learning. We are keen to ensure that as many parents as possible engage with the school. We annually complete Parents Questionnaires so that we can gauge views of parents and work together to make our school an even better place to learn.

We welcome parental support in school and have a Parent's Group - Parents, Teachers and Friends Association (PTFA) which supports the school at events such as Parent Consultation Meetings and School Fairs. If you would like to become a member of our PTFA please speak to Miss Willis (our Family Engagement Officer).

Parents are invited to participate in school activities and come into school to see learning at special assemblies, Parents Evening and Stay & Play sessions. They are notified of all school news and events in regular newsletters and texts and through the school website.



In accordance with government legislation, the school has a Home School Agreement which is signed by parents before entry to school.

New intake meetings are arranged for parents of all children who are new to the school.

# Breakfast Club

We have a free breakfast club which starts at 8.20am in the lower hall. Children must be registered with the club before attending. You will receive a text to let you know if your application has been successful. You will then receive a weekly text to allow you to book your place. Spaces must be booked each week.

The children are served cereal, toast, and juice and are supervised by Breakfast Club staff until the start of the school day.



Children should not arrive before 8.20am. Entrance is via the Virgil Street gate and children should be accompanied by an adult until the Breakfast Club Supervisor has signed them into the club.

# Curriculum

At Ninian Park Primary School we aim to provide children with real, creative and fun learning experiences and for this reason pupil's learning is organised into projects (enquiry questions). We also try to bring the 'wow factor' into learning with visitors, trips and experiences.

At Ninian Park we follow the Curriculum For Wales and teach all Areas of Learning -

- Health & Wellbeing
- Language, Literacy & Communication
- Mathematics & Numeracy
- Science and Technology
- Expressive Arts
- Humanities



Throughout all the Areas of Learning the school will weave the over-arching themes of literacy, numeracy and digital competency.

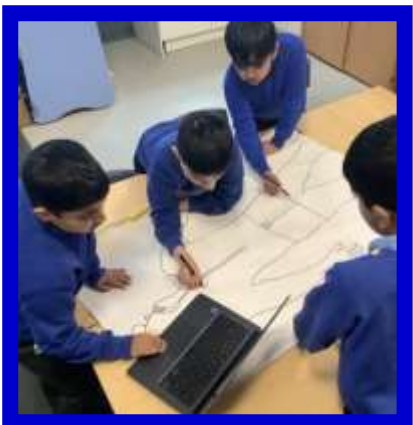


## **NURSERY & RECEPTION - PROGRESSION STEP 1 (PS1)**

Pupils in PS1 range in age from 3 to 4 years. Teaching is carried out in an integrated way with a balance of individual, group and whole class teaching. We aim to make our teaching 'fun' for the children so we try to ensure that the children learn through hands on, practical approaches, both indoors and outdoors.

## **YEAR 1, 2, 3 = PROGRESSION STEP 2 (PS2)**

Pupils in PS2 range in age from 4 to 8 years. They are taught through a range of themes that have been planned to develop skills, knowledge and experience. We encourage the children to become involved in the development of these themes and initiate some of their own learning.



## **YEAR 4, 5, 6 = PROGRESSION STEP 3 (PS3)**

Pupils in PS3 range in age from 8 to 11 years. They are also taught in themes that build on previous learning. As pupils progress through our school we encourage them to take more responsibility for their own learning, as well as sharing their ideas and time to improve our school.

We encourage the children to become curious, independent and confident; whilst they are given opportunities to initiate some of their own learning. We follow the Read, Write Inc scheme for the teaching of phonics and Big Maths for the teaching of number.

## LITERACY AND NUMERACY FRAMEWORK (LNF) and the DIGITAL COMPETENCY FRAMEWORK (DCF)

At Ninian Park we teach literacy, numeracy and digital competency skills through well-developed structured programmes and we ensure that all children are given ample opportunities to apply these skills across the curriculum in authentic contexts.

## RELIGIOUS EDUCATION

In addition to Areas of Learning, LNF and DCF, it is compulsory to provide religious education. The school implements the L.A. agreed policy and guidelines which reflects a broadly Christian requirement as well as incorporating instructions on other faiths. Daily acts of collective worship take place. We meet as class, year or whole school groups. The acts of worship usually follow a Christian theme and try to encourage the qualities of honesty, tolerance, helpfulness, always doing our best, respect for others and caring for our world. It is a time when the whole school can share in successes and achievements of individual children.



We have visitors who come to share our assemblies. There are also opportunities for the children to present the assemblies themselves through various themes like Transition, Easter or at times of other religious festivals e.g. Eid, Diwali.

Parents have the right to withdraw their child from Collective Worship. Alternative arrangements are made for these pupils in the school library.

## WELSH

Welsh is taught to all the children and the school creates a Welsh ethos. Children progressively develop their skills in speaking, listening, reading and writing. In PS1 and PS2, children are introduced to the language through simple phrases, sentences, songs and poems, Welsh stories and folk tales. PS3 Welsh builds upon and expands the language previously experienced by introducing more complex language patterns.

Throughout the school we use incidental Welsh throughout the day to deliver simple classroom instructions and exchange greetings. Children speak Welsh throughout the day, including Helpwr Heddiw sessions, Say Something in Welsh and our Criw Cymraeg encourage their peers to speak Welsh at breaktimes.



## Cwricwlwm Cymreig

In order to foster a Welsh identity, opportunities are planned throughout the curriculum to develop and apply children's knowledge and understanding of the cultural, economic, environmental, historical and linguistic characteristics of Wales.

The curriculum is enhanced with a wide range of educational visits, e.g. castles, museums, sporting venues and local cultural events.

We celebrate St. David's Day each year with a school Eisteddfod culminating in the 'chairing of the Bard'. The children also have opportunities to take part in many different activities related to Welsh life including music, art, dance, craft, sport and cooking.



## RELATIONSHIPS AND SEX EDUCATION (RSE)

The school follows curriculum guidance in the teaching of RSE. From September 2022, this is a compulsory theme that, where it is appropriate, will be taught as an integral part of the termly project.

During Year 3 and 4 children will explore ideas of family and friendship. Children in Year 5 will look at changes in their body (puberty) and Year 6 pupils will study personal relationships. This means that Years 5 and 6 will be involved in watching specially prepared materials, appropriate for their age range. Parents will be invited to see the materials prior to the lessons. The school is keen to discuss any individual concerns with parents in order to inform them of the importance of this area of the curriculum.



## ECO / HEALTHY SCHOOL

In order to make healthy living and environmental awareness an intrinsic part of our school life and ethos we have worked hard to gain our Green Flag and level 5 Healthy School awards.

Part of this is our healthy eating policy for break and lunchtimes (see page 9).

# Physical Education

At Ninian Park we promote enjoyment in undertaking exercise that will hopefully continue into adulthood as part of a healthy life style. We also aim to promote sporting activities outside the curriculum.

The school follows the national curriculum for P.E. All children participate in PE sessions and have access to extra curricular sporting activities.



## Clothing

It is necessary for children to wear suitable clothes for P.E. indoors and outdoors. This is either shorts/leggings or jogging bottoms, with a change of t-shirt/top for sessions. Appropriate footwear is also essential for children engaged in outdoor games and activities. This can be worn to school on PE days. It is important to remember that children should not wear any jewellery to school as it can be a health and safety concern. Parents are responsible for ensuring that children adhere to these guidelines about clothing and jewellery for everyone's safety.



## PS1 and PS2 (Nursery to Year 3)

Children can wear pants and vests or they can bring shorts and a t-shirt/leggings if they prefer for indoor activities. Outdoors they should have suitable footwear and shorts or track suits.

## PS3 (Year 4 to 6)

During indoor sessions appropriate clothing is essential, so that it does not become caught on equipment or other pupils. Suitable clothing would include

- Vest or t-shirt
  - Leggings, jogging bottoms or slim fitting tracksuit bottoms
- Outdoor games sessions require the children to wear a tracksuit or similar clothing that will enable

them to move easily and safely.

## Swimming

As part of the National Curriculum each child will have the opportunity to develop swimming skills. The children are supervised by teachers but taught by qualified swimming coaches at a local pool.

## Sports Days.

Each year the children take part in Sports Days and 'fun days' to further develop their enjoyment of physical exercise.



# Additional Learning Needs

The Governing Body and the Headteacher are committed to providing for children who have additional learning needs and to developing cultures, policies and practices which are inclusive. We try to ensure that the interests of all pupils are safeguarded regardless of need and we seek to remove barriers to learning and participation. This means that every child in Ninian Park Primary School is special and is entitled to a broad, balanced and differentiated curriculum.

The school implements the Additional Learning Needs Reform Bill. The school has established a panel consisting of the Additional Learning Needs Co-ordinator (ALNCo), senior staff and where possible the ALN 'named' governor. Money has been allocated to the school from the Local Authority specifically for children with Additional Learning Needs. This money is used to 'buy in' additional support staff. It has also been used to increase the schools resources for ALN.



Every term Learning Review meetings are held where staff discuss the progress of every child in the school. Children who are experiencing learning difficulties are given additional 'catch up' support either by a teacher or a Teaching Assistant from our Inclusion Team. This support may be within the classroom or on a withdrawal basis and can be long or short term. Parents of children receiving support are informed and are invited to discuss their child's progress or any queries that they may have. The school has well established links with a wide range of outside agencies and calls upon them for advice when necessary.

We are an inclusive school and the Governing Body ensures access for pupils and adults with disabilities. Action will be taken to ensure that disabled people are treated fairly and all reasonable adjustments will be made to give more favourable treatment where appropriate. When changes have been made to the physical environment, we have made every effort to make additional provision for those with disabilities. Two fully equipped disabled toilets are available in the school.

The school has a Strategic Equality Plan and an Accessibility Plan, which are available on the school website.

## ENGLISH AS AN ADDITIONAL LANGUAGE



The school is fortunate to have a team of staff who support children in their acquisition of English. This support is delivered in a variety of ways, either in class or on a withdrawal basis. We also have a team of bilingual staff who can support the parents and children in their mother tongue. We currently have access to staff who speak Urdu, Gujarati, Punjabi, Portuguese and Bengali.



## CHILDREN WHO ARE LOOKED AFTER (LACE)

Miss Rhodes is the member of staff with responsibility for promoting the educational achievement of Looked After Children. She liaises with carers and appropriate agencies to support each child's wellbeing.

# Child Protection

## PASTORAL CARE / CHILD PROTECTION

The quality of each child's physical, intellectual and spiritual development is our shared responsibility. In order that care can be exercised with sensitivity and competence, it is vital that school and home maintain positive and continuing links, and parents are welcome to make an appointment at any time to discuss urgent issues.

However, in order to promote the safety and protection of all the children in the school, we will refer any concerns about the well-being of a child to Children's Services. We anticipate your support in the principles behind this.

The named officer for Child Protection within the school is Miss J. Scott ( Headteacher). Mrs Cate Morris the Deputy Headteacher is the deputy Child Protection Officer.



# Behaviour

In order for all our children to feel safe, secure, happy and have the maximum opportunity to learn, it is vital that we create a calm and stable environment within the school. The school has a positive discipline policy that stresses the importance of good behaviour. We place emphasis on the positive aspects of reward and praise to create a happy and orderly environment.

Each class has developed their own set of rules, which the children agree with their class teacher at the beginning of the year. These are based on the school rules and are reinforced in assemblies and circle time.

We follow the Good to Be Green system to reinforce positive behaviour. The whole school celebrate being 'Green' with a half termly treat.



If a child's behaviour was considered to be seriously inappropriate, staff follow guidelines set out in the Behaviour Policy. Parents will be contacted if deemed appropriate.

## Ninian Park School Rules

- We respect others at all times.
- We keep our hands, feet and unkind words to ourselves.
- We listen to others when they are talking.
- We follow instructions straight away.
- We look after our belongings and those of other people.

### Bullying

At Ninian Park we believe that in order to learn children need to be happy.

Bullying is an emotive issue and it is important that parents know what the definition of bullying is and how we try to prevent it.

***Bullying is the deliberate and systematic attempt by one or more people to cause another to feel miserable, insecure or threatened. It is wilful, conscious desire to hurt someone physically, verbally or psychologically. It is NOT when two people have an occasional fight or disagreement.***

Staff act as mediators for pupils who raise concerns and encourage discussion in a relaxed and clam manner.

A copy of our Anti Bullying Policy is available for you to read at any time. If you have any concerns about your child then please come to talk to us.

# Homework

## LEARNING AT HOME

Parents who engage with their pupils' learning, give their children a major boost. There are many ways that parents, carers and families can help their children.

Some examples of informal activities -

- Ask your child about their day - what they have learnt, what questions they have asked, what they are proud of, who they helped/played with/were kind to/.... This will show that you value their efforts and good choices; as well as developing their speaking and listening skills.
- Make meals/snacks together - talking about what you are doing whilst cooking, can enhance mathematics, physics, literacy, cultural and social skills.
- Talk about what you can see, hear, smell, feel, wonder and hope for whilst out and about together.

Some examples of formal activities -

- Reception to Year 6 have access to books to practice their reading at home.
- Help your child learn their next sounds from the Read Write Inc Phonics list.
- Practice the sums sent home to help with your child's Big Maths 'Learn its'.
- Some homework may also take the form of research for contexts or home school tasks.
- Active Learn (Bug club) is also available for reading and maths games.

Homework can often be shared in the form of a learning menu (published on Seesaw and/or the school website). These give pupils the chance to choose the homework they want to complete by using their talents to show demonstrate their understanding of a concept or an element of their school project.

## HOW CAN YOU HELP?

Try to provide:-

- A suitable work surface.
- Some reference books.
- A time set aside for homework, which is respected by all members of the family.
- Interest and support for your child's work , whilst avoiding the pitfalls of nagging and undue pressure.
- A time on most evenings to enjoy a 'good read' with your child encouraging him/her to read to you.



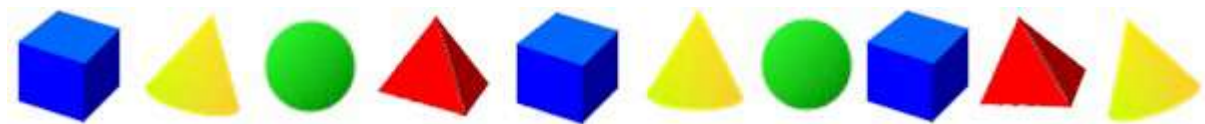
Do get in touch with the school if you have any queries or concerns about homework.

# Assessment

## ASSESSMENT, RECORDING AND REPORTING

Each child's progress and level of attainment is regularly assessed and recorded throughout the school. The school uses the skills based Taith360 programme to track the progress of each child which is based on the National Curriculum.

Class teachers make assessments during normal teaching situations, where a variety of evidence is gathered about the child's progress and achievements in specific areas of learning. The purpose of the assessment is to monitor progress, assess what each child has learned and plan the next stage in his/her learning. We try to involve the children in the assessment process as much as possible and all children have individual targets.



### **PS1 - Nursery and Reception**

On entry into Nursery and Reception children are assessed on the Foundation Phase Profile. This gives the staff a picture of each child's talents, so that they can ensure activities are based at the appropriate level.

### **PS2 - Year 1, 2 and 3**

During Year 2 pupils begin to take part in the annual, online Welsh National Tests. These tests are adaptive based on how pupils answer each questions, so no two tests are the same. Results of all of these assessments are reported to parents.

### **PS3 - Year 4, 5 and 6**

Every child in Key Stage 2 PS3 has targets so that they all know what they have to do to improve their learning. Individual goals are set for each child at the beginning of the year. All children in PS3 participate in the online Welsh National Tests set by the Welsh Government. Results of these are reported to parents every year.



## REPORTING TO PARENTS

Staff report children's progress to parents regularly throughout the year through Parent-Teacher Meetings and all parents receive a written annual report.

# Extra Curricular



At Ninian Park we endeavour to provide a wide range of extra activities both during and outside the school day. The school is involved in many extra-curricular activities including:-

- ✚ School Concerts
- ✚ Sports Day
- ✚ Theatre experiences
- ✚ Fund Raising Events
- ✚ Visitors come into school to support the curriculum.

## EDUCATIONAL VISITS

The school feels it is important for children to visit places of interest in the locality. These visits are organised for the children to inspire and support their learning, e.g. Llancaiach Fawr, Llangrannog, Cardiff Castle, Cardiff Bay, Sophia Gardens stadium and the Senedd.

## OUT OF HOURS LEARNING

Children can benefit greatly by taking part in a variety of opportunities for "out of hours" learning. Staff organise and run activities after school and at lunchtime. These include several sporting clubs, art club and gymnastics club.

Texts will be sent out to parents with details of clubs each half term. Please return consent forms and ensure that you collect your child promptly at the end of the sessions.

## Community Links / The World of Work

The school has developed a large number of community links. Pupils from Reception onwards visit businesses in the local area, e.g. fruit shop, opticians, estate agents, travel agents, supermarkets and local restaurants.

Visitors have included sportsmen and women, Assembly Ministers, poets and lots more!



# Equalities

At Ninian Park 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. This is highlighted in our school rules.



Stereotyped ways of thinking are the result of ignorance and may result in low self-esteem and limited aspirations. The school values and encourages involvement of people from all sections of the local community and through this involvement aims to provide positive images, which challenge stereotyped thinking.



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. The

school takes its responsibility to monitor, record and report on racist incidents seriously. Information derived from monitoring will be used to plan whole-school strategies to combat incidents. We recognise that British and Welsh society is made up of people from diverse backgrounds and life experiences. It is important that all pupils are prepared to live in such a society.



# School Policies

The school has a very wide range of policies which are available to parents on request.

## **CHARGING POLICY**

Parents will be requested to make a voluntary contribution towards any school organised function where a fee is charged to the school, e.g. school trips. If the contributions are insufficient the event may not take place. However we would not wish any child to be excluded from such activities on financial grounds.

## **PUBLICATION SCHEME.**

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.

You can request a copy of the information you want from the school.

To help us process your request quickly please clearly mark correspondence 'PUBLICATIONS SCHEME REQUEST'



Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing or pay a large postal charge we will let you know the cost before fulfilling your request.

## **COMPLAINTS PROCEDURE**

You are always welcome to come into school to discuss any concern you may have.

Most problems can be resolved quickly and easily by contacting the class teacher. The end of the day is usually a good time for your child's teacher to be free to talk to you. For lengthier discussions or matters of confidentiality it is advisable to make an appointment.

If you are still concerned, or the problem is of a broader nature, you are welcome to see Miss Scott.

In the unlikely event of the issue being unresolved, you have the right to take the matter to the Governing Body.

# Communication

## OPEN DOOR POLICY

Despite the installation of security measures for the safety of the children and staff, the school still has an 'open door' policy. We welcome brief parental consultation at any time. If you wish to meet staff at length please see the staff concerned, or telephone the school and arrange a mutually convenient time.

The Headteacher and the Deputy Headteacher try to make themselves available to talk to parents each morning from 09:00 to 09:15 without an appointment. This time is for brief meetings only. If you would like a longer meeting please ring for an appointment.



## KEEPING IN TOUCH.

Parents are kept up to date with the latest school news and events in a number of ways:-

1. Letters
2. A half termly newsletter
3. Text messages
4. Meetings and consultation sessions held throughout the year
5. Information shared via the school's Twitter account @nppschoo
6. Through the school website (now available in over 45 languages)

[www.ninianparkprm.cardiff.sch.uk](http://www.ninianparkprm.cardiff.sch.uk)

# Term dates

## Academic Year 2023/2024

| Term          | Start                              | Half term                           |                                     | Finish                              |
|---------------|------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <b>Autumn</b> | Tuesday<br>5 <sup>th</sup> Sept    | Monday<br>30 <sup>th</sup> October  | Friday<br>3 <sup>rd</sup> November  | Friday<br>22 <sup>nd</sup> December |
| <b>Spring</b> | Tuesday<br>9 <sup>th</sup> January | Monday<br>12 <sup>th</sup> February | Friday<br>16 <sup>th</sup> February | Friday<br>22 <sup>nd</sup> March    |
| <b>Summer</b> | Monday<br>8 <sup>th</sup> April    | Monday<br>27 <sup>th</sup> May      | Friday<br>31 <sup>st</sup> May      | Friday<br>19 <sup>th</sup> July     |

On Inset days the school will be closed for staff training. This year's Inset days will be -

Monday 4<sup>th</sup> September 2023  
 Monday 3<sup>rd</sup> October 2023  
 Monday 8<sup>th</sup> January 2024  
 Friday 23<sup>rd</sup> February 2024  
 Monday 10<sup>th</sup> June 2024  
 Monday 22<sup>nd</sup> July 2024

